

AGENDA
Coburg Planning Commission
Regular Session
Hybrid Meeting In-Person & via Zoom
May 18, 2022 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. | APPROVAL OF MINUTES – April 20, 2022 | Chair Thompson |
| 7:15p | 5. | PUBLIC TESTIMONY
Five minute limit each unless extended time approved prior to meeting by Chair. | |
| 7:20p | 6. | COMMISSION BUSINESS
• Coburg Development Code Amendments <i>Information only</i> | Zoe Anton, Adhya Sarasmita & Megan Winner |
| 7:50p | 7. | CITY UPDATES
• City Administration Report <i>Information only</i> | |
| 8:05p | 8. | ADJOURNMENT | Chair Thompson |

The next regular meeting of the Coburg Planning Commission is scheduled for June 15 at 7:00pm. 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.

Planning Commission meetings are recorded and live streamed at coburgoregon.org

COBURG PLANNING COMMISSION MEMBERS

Paul Thompson, Chair
William Wood, Vice Chair
Jonathan Derby
Seth Clark
John Marshall
Marissa Doyle
Alan Wells

COUNCIL LIAISON: Nancy Bell



MINUTES
Planning Commission
Hybrid Meeting In-Person & via Zoom
April 20, 2022
Coburg City Hall
91136 N Willamette Street Coburg, Oregon 97408

COMMISSIONERS PRESENT: William Wood, Vice Chair; John Marshall, Seth Clark, Alan Wells, Marissa Doyle, and Nancy Bell, Council Liaison.

COMMISSIONERS ABSENT: Chair Paul Thompson and Commissioner Jonathon Derby.

STAFF PRESENT: Megan Winner, Resource Assistant; Nancy Bell, Council Liaison

1. Call Meeting to Order

Vice Chair Wood called the meeting to order at 7:06 p.m.

2. Roll Call

Ms. Winner called roll. A quorum was present.

3. Agenda Review

Ms. Winner presented the minutes from the December 15, 2021 & February 22, 2022, meetings for approval.

4. Minutes Approval

MOTION: Commissioner Marshall moved, seconded by Commissioner Clark, to approve the December 15, 2021 & February 22, 2022 Planning Commission meeting minutes as presented. The motion passed unanimously. Vote: 5-0.

5. Special Guest

- Faye Stewart, Cottage Grove Public Works & Development Director
Mr. Stewart presented the Council with his extensive experience, including details of the creation of the current city partnered building program. He spent twenty years as a partner of a general contracting business, specializing in excavation and construction. From 2005-2017 he served as East Lane County's Commissioner. His area of improvement was to create a building program located in Cottage Grove, creating a local walk-in office, a personal appeal for contractors. In 2018 Mr. Stewart began his

present role with the City of Coburg. His long-awaited plan was approved that same year. Creswell began collaborations with Coburg. The State Building Codes Commissions required the following positions to be filled:

- Jason Bush, Certified Building Official and Inspector for level 8 construction. Mr. Bush has over twenty-five years of experience.
- Ryan Bennett, Specialty Electrical Inspector. Mr. Bennett has over twenty years of experience.
- Melanie Klemmer, Permit Specialist and Residential Building Inspector
- New payment laws based on fees was established. Mr. Stewart spoke of the partnership between the cities of Veneta, Creswell, Cottage Grove and Coburg. He explained how percentage fees for each city were compiled.

Mr. Stewart stressed the importance of processing permit applications within five days. Larger commerce projects, although taking longer to process would still receive the best possible service. In addition to a local walk-in office, callers can speak to an in-person operator. A very detailed monthly service report is supplied to the cities.

Commissioner Marshall inquired as to what the state surcharges were for. Mr. Stewart answered that State uses a percentage of the revenue from the permit fees to run the Building Codes Division, which provides electronic programs like Accella, an electronic app for permit information. It provides continued education training credits and supports Blue Beam, an electronic app for submitting and reviewing plans online.

Commissioner Marshall next asked if increased staffing would be necessary, due to increased building construction. Mr. Stewart stated that none were needed at this time, but that he had already worked it into the budget in case that should happen.

6. Goal Setting for Fiscal Year 2023

Commissioner Marshall stressed the necessity of having the Traffic Impact Study presentation conducted.

Ms. Winner, Resource Assistant, stated that it was still planned for presentation.

Ms. Bell and Mr. Clark spoke of staff communications. They noted that while communications had been going well, they would continue that goal with a focus on regular updates to the council.

- **MOTION: Commissioner Marshall moved, seconded by Commissioner Doyle to retain the goals for FY2023. The motion passed unanimously. Vote: 5-0.**

7. Planning Commission Orientation Update

Ms. Winner announced that she had been creating an all-electronic documents flash drive for each of the commissioners. This would provide a modern, easy to use, easy to carry, organized access to information.

8. City Update

- City Administration Report / *Information Only*
No new items
- Summary of March 17, 2022, Ad-Hoc Code Review Committee & Planning Commission Joint Work Session / *Information Only*

Vice Chair Wood inquired if there were any questions or comments. None were presented.

9. Adjournment

Vice Chair Wood adjourned the meeting at 7:55 p.m.

(Minutes recorded by Trenay Ryan)

APPROVED by the Planning Commission of the City of Coburg on this

Paul Thompson, Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder

COBURG AGENDA ITEM SUMMARY

MONTHLY REPORTS



TOPIC: Development Code Amendments

Meeting Date: May 18, 2022

Staff Contact: Megan Winner, Planner

Contact: 541.682.7862, megan.winner@ci.coburg.or.us

This agenda item summary is intended to orient Planning Commissioners to the materials prepared for the amendments to the City of Coburg Development Code and provide some context for the amendments.

BACKGROUND

In 2020, the City of Coburg contracted with the Urban Collaborative LLC., to conduct a Build-Out Scenario analysis. The Build-Out Scenario project spurred discussion in the community about what is currently allowed in the Development Code. This discussion led to the creation of an Ad-Hoc Code Review Committee comprised of two City Councilors, two Planning Commissioners, two citizens-at-large and one business owner. The Ad-Hoc Code Review Committee met bi-weekly for a period of over 8 months, from February to October of 2021, to review and make recommendations on the proposed amendments. By the end of their meetings, the Committee chose to pursue a form-based code for the Central Business District (CBD) zoning district, in addition to other amendments to the code.

The form-based code is arguably the most significant amendment being proposed. One primary purpose of a form-based code is to focus on the built environment and its desired look and feel. Drafts of the regulating plan and development checklist have been reviewed and approved by the Ad-Hoc Code Review Committee.

Other amendments to the code include correcting scrivener's error and other straightforward language changes, the addition of alternative street standards, the addition of a Public Facilities zoning district section, an additional rendering for the Highway Commercial zoning district and other proposed changes as found in Exhibit A.

The recommended code amendments will come to Planning Commission for a recommendation and then City Council for final action and adoption. The first public hearing will be held on June 15th in front of the Planning Commission.

For Planning Commission's review, staff have included the following exhibits:

Exhibit A: Code matrix showing the existing code language and proposed amendments.

Exhibit B: Draft regulating plan, development checklist and rendering for the form-based code for the Central Business District zoning district.

Exhibit C: Highway Commercial zoning district rendering

Exhibit D: Draft Public Facilities section

Exhibit E: Draft alternative street standards

NEXT STEPS

1. These proposed code amendments will come back to Planning Commission at a public hearing on June 15th to make a recommendation to City Council.
2. The first reading of the ordinance to approve the proposed amendments will take place at a public hearing at the July 12th City Council meeting.
3. City Council may choose to waive the second reading and adopt the ordinance on July 12th, or a second reading of the ordinance may take place on August 9th. The ordinance will be adopted by City Council.

REVIEWED THROUGH:

Anne Heath, City Administrator
Henry Hearley, Associate Planner

CITY OF COBURG DRAFT CODE AMENDMENT MATRIX (May 2022)

Code Section	Current Code Language or Description	Potential Amendments	Page Number
Title Page	<i>City of Coburg Development Code May, 2018 (Amended November, 2019)</i>	Change title to the Coburg, Oregon Zoning Code , as the document is referenced in Article 1. Title (page 1)	Title page
Table of Contents	<i>Ordinance No. A-200-I</i>	Update to current ordinance Ordinance No. A-200-L	i
ARTICLE VII DISTRICT REGULATIONS			
A. Traditional Residential District	<i>A.1 Purpose Purpose: The Traditional Residential District is intended to provide a livable neighborhood environment, preserve the small town and historic character of the traditional core of Coburg, ensure architectural compatibility, and provide for a variety of residential housing choices and other associated uses as determined to be desirable and/or necessary.</i>	Add “architectural” before “character” Purpose: The Traditional Residential District is intended to provide a livable neighborhood environment, preserve the small town and historic architectural character of the traditional core of Coburg, ensure architectural compatibility, and provide for a variety of residential housing choices and other associated uses as determined to be desirable and/or necessary.	8
B. Traditional Medium Residential District	<i>B.1 Purpose Purpose: The Traditional Medium Residential District is intended to provide for medium density housing in a livable neighborhood environment, preserve the small town and historic character of the traditional core of Coburg, ensure architectural compatibility, and provide for a variety of residential housing choices and other associated uses as determined to be desirable and/or necessary.</i>	Add “architectural” before “character” Purpose: The Traditional Medium Residential District is intended to provide for medium density housing in a livable neighborhood environment, preserve the small town and historic architectural character of the traditional core of Coburg, ensure architectural compatibility, and provide for a variety of residential housing choices and other associated uses as determined to be desirable and/or necessary.	14
C. Central Business District	<i>Section C.</i>	Replace entire section with form-based code and regulating plan for the CBD. Draft section attached.	19

Code Section	Current Code Language or Description	Potential Amendments	Page Number
D. Highway Commercial District	<p><i>D.1. Purpose</i></p> <p><i>Purpose: The purpose of the C-2 District is to provide goods and services that primarily serve the traveling public and regional market. The C-2 District is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, encourage bicycle and pedestrian access for employees and customers, and allow appropriately scaled commercial uses that fit the small town, historic character of the community.</i></p>	<p>Add “architectural” before “character”</p> <p>Purpose: The purpose of the C-2 District is to provide goods and services that primarily serve the traveling public and regional market. The C-2 District is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, encourage bicycle and pedestrian access for employees and customers, and allow appropriately scaled commercial uses that fit the small town, historic architectural character of the community.</p>	24
		<p>Add a new image showing what potential development could look like titled Figure VII.D.14.f</p> <p>Add rendering/illustration Figure VII.D.14.f (draft image attached)</p>	34
E. Light Industrial District	<p><i>E.1 Purpose</i></p> <p><i>The purpose of the LI District is to provide areas for manufacturing, assembly, packaging, wholesaling, related activities, and limited commercial uses that support local industry and are compatible with the surrounding commercial and residential districts. The LI District is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, encourage multi-modal forms of transportation that utilize bicycle and pedestrian access for employees and customers, and appropriately scaled non-polluting industrial uses that fit the small town, historic character of the community.</i></p>	<p>Add “architectural” before “character”</p> <p>The purpose of the LI District is to provide areas for manufacturing, assembly, packaging, wholesaling, related activities, and limited commercial uses that support local industry and are compatible with the surrounding commercial and residential districts. The LI District is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, encourage multi-modal forms of transportation that utilize bicycle and pedestrian access for employees and customers, and appropriately scaled non-polluting industrial uses that fit the small town, historic architectural character of the community.</p>	35
	Add Section 2.a(2)(xv)	Add beer and wine as permitted use	35

Code Section	Current Code Language or Description	Potential Amendments	Page Number
		Section 2.a(2)(xv) Beer and Wine	
F. Campus Industrial District	<p><i>F.1 Purpose</i></p> <p><i>Purpose: The purpose of the Campus Industrial District (CI) is to provide areas for high employment centers, including but not limited to research and development, manufacturing, assembly, packaging, related activities, and limited industrial-supportive commercial uses in an attractive, campus setting. The CI District is intended to promote a high quality of life through a diverse economy and strong tax base, encourage multi-modal forms of transportation that utilize bicycle and pedestrian access for employees and customers, and appropriately scaled, non-polluting industrial uses that fit the small town, historic character of the community.</i></p>	<p>Add “architectural” before “character”</p> <p>Purpose: The purpose of the Campus Industrial District (CI) is to provide areas for high employment centers, including but not limited to research and development, manufacturing, assembly, packaging, related activities, and limited industrial-supportive commercial uses in an attractive, campus setting. The CI District is intended to promote a high quality of life through a diverse economy and strong tax base, encourage multi-modal forms of transportation that utilize bicycle and pedestrian access for employees and customers, and appropriately scaled, non-polluting industrial uses that fit the small town, historic architectural character of the community.</p>	40
	<p><i>F.2.a(2) (2) Manufacturing and Assembly, and including Associated Sales, where the use does not require a permit from an air quality public agency and where any industrial activity occurs within an enclosed building</i></p>	<p>Remove air quality permit language as recommended by Lane Regional Air Protection Agency (LRAPA)</p> <p>(2) Manufacturing and Assembly, and including Associated Sales, where the use does not require a permit from an air quality public agency and where any industrial activity occurs within an enclosed building</p>	40 strikethrough
New Section J. Public Facilities	<p><i>Add new Section. There is no Public Facilities section or regulations currently</i></p>	<p>Add Section J. Public Facilities. Draft section attached.</p>	51
ARTICLE VIII. SUPPLEMENTARY DISTRICT REGULATIONS			
E. Streets, Alleys and Other Public Way Standards		<p>Add additional street standards. Draft attached.</p>	60-64

Code Section	Current Code Language or Description	Potential Amendments	Page Number
K. Accessory Dwelling Units	<p><i>1.e Owner/Occupancy Requirements</i></p> <p><i>Owner/Occupancy Requirements. Either the primary dwelling or the ADU shall be the principal residence of the property owner. The principal residence must be occupied for a minimum of 6 months of each calendar year by a property owner who is the majority owner of the property as shown in the most recent Lane County Assessor's roll. If there is more than one property owner of record, the owner with the majority interest in the property shall be deemed the property owner. Prior to issuance of a building permit for an ADU, the property owner must provide the City with a copy of the property deed to verify ownership, and two forms of documentation to verify occupancy of the primary residence. Acceptable documentation for this purpose includes voter's registration, driver's license, homeowner's insurance, income tax filing, and/or utility bill. When both the primary and ADU are constructed at the same time, such documentation must be provided prior to final occupancy.</i></p>	<p>Remove 1.e Owner/Occupancy Requirements</p> <p>1.e Owner/Occupancy Requirements</p> <p>Owner/Occupancy Requirements. Either the primary dwelling or the ADU shall be the principal residence of the property owner. The principal residence must be occupied for a minimum of 6 months of each calendar year by a property owner who is the majority owner of the property as shown in the most recent Lane County Assessor's roll. If there is more than one property owner of record, the owner with the majority interest in the property shall be deemed the property owner. Prior to issuance of a building permit for an ADU, the property owner must provide the City with a copy of the property deed to verify ownership, and two forms of documentation to verify occupancy of the primary residence. Acceptable documentation for this purpose includes voter's registration, driver's license, homeowner's insurance, income tax filing, and/or utility bill. When both the primary and ADU are constructed at the same time, such documentation must be provided prior to final occupancy.</p>	78 strikethrough
	<p><i>f. Temporary Leave. A property owner may temporarily vacate the principal residence up to one year due to a temporary leave of absence for an employment, educational, volunteer opportunity, or medical need. The property owner must provide the City proof of temporary leave status from the property owner's employer, educational facility, volunteer organization or medical provider, and a notarized statement that the property owner intends</i></p>	<p>Remove 1.f Temporary Leave</p> <p>f. Temporary Leave. A property owner may temporarily vacate the principal residence up to one year due to a temporary leave of absence for an employment, educational, volunteer opportunity, or medical need. The property owner must provide the City proof of temporary leave status from the property owner's employer, educational facility, volunteer organization or medical provider, and a notarized</p>	79 strikethrough

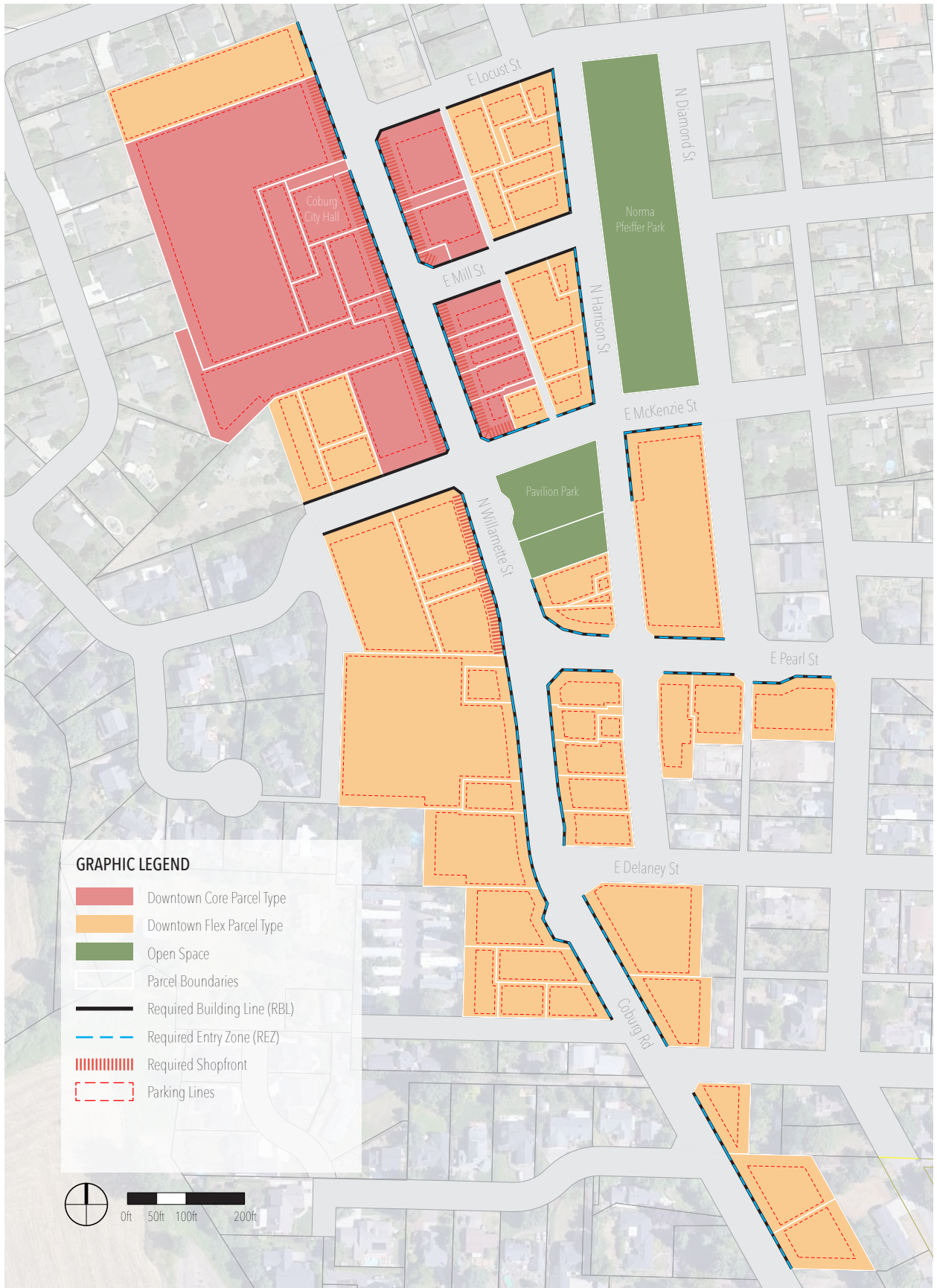
Code Section	Current Code Language or Description	Potential Amendments	Page Number
	<p><i>to resume occupancy of the principal residence after the one year limit. During the temporary leave, the property owner may rent or lease both units on the property. Leaves in which property owner is temporarily absent shall not be consecutive and shall not occur more than once every 5 years. This standard may be adjusted at the discretion of the City.</i></p>	<p>statement that the property owner intends to resume occupancy of the principal residence after the one year limit. During the temporary leave, the property owner may rent or lease both units on the property. Leaves in which property owner is temporarily absent shall not be consecutive and shall not occur more than once every 5 years. This standard may be adjusted at the discretion of the City.</p>	
L. Design Standards and Guidelines		<p>Add standard 4.f(iii) to Materials section 4.f(iii) No metal siding on accessory structures over 200 sq. ft.</p>	84
	<p><i>3.a. Purpose – The purpose statement explains the intent of the standard for use in interpretations and discretionary reviews where the standards are applied. Design Standard – The design standards are clear and objective standards that shall be applied during administrative and/or discretionary reviews.</i></p> <p><i>b. Design Guidelines – The design guidelines are encouraged but not required as part of administrative reviews. They may be required as part of discretionary reviews.</i></p>	<p>“Design Standard” should have its own numbering instead of being tucked in with “a. Purpose”. Indent Design Standard and renumber Design Guideline:</p> <p>3.a. Purpose – The purpose statement explains the intent of the standard for use in interpretations and discretionary reviews where the standards are applied.</p> <p>b. Design Standard – The design standards are clear and objective standards that shall be applied during administrative and/or discretionary reviews.</p> <p>c. Design Guidelines – The design guidelines are encouraged but not required as part of administrative reviews. They may be required as part of discretionary reviews.</p>	80
	<p><i>4.a(2)(ii)</i></p> <p><i>The minimum finished height of a front porch is 16 inches above grade. The maximum-finished grade for an entry porch in a single-family residential zone is 3 feet above grade.</i></p>	<p>Reducing the minimum to 13 inches:</p> <p>The minimum finished height of a front porch is 13 inches above grade. The maximum-finished grade for an entry porch in a single-family residential zone is 3 feet above grade.</p>	

Code Section	Current Code Language or Description	Potential Amendments	Page Number
	<p>4.b(2)(ii) <i>(ii) No more than 30 percent of the front yard area shall be pavement.</i></p>	<p>Adding clarification that a driveway is not included in the calculation: (ii) No more than 30 percent of the front yard area shall be pavement. Driveway area is not included in this calculation.</p>	81
ARTICLE X. TYPES OF REVIEW PROCEDURES			
Table X.1	<i>Subdivision – Final Type III</i>	The final plat should be a Type I administrative procedure. It is clear and objective. Update table to: Subdivision – Final Type I	106
E. Type IV Procedure (Legislative).	<p>Type IV (4) The Oregon Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 45 days before the first public hearing at which public testimony or new evidence will be received. The notice to DLCD shall include a DLCD Certificate of Mailing.</p>	<p>Adjust for “35/45-day” notice rule. DLCD changed notice requirement to 35 days instead of 45 days. Further, notices are now able to be submitted online instead of postal mail. (4) The Oregon Department of Land Conservation and Development (DLCD) shall be notified in writing or through the online PAPA process of proposed comprehensive plan and development code amendments at least 35 days before the first public hearing at which public testimony or new evidence will be received. The notice to DLCD shall include a DLCD Certificate of Mailing.</p>	119
ARTICLE XII LAND DIVISIONS AND PROPERTY LINE ADJUSTMENTS			
C. Tentative Approval	<p>2(a), 7(bb),7(bb)(4) a. Process. Applications for tentative partition plan review shall be processed as Type III applications in accordance with ARTICLE X.D. (bb) The proposed partition will:</p>	<p>There is currently a scrivener’s error where “partition” should be replaced with “subdivision”. It appears this was a copy and paste error. Replace “partition” with “subdivision” where partition was placed in error 2(a), 7(bb),7(bb)(4)</p>	151, 152

Code Section	Current Code Language or Description	Potential Amendments	Page Number
	<p><i>4. The proposed partition provides direct bicycle and pedestrian access to nearby and adjacent residential areas, transit stops, neighborhood activity centers, commercial areas, and employment and industrial areas, and provides safe, convenient and direct transit circulation, provided the City makes findings to demonstrate consistency with constitutional requirements. "Nearby" means uses within 1/4 mile that can reasonably be expected to be used by pedestrians, and uses within 2 miles that can be reasonably expected to be used by bicyclists.</i></p>	<p>a. Process. Applications for tentative partition subdivision plan review shall be processed as Type III applications in accordance with ARTICLE X.D.</p> <p>(bb) The proposed partition subdivision will:</p> <p>4. The proposed partition subdivision provides direct bicycle and pedestrian access to nearby and adjacent residential areas, transit stops, neighborhood activity centers, commercial areas, and employment and industrial areas, and provides safe, convenient and direct transit circulation, provided the City makes findings to demonstrate consistency with constitutional requirements. "Nearby" means uses within 1/4 mile that can reasonably be expected to be used by pedestrians, and uses within 2 miles that can be reasonably expected to be used by bicyclists.</p>	

C. Central Business District (C-1)

1. **Purpose.** The Central Business District (C-1) is intended to preserve and enhance the downtown area as the historic heart of the community. Coburg's downtown is the community's central location for commercial services, civic functions and mixed use. The district regulations are intended to ensure the downtown reflects the small town and historic architectural character of Coburg, and provides an attractive, pedestrian-oriented setting.
2. **Regulating Plan**
 - a. **Purpose and Applicability**
 - (1) This section establishes the Regulating Plan for the Central Business District (C-1) in the City of Coburg. This Regulating Plan designates parcel typology for each property rather than use, which allows more flexibility for development to occur, while providing that future growth helps meet the community's goals and vision for the district.
 - (2) All new development, redevelopment, alteration to the footprint, height, or massing of an existing building, and improvement to parcels within C-1 District must comply with regulations for the applicable Parcel Type as well as applicable regulations in the City of Coburg Development Code.
 - b. **Parcel Types.** The following list defines the intent of each Parcel Type.
 - (1) **Downtown Core Parcel Type**
 - (i) The primary intent of this parcel type is to create a vibrant, high density, pedestrian-oriented Main Street along N Willamette St.
 - (ii) The mixed-use character of this parcel type is reflected in the verticality of its buildings, where each floor typically hosts a different use. Typically along streetfronts, retail or service uses are located on the ground floor of the building, and residential (lofts), office, retail, trade or service uses are located on the upper floor(s).
 - (2) **Downtown Flex Parcel Type**
 - (i) The primary intent of this parcel type is to encourage vibrant, pedestrian-oriented, mixed-use development throughout C-1 District.
 - (ii) The mixed-use character of this parcel type is defined by the flexibility and compatibility in use, in a sense that no parcel is restricted to a single use. This allows retail, service, office, live-work, and residential (townhomes or lofts) uses to be within proximity of each other, vertically or horizontally.



GRAPHIC LEGEND

- Downtown Core Parcel Type
- Downtown Flex Parcel Type
- Open Space
- Parcel Boundaries
- Required Building Line (RBL)
- Required Entry Zone (REZ)
- Required Shopfront
- Parking Lines



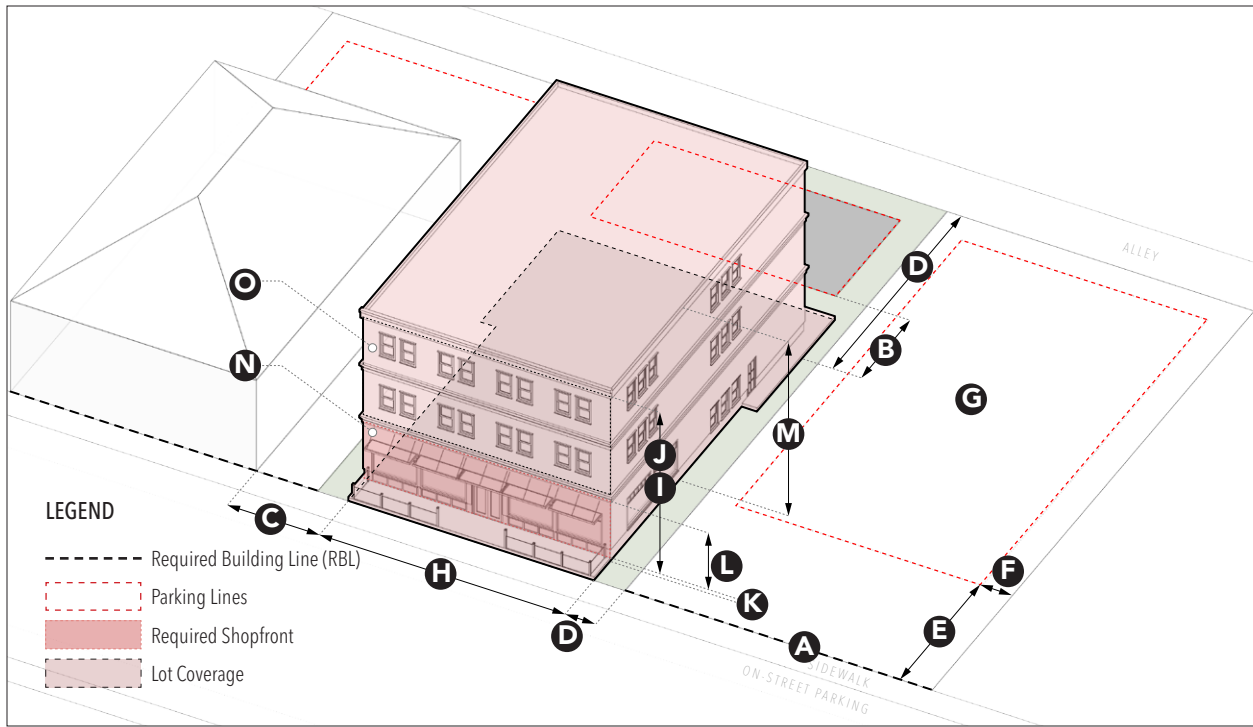
3. Building Standards

a. Purpose and Applicability

- (1) The purpose of this section is to set forth regulations for Building Standards and design guidelines applicable to Parcel Types within C-1 District. These standards are intended to ensure that new developments strengthen and enhance the existing architectural character and neighborhood scale of Downtown Coburg.
- (2) The requirements in this section apply to all proposed development within C-1 District and must be considered in relation to the intent and general architectural and neighborhood character of the district. The Building Standards also apply to any alteration to the footprint, height, or massing of the existing building, or alteration of any parcel.
- (3) These Building Standards do not apply to the existing use of any buildings or parcel and will not prevent the restoration of a building damaged not more than fifty (50) percent of its assessed valuation by fire, explosion, or extreme weather event.

- b. Building Standards.** The following pages illustrate and detail requirements regarding building forms for each Parcel Type.

A. DOWNTOWN CORE BUILDING STANDARDS



Use

Ground floor:	retail, service, office, trade; residential permitted on non-street-facing part(s) of the lot
Upper floor(s):	retail, service, office, trade, residential

Placement

Front required building line (RBL)	0 ft; the front-most part of the building (i.e. wall, front porch) must be built to the RBL	A
Setback from secondary roads and parking	0 ft min.	B
Setback from other buildings	comply with applicable Uniform Fire Code standards	C
Rear and side setbacks	0 ft min.; see Notes when abutting Traditional Residential parcel	D
Parking setback from RBL	30 ft min.	E
Parking setback from parcel lines with no RBL	6 ft min.; 20 ft min. when abutting Traditional Residential parcel	F

Coverage

Lot size	25 ft min. width; 1,500 sq ft min. area	G
Lot coverage	100% max.; see Notes for prerequisites	
Primary street facade built to RBL	80% min. of RBL length	H
Building width and length	150 ft max.; exterior building articulation required every 40 horizontal feet or less	

Height

Minimum number of floors	2 floors	I
Maximum number of floors	3 floors	J
Ground floor elevation	0 in min. above sidewalk; see Notes for residential use	K
Floor to floor height	10 ft min.	L
Building height	45 ft max.; see Notes when abutting Traditional Residential parcel	M

Fenestration

Percent of facade area (ground floor)	60%-80%	N
Percent of facade area (upper floors)	40%-80%	O

DOWNTOWN CORE BUILDING STANDARDS

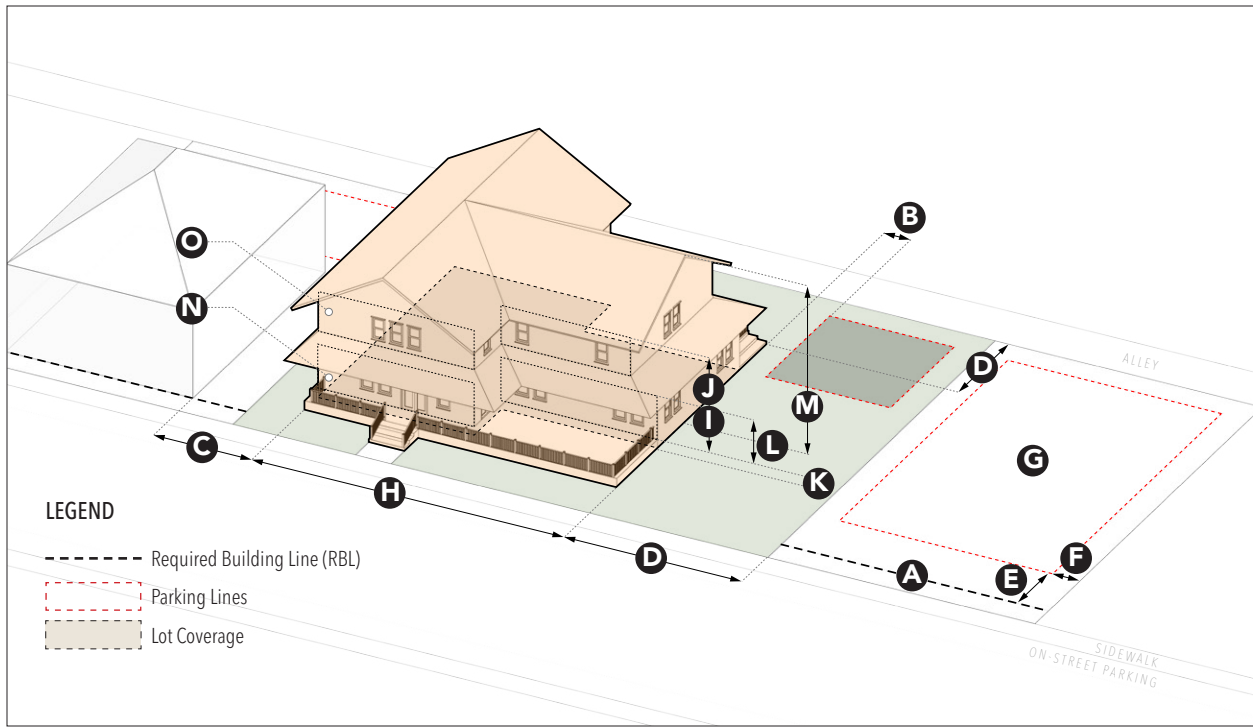
The physical form of buildings on this parcel type is regulated to reflect the town center character of downtown, with required shopfront on the ground floor where RBL exists. Because Central Business District is part of Coburg's "Architecturally Controlled Areas," the building form must also reflect the local architectural characteristics, as defined in Article VII.C.3.c.



Notes

- Buildings on parcels that abut a Traditional Residential parcel must be set back at least one foot for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft; building height is measured from the average grade to the top of the wall facing the shared property line or to the top of the highest window or door, whichever is higher
 - One hundred percent coverage is allowable when applicable minimum loading space, stormwater, and setback requirements are met
 - The ground floor of non-street-facing residential use must be elevated a minimum of 16 inches above grade
 - Primary building entrance must be located along the Required Entry Zone (REZ) and be oriented to the street
 - Pedestrian sidewalks or walkways must be provided to connect the building primary entrance to the public right of way
 - Uses that create odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries are prohibited
 - All new developments are required to provide a minimum of two of the following pedestrian amenities
 - Outdoor seating options
 - Extra wide sidewalk
 - Courtyard or pocket park
 - Rain garden and/or planters
 - Other opportunities for open spaces
 - All new constructions and major renovations are required to incorporate historic building exterior design elements as detailed in Article VII.C.3.c "Architecturally Controlled Areas"
 - New buildings may have a flat roof
 - The C-1 District is exempt from the minimum off-street parking requirements under Article VIII.B Section 2(b) of the Coburg Development Code, except for employees parking and work vehicles that are stored on site
 - Off-street parking, drives, garages, and other vehicle areas must be oriented to the alley or located behind or to the side of the building; they cannot be placed between buildings and streets
 - Off-street parking must be accessed from the alley; when no alley exists, off-street parking must be accessed from the side of the building or through a side street for corner lots
 - When a garage exists, its front side must be recessed from the primary building frontage by a minimum of 4 feet
 - If more than four dwelling units are proposed, an alley or private mid-block lane are required for vehicle access
 - No structural improvements, except road surfacing, are allowed within 10 feet of the centerline of an alley
 - Any ground-level shopfront windows facing circulation networks must be kept visible (unshuttered) at night
-

B. DOWNTOWN FLEX BUILDING STANDARDS



Use

Ground floor:	retail, service, office, trade, residential
Upper floor(s):	retail, service, office, trade, residential

Placement

Front required building line (RBL)	0 ft min. - 6 ft. max.; the front-most part of the building (i.e. wall, front porch) must be built to the RBL	A
Setback from secondary roads and parking	6 ft min.	B
Setback from other buildings	comply with applicable Uniform Fire Code standards	C
Rear and side setbacks	0 ft min.; see Notes when abutting Traditional Residential parcel	D
Parking setback from RBL	20 ft min.	E
Parking setback from parcel lines with no RBL	6 ft min.; 20 ft min. when abutting Traditional Residential parcel	F

Coverage

Lot size	25 ft min. width; 1,500 sq ft min. area	G
Lot coverage	100% max.; see Notes for prerequisites	
Primary street facade built to RBL	60% min. of RBL length	H
Building width and length	150 ft max.; exterior building articulation required every 40 horizontal feet or less	

Height

Minimum number of floors	1 floors	I
Maximum number of floors	3 floors	J
Ground floor elevation	0 in min. above sidewalk; 16 in min. for above-grade residential use	K
Floor to floor height	10 ft min.	L
Building height	45 ft max.; see Notes when abutting Traditional Residential parcel	M

Fenestration

Percent of facade area (ground floor)	50%-80%	N
Percent of facade area (upper floors)	40%-80%	O

DOWNTOWN FLEX BUILDING STANDARDS

The physical form of buildings on this parcel type is regulated to support active street and seamless pedestrian experience, with ground floor shopfront for retail, service, and office uses, or street-oriented frontage for residential and live-work uses. Downtown Flex parcels at critical nodes may be required to provide ground floor shopfronts. Because Central Business District is part of Coburg's "Architecturally Controlled Areas," the building form must also reflect the local architectural characteristics, as defined in Article VII.C.3.c.



Notes

- Buildings on parcels that abut a Traditional Residential parcel must be set back at least one foot for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft; building height is measured from the average grade to the top of the wall facing the shared property line or to the top of the highest window or door, whichever is higher
 - One hundred percent coverage is allowable when applicable minimum loading space, stormwater, setbacks, and parking requirements are met
 - Primary building entrance must be located along the Required Entry Zone (REZ) and be oriented to the street
 - Pedestrian sidewalks or walkways must be provided to connect the building primary entrance to the public right of way
 - Uses that create odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries are prohibited
 - All new developments are required to provide a minimum of two of the following pedestrian amenities
 - Outdoor seating options
 - Extra wide sidewalk
 - Courtyard or pocket park
 - Rain garden and/or planters
 - Pedestrian-scaled awnings or canopies
 - Other opportunities for open spaces
 - All new constructions and major renovations are required to incorporate historic building exterior design elements as detailed in Article VII.C.3.c "Architecturally Controlled Areas."
 - New buildings may have a flat roof
 - The C-1 District is exempt from the minimum off-street parking requirements under Article VIII.B Section 2(b) of the Coburg Development Code, except for employees parking and work vehicles that are stored on site
 - Off-street parking, drives, garages, and other vehicle areas must be oriented to the alley or located behind or to the side of the building; they cannot be placed between buildings and streets
 - Off-street parking must be accessed from the alley; when no alley exists, off-street parking must be accessed from the side of the building or through a side street for corner lots
 - When a garage exists, its front side must be recessed from the primary building frontage by a minimum of 4 feet
 - If more than four dwelling units are proposed, an alley or private mid-block lane are required for vehicle access
 - No structural improvements, except road surfacing, are allowed within 10 feet of the centerline of an alley
-

c. **Architecturally Controlled Areas.** Building Standards are not intended to indicate or suggest any specific architectural style. However, because C-1 District is part of Coburg's "Architecturally Controlled Areas," the physical form of buildings in this district is regulated to reflect the local historic architectural characteristics.

- (1) The following historic building exterior design elements are required for all new construction and major renovations in order to maintain and improve the historic storefront character of the downtown. Historic Structures are also subject to the conditional use criteria in Article XIV.
 - (i) Decorative doors, transom, or clerestory windows.
 - (ii) Windows with trim comparable in style to that commonly used on other historic buildings in the C-1 district.
 - (iii) Certain percentage of the ground floor facade facing the street must have windows. The lower edge of these windows must be no more than 30 inches above the sidewalk. Refer to the corresponding Parcel Type's Building Standards for applicable range of fenestration percentages.
 - (iv) The pitch and style of rooflines must be comparable to existing historic rooflines and within a range of 4:12 - 10:12 pitch.
 - (v) Surface detailing is required for blank walls (permitted on non-street facing facades only) and must include offsets, windows, siding, murals, or other similar features.
 - (vi) Weather protection for pedestrians (awnings or canopies). Lighted or bubble awnings are not allowed.

d. **Shopfront Design Standards.** Building frontage, which is the intersection between the ground floor of the building and the public sidewalks, defines the character of each building. Collectively, building frontages define the built character of a neighborhood. Therefore, welcoming frontages are a critical ingredient in achieving the intent of creating a walkable, interactive, and vibrant public realm in downtown Coburg.

- (1) Shopfronts are required for the ground floor of all Downtown Core buildings that face the main street (N Willamette St) and Pavilion Park.
- (2) The following shopfront design standards detail frontage elements that can help provide streets and the general public realm with a comfortable, human-scale, lived-in appearance.
 - (i) Shopfronts must be composed of a base up to 30 inches tall, with clear glazing that extends from the base to at least eight feet above the sidewalk level.
 - (ii) Windows and doors must extend along at least 60 percent of the length of the shopfront facade. The lower edge of these windows must be no higher than 30 inches above the sidewalk. Any ground-level shopfront windows facing circulation networks must be kept visible (unshuttered) at night.

- (iii) Storefronts must incorporate weather protection elements for pedestrians (awnings or canopies); lighted or bubble awnings are not allowed.
- (iv) The location, design, and lighting of signage is integral to the shopfront design; refer to Coburg Sign Ordinance A-155.



This conceptual rendering looking north at the corner of E Mill Street and N Harrison Street shows how future development under Downtown Flex could help to frame Pfeiffer Park and activate the street corner for pedestrians.



Current state

4. Sustainable Landscape Standards for Downtown Coburg

a. Purpose and Applicability

- (1) Landscape plays a number of very important roles in the built environment, both at the parcel level and at the larger, neighborhood level. Its more conventional role includes helping generate a network of comfortable, habitable, and beautiful public and private open spaces that support pedestrian functions and a full range of activities in a vibrant public realm.

The role of landscape has also evolved to promote environmental stewardship, addressing sustainability concerns particularly in relation to biofiltration stormwater management. This section focuses on the ways in which site designs can integrate practices of sustainable stormwater management known as "Low Impact Development (LID)."

- (2) Applicant or developer of all new development, redevelopment, alteration to the footprint, height, or massing of an existing building, and improvement to parcels, must demonstrate post-development runoff at or below pre-development rates.
- (3) New developments must provide on-site vegetated stormwater infrastructure as necessary, appropriately sized by the site designers to mitigate any increase in stormwater runoff post-development.
- (4) Article VII.C.4.c Parking Lot Design pertains to landscape-related design standards for parking lots in C-1 District. For parking lot regulations outside of landscaping, refer to Article VIII.B. Parking Regulation as part of the Supplementary District Regulations.

b. On-site Stormwater Infrastructure

- (1) LID is an approach to land development that works with nature in managing stormwater as close to its source as possible to minimize stormwater runoff from buildings and impervious surfaces. Unlike a conventional system that would simply pipe unfiltered stormwater through metal grates straight into drainage channels, LID-based stormwater management approach relies on vegetated natural systems to collect, infiltrate, and filter rainwater on site, often reducing the need for costly underground structures.
- (2) The following list introduces some examples of the different types of best management practices (BMP) for on-site stormwater management commonly adopted in the site development process.

RAIN GARDEN

Rain gardens are vegetated, flat bottomed, shallow landscape depression that collect and hold stormwater runoff, allowing pollutants to settle and filter out as water infiltrates into the ground. Rain gardens are generally smaller and more appropriate for residential systems than bioswales. Rain gardens can be installed in almost any unpaved space. They have the versatility to be configured in a number of different shapes and sizes, such as a standalone landscape amenity, part of a larger garden, or as a strip bordering hardscapes such as parking lots, driveways, or sidewalks.

The entire rain garden must maintain 90 percent vegetation coverage. Plants selected for a rain garden need to be able to withstand moisture conditions ranging from flooded to dry, an edge that native plants often have. More complex rain gardens are equipped with drainage systems and amended soils, often referred to as bioretention or bioinfiltration cells. As water percolates, the layers of vegetation and soil mediums filter pollutants out of water before it infiltrates into the ground below or gets piped to its downstream destination. Rainfall infiltrates into the ground until the soil reaches its absorption capacity, which under ordinary rainfall events should manage most of the volume. During heavy rainfalls, any overflow will be piped to its downstream destination.

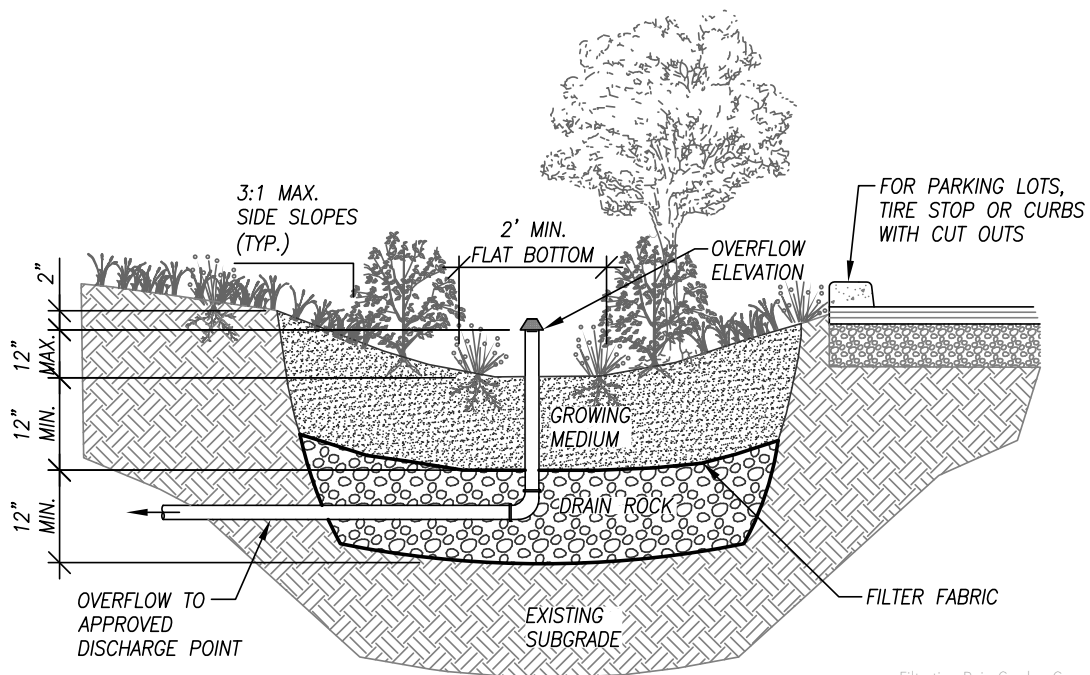
Rain gardens can be used to fulfill applicable requirement for site landscaping area, and should be integrated into the overall site design.



Rain garden as part of an urban green infrastructure
Source: U.S. Environmental Protection Agency



Rain garden on a residential property
Source: Stormwater Report, Water Environment Federation



Filtration Rain Garden Concept Details
Source: City of Coburg Standard Drawing SS-004

VEGETATED SWALE

Vegetated swales are an open channel stormwater system that provide an alternative to the conventional storm sewer piping. They can absorb low flows or carry runoff from heavy rains to storm sewer inlets or directly to surface waters. Additionally, vegetated swales improve water quality by infiltrating the first flush of stormwater runoff and filtering the large storm flows they convey. Because most of the annual precipitation comes from frequent, small rain events, these swales are able to infiltrate and filter nearly all of this water, provided that they are appropriately sized.

Because they are a stormwater runoff conveyance system, vegetated swales are typically a linear system that is long and narrow. Because they tend to be larger in size compared to rain gardens, vegetated swales are prepared to manage a large amount of runoff from large impervious surfaces, such as roadways and parking lots.

Like rain gardens, vegetated swales are vegetated with plants that can withstand both heavy watering and drought, which are often native plants. Whenever possible, design vegetated swales to utilize and enhance existing natural drainage depressions.

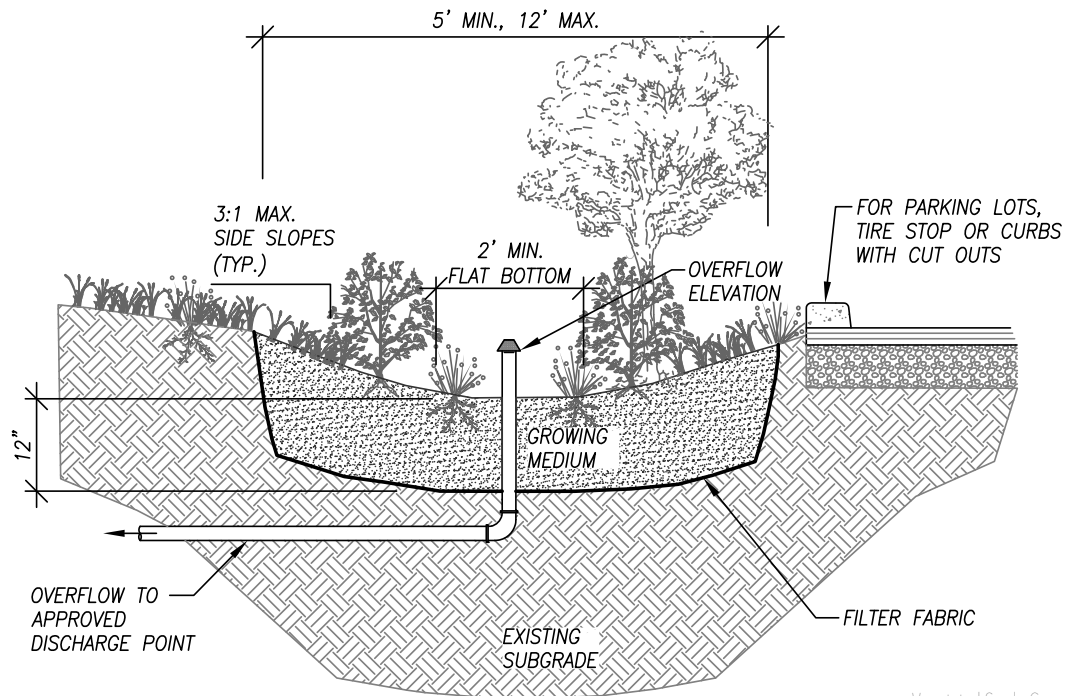
Vegetated swales can be used to fulfill applicable requirement for site landscaping area, and should be integrated into the overall site design.



Vegetated swale as part of a larger landscape
Source: Sustainable Campus, Cornell University



The use of vegetated swale along a surface parking lot
Source: University of California, Santa Barbara



Vegetated Swale Concept Details
Source: City of Coburg Standard Drawing SS-002

GRASSED SWALE

Grassed swales are an open channel stormwater system akin to vegetated swales, but only planted with grasses and are essentially drainage ditches. Because grassed swales have less vegetation, they are typically less costly and require lower maintenance than vegetated swales. However, grassed swales tend to provide significantly less infiltration and pollutant filtration opportunities. Nevertheless, when properly designed and sized, grassed swales can still result in a significant improvement over catch basins and conventional pipes in both the slowing and cleaning of stormwater runoff.

Grassed swales are generally used to treat relatively small drainage areas of five acres or less. Vegetated swales or grassed swales that are constructed in tandem with other stormwater management practices are recommended for more urbanized areas or highly impervious areas.

Select grass species that produce fine, uniform, and dense cover and that can withstand a range of moisture conditions. Avoid cutting grass shorter than the design flow depth because it may reduce the grass' effectiveness in slowing and cleaning stormwater runoff.

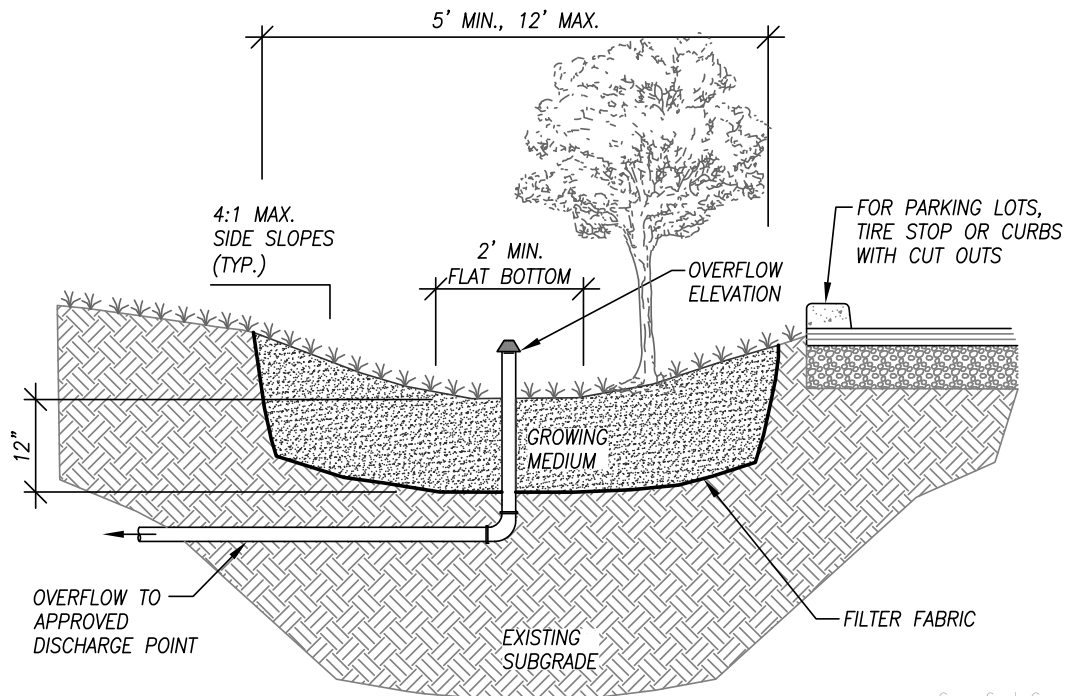
Grassed swales can be used to fulfill applicable requirement for site landscaping area, and should be integrated into the overall site design.



Grassed swale along a divided highway
Source: U.S. Geological Survey



Grassed swale construction
Source: City of Coeur d'Alene, Idaho



Grassy Swale Concept Details
Source: City of Coburg Standard Drawing SS-001

c. **Parking Lot Design**

- (1) **Parking Lot Grading.** All vehicular parking areas must be graded so as not to drain stormwater over the public sidewalk or onto any abutting public or private property.
- (2) **Parking Lot Screening.** Parking areas with more than two off-street spaces must be screened with an evergreen hedge or fence at least four feet high.
 - (i) Parking areas must be located to the rear or side of the primary structure. To the greatest extent practicable, such parking areas must be situated away from neighboring residential units.
 - (ii) Fences, walls, or other structures must screen at least 70 percent of the view when abutting Residential District parcels. A hedge must, within one year of planting, screen 70 percent of the view between the districts.
 - (iii) The maximum allowable height of fences and walls is six feet, as measured from the lowest grade at the base of the wall or fence. A building permit is required for walls exceeding six feet in height, in conformance with the Uniform Building Code.
 - (iv) If vegetation is used, it must remain living after planting and must be continuously maintained by the property owner. If the vegetation fails to survive or is otherwise not maintained in good condition, the property owner must replace them with an equivalent species and size within 180 days.
 - (v) Any fence, hedge and wall must comply with vision clearance standards in Article VIII.A and provide for pedestrian circulation where required.
- (3) **Parking Lot Landscaping.** New off-street parking with five or more spaces must be landscaped and is highly encouraged to incorporate on-site stormwater management strategies introduced in Article VII.C.4.b. of this Code.
 - (i) Purpose
 - Landscaping helps screen the parking area both from the development and the right-of-way.
 - Landscaping enhances the site through the careful placement of plantings and other landscape features.
 - Landscaping helps lessen stormwater run-off by reducing the amount of impervious surface. Surface stormwater runoff and water pollution are a major concern in parking lot developments, which typically involve a vast amount of impervious surface.
 - (ii) Landscaping using a combination of vegetated stormwater infrastructure, planters, and shade trees within and/or around the

parking area must be provided at a minimum ratio of 10 percent of the gross area of the parking lot. The parking area is computed by adding all areas used for access drives, aisles, stalls, and maneuvering within the portion of the site that is devoted to parking and circulation.

- (iii) A minimum of one shade tree should be provided for every five parking spaces, or to achieve a minimum of 40 percent canopy coverage of paved area at maturity, whichever is greater.
- (iv) Landscaping should be evenly dispersed throughout the parking area, with trees planted around the perimeter.
- (v) Planning staff will confirm that the proposed off-street parking area meets the standard based on an authoritative tree guide, or on a landscaping plan prepared by a licensed landscape architect or arborist certified by the International Society of Arboriculture.

(4) Parking Lot Paving. Another way to minimize surface stormwater runoff and water pollution is to reduce the amount of run-off generating surface area. Pavement plays a major role in transporting stormwater runoff and polluted water from roofs and cars to streams, rivers, and groundwater. When soil and site conditions are suitable, use alternative paving materials for parking areas to achieve filtration and partial storage during storm events, thereby reducing stormwater runoff and decreasing downstream flooding and water pollution.

- (i) Pervious pavements are load-bearing surfaces that allow water to filter and infiltrate into the ground instead of running off the site into storm drains. They can be used for walkways, patios, plazas, driveways, and parking lots. They may also be used for some portions of streets, subject to compliance with local building codes.
- (ii) Pervious pavements offer a range of benefits, including:
 - Reducing the amount of stormwater runoff and keeping associated pollutants from entering nearby streams
 - Allowing groundwater recharge and reducing localized flooding during rain events
 - Minimizing standing water
 - Minimizing the need to irrigate nearby planting areas
- (iii) The following list introduces several types of commonly accepted pervious pavement.



Porous asphalt is a good option for areas needing a larger, more stable surface such as parking lots. It looks very similar to traditional asphalt, but is comprised almost entirely of stone aggregate and asphalt binder with very little fine aggregate. With proper design and installation, porous asphalt can span more than 20 years.



Pervious concrete typically has a permeability rate of 12 inches per hour and has the appearance of exposed aggregate concrete. Pervious concrete is manufactured without 'fine' materials and incorporate void spaces to allow water to percolate through the pavement and infiltrate the ground.



Reinforced grass pavers (turf blocks) are concrete interlocking blocks or synthetic grid system with open spaces designed to allow grass to grow in between the pavers. They create a visually appealing parking lot, driveway, or pathway that blends in with the surrounding landscape while allowing water to filter into the ground.



Reinforced gravel paver is a stabilized gravel system that consists of a connected honeycomb- or diamond-celled panels foundation. Once filled with gravel, this system has the strength and durability to withstand vehicle traffic. This porous system can be a more affordable alternative to asphalt, concrete, or block pavers.



Unit paving pads, bricks, or stones can provide high permeability when spaced out to expose the permeable base underneath. Spaced concrete pads with ample permeable material in between can also be used for areas with light vehicle traffic.



Other pervious surfaces may be appropriate upon demonstrating permeability.

- d. **Example of on-site application.** Using a combination of multiple sustainable landscape strategies allows for a wider range of infiltration opportunities. When possible, locate permeable pavement area adjacent to a rain garden, bioswale, or other vegetated stormwater infrastructure to allow overflow to drain into an infiltration area.





This conceptual rendering looking north at the corner of Pearl and Coburg Industrial Way shows how future development of Highway Commercial could help create compatible commercial development across from existing residential while providing a slip street for slower traffic and on-street parking.



Current state

CITY OF COBURG – CENTRAL BUSINESS DISTRICT (C-1) FORM BASED CODE CHECKLIST

GENERAL PROVISIONS

The Central Business District (C-1) is intended to preserve and enhance the downtown area as the historic heart of the community. Coburg's downtown is the community's central location for commercial services, civic functions, and mixed use. The district regulations are intended to ensure the downtown reflects the small town and historic architectural character of Coburg, and provides an attractive, pedestrian-oriented setting. The form-based code checklist in this section is based on the Building Standards and design guidelines applicable to Parcel Types within C-1 District. These standards are intended to ensure that new developments strengthen and enhance the existing architectural character and neighborhood scale of Downtown Coburg.

- 1) All new development, redevelopment, alteration to the footprint, height, or massing of an existing building, and improvement to parcels within C-1 District must comply with regulations for the applicable Parcel Type as well as applicable regulations in the City of Coburg Development Code.
- 2) When the provisions of a section of the City of Coburg Development Code are in conflict with the requirements of this section, the requirements of this section shall apply.
- 3) A building permit shall not be issued for development or redevelopment on a private lot prior to the submittal and approval of a Site Plan, in compliance with the standards of this Section and subject to the regulations of Article XI. Land Use Review and Site Design Review of the City of Coburg Development Code unless an exception to the Site Plan is granted pursuant to Article XIX. Variances of the City of Coburg Development Code.
- 4) A Site Plan submitted under this Section shall be prepared by the landowner or a representative of the landowner and shall be approved administratively by the City Planning Official or designee subject to the regulations of Article X. Types of Review Procedures and Article XI. Land Use Review Site Design Review of the City of Coburg Development Code.
- 5) The following mapping requirements are in addition to the Site Plan submittal procedures outlined in Article X. Types of Review Procedures and Article XI. Land Use Review Site Design Review of the City of Coburg Development Code:
 - a) One Site Plan submittal map shall include the proposed lot(s) and building(s) to-scale and centered in plain view with all surrounding property lines, easements, thoroughfares, building footprints, and primary building frontages that illustrate primary building entrances
 - b) One Site Plan submittal map shall include a to-scale elevation graphic illustrating the primary building frontage of the subject property with its adjacent building frontages for 50 feet along all sides of the proposed building and site
 - c) One Site Plan submittal map shall include a to-scale and detailed landscape plans of the subject property
- 6) An existing building that does not conform to the provisions of this section is considered non-conforming and may be continued in such use until a development permit is triggered by redevelopment, alteration to the footprint, height, or massing of the existing building, at which point the provisions of this section shall apply.

DOWNTOWN CORE PARCEL TYPE

The physical form of buildings on this parcel type is regulated to reflect the town center character of downtown Coburg, with required shopfront on the ground floor where RBL (Required Building Line) exists. Because Central Business District is part of Coburg's "Architecturally Controlled Areas," the building form must also reflect the local architectural characteristics, as defined in Article VII.C.3.c.

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
USE			
a.	Ground floor of the building(s) serves one or more of the following uses: retail, service, office, trade		
b.	Upper floor(s) of the building(s) serves one or more of the following uses: retail, service, office, trade, residential		
c.	Ground floor residential use is only on non-street-facing parts of the parcel (if applicable)		
d.	Building(s) does not contain uses that create odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries		
PLACEMENT			
a.	The front-most part of the building(s) (i.e. wall, front porch) is built to the RBL of 0 ft from the street edge or the sidewalk (when available)		
b.	Building(s) has a minimum setback of 0 ft from secondary roads and parking		
c.	The building(s) minimum setbacks from other buildings comply with applicable Uniform Fire Code standards		
d.	Building(s) has a minimum rear and side setbacks of 0 ft		
e.	Building(s) on a lot abutting a Traditional Residential parcel is set back at least 1 ft for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft		
f.	The building(s) primary entrance is located along the Required Entry Zone (REZ) and oriented to the street		
g.	Pedestrian sidewalks or walkways are provided to connect the building(s) primary entrance to the public right of way		
COVERAGE			
a.	Existing lot, subdivisions of an existing lot, or new combination of lots has a minimum width of 25 ft		
b.	Existing lot, subdivisions of an existing lot, or new combination of lots has a minimum area of 1,500 sq ft		
c.	Lot has a maximum coverage of 100%, provided that applicable minimum loading space, stormwater, setbacks, and parking requirements are met		
d.	The building(s) primary street façade is built to the RBL for a minimum 80% of the RBL length		
e.	Building(s) is a maximum 150 ft in width and length		
f.	Building(s) has an exterior building articulation every 40 horizontal feet or less		
HEIGHT			
a.	Building(s) has a minimum of 2 floors		
b.	Building(s) has a maximum of 3 floors		
c.	The building(s) ground floor is elevated a minimum of 0 inches above the sidewalk		
d.	The ground floor of non-street facing residential use is elevated a minimum of 16 inches above grade		
e.	Building(s) has a minimum floor-to-floor height of 10 ft		
f.	Building(s) has a maximum height of 45 ft		
FENESTRATION			
a.	60%-80% of the building(s) ground floor consists of fenestration		
b.	40%-80% of the building(s) upper floor(s) consists of fenestration		

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
PEDESTRIAN AMENITIES			
All new developments are required to provide a minimum two of the following pedestrian amenities:			
a.	Outdoor seating options		
b.	Extra wide sidewalk		
c.	Courtyard or pocket park		
d.	Rain garden and/or planters		
e.	Other opportunities for open spaces: _____		
f.	Plan provides two or more of the above pedestrian amenities		
HISTORIC BUILDING EXTERIOR			
All new constructions and major renovations are required to incorporate the following historic building exterior design elements as detailed in Article VII.C.3.c "Architecturally Controlled Areas":			
a.	Building(s) has decorative doors, transom, or clerestory windows		
b.	Building(s) has windows with trim comparable in style to that commonly used on other historic buildings in the C-1 district		
c.	60%-80% of the ground floor facade facing the street consists of windows; the lower edge of these windows is no more than 30 inches above the sidewalk		
d.	The pitch and style of rooflines are comparable to existing historic rooflines and within a range of 4:12 - 10:12 pitch; new buildings may have a flat roof		
e.	Blank walls of the building(s) (permitted on non-street facing facades only) have surface detailing and include offsets, windows, siding, murals, or other similar features		
f.	Building(s) provides weather protection for pedestrians (awnings or canopies); no bubble awning or lighted awning is present		
SHOPFRONT			
Shopfronts are required for the ground floor of all Downtown Core buildings and must follow the following design standards:			
a.	Shopfront is composed of a base up to 30 inches tall, with clear glazing that extends from the base to at least eight feet above the sidewalk level		
b.	Windows and doors extend along at least 60% of the length of the shopfront facade; the lower edge of these windows is no more than 30 inches above the sidewalk		
c.	Ground-level shopfront windows facing circulation networks are kept visible (unshuttered) at night		
d.	Storefronts incorporate weather protection element for pedestrians (awnings or canopies); no bubble awning or lighted awning is present		
e.	The location, design, and lighting of signage are integral to the shopfront design; refer to Coburg Sign Ordinance A-155		
PARKING			
a.	Off-street parking is set back a minimum of 30 ft from RBL		
b.	Off-street parking is set back a minimum of 6 ft from parcel lines with no RBL		
c.	Off-street parking on a lot abutting a Traditional Residential parcel is set back a minimum of 20 ft from the shared property line(s)		
d.	Off-street parking, drive, garage, and other vehicle areas are oriented to the alley or located behind or to the side of the building; they cannot be placed between buildings and streets		
e.	Off-street parking is accessed from the alley; when no alley exists, off-street parking is accessed from the side of the building or through a side street for corner lots		
f.	When a garage exists, its front side is recessed from the primary building frontage by a minimum of 4 feet		
g.	If more than four dwelling units are proposed, an alley or private mid-block lane is provided for vehicle access		
h.	No structural improvements, except road surfacing, are within 10 feet of the centerline of an alley		
i.	All vehicular parking areas are graded so as not to drain stormwater over the public sidewalk or onto any abutting public or private property		

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
PARKING (continued)			
j.	Parking areas with more than two off-street spaces are screened with an evergreen hedge or fence at least 4 ft high		
k.	Fences, walls, or other structures screen at least 70 percent of the view when abutting Residential District parcels		
l.	The maximum height of fences and walls is six feet, as measured from the lowest grade at the base of the wall or fence; see Article VII.C.4.c.(2).(iii). for exceptions		
m.	Any fence, hedge and wall comply with vision clearance standards in Article VIII.A and provide for pedestrian circulation where required		
n.	New off-street parking with five or more spaces is landscaped at minimum of 10% of the gross area of the parking lot		
LANDSCAPING / ON-SITE STORMWATER INFRASTRUCTURE			
a.	Applicant or developer of new development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels, demonstrates post-development runoff at or below pre-development rates		
b.	New development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels provides on-site vegetated stormwater infrastructure as necessary, appropriately sized by the site designers to mitigate any increase in stormwater runoff post-development		

DOWNTOWN FLEX PARCEL TYPE

The physical form of buildings on this parcel type is regulated to support active street and seamless pedestrian experience, with ground floor shopfront for retail, service, and office uses, or street-oriented frontage for residential and live-work uses. Downtown Flex parcels at critical nodes may be required to provide ground floor shopfronts.

Because Central Business District is part of Coburg's "Architecturally Controlled Areas," the building form must also reflect the local architectural characteristics, as defined in Article VII.C.3.c.

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
USE			
a.	Ground floor of the building(s) serves one or more of the following uses: retail, service, office, trade, residential		
b.	Upper floor(s) of the building(s) serves one or more of the following uses: retail, service, office, trade, residential		
c.	Ground floor residential use is only on non-street-facing parts of the parcel (if applicable)		
PLACEMENT			
a.	The front-most part of the building(s) (i.e. wall, front porch) is built to the RBL of between 0 ft and 6 ft from the street edge or the sidewalk (when available)		
b.	Building(s) has a minimum setback of 6 ft from secondary roads and parking		
c.	The building(s) minimum setbacks from other buildings comply with applicable Uniform Fire Code standards		
d.	Building(s) has a minimum rear and side setbacks of 0 ft		
e.	Building(s) on a lot abutting a Traditional Residential parcel is set back at least 1 ft for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft		
f.	The building(s) primary entrance is located along the Required Entry Zone (REZ) and be oriented to the street		
g.	Pedestrian sidewalks or walkways are provided to connect the building(s) primary entrance to the public right of way		
COVERAGE			
a.	Existing lot, subdivisions of an existing lot, or new combination of lots has a minimum width of 25 ft		
b.	Existing lot, subdivisions of an existing lot, or new combination of lots has a minimum area of 1,500 sq ft		
c.	Lot may have a maximum coverage of 100%, provided that applicable minimum loading space, stormwater, setbacks, and parking requirements are met		
d.	The building(s) primary street façade is built to the RBL for a minimum 60% of the RBL length		
e.	Building(s) is a maximum 150 ft in width and length		
f.	Building(s) has an exterior building articulation every 40 horizontal feet or less		
HEIGHT			
a.	Building(s) has a minimum of 1 floor		
b.	Building(s) has a maximum of 3 floors		
c.	The building(s) ground floor is elevated a minimum of 0 inch above the sidewalk		
d.	When the building ground floor is a residential use, it is elevated a minimum of 16 inches above grade		
e.	Building(s) has a minimum floor-to-floor height of 10 ft		
f.	Building(s) has a maximum height of 45 ft		
FENESTRATION			
a.	50%-70% of the building(s) ground floor consists of fenestration		
b.	40%-70% of the building(s) upper floor(s) consists of fenestration		

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
PEDESTRIAN AMENITIES			
All new developments are required to provide a minimum two of the following pedestrian amenities:			
a.	Outdoor seating options		
b.	Extra wide sidewalk		
c.	Courtyard or pocket park		
d.	Rain garden and/or planters		
e.	Pedestrian-scaled awnings or canopies		
f.	Other opportunities for open spaces: _____		
g.	Plan provides two or more of the above pedestrian amenities		
HISTORIC BUILDING EXTERIOR			
All new constructions and major renovations are required to incorporate the following historic building exterior design elements as detailed in Article VII.C.3.c "Architecturally Controlled Areas":			
a.	Building(s) has decorative doors, transom, or clerestory windows		
b.	Building(s) has windows with trim comparable in style to that commonly used on other historic buildings in the C-1 district		
c.	50%-80% of the ground floor facade facing the street consists of windows; the lower edge of these windows is no more than 30 inches above the sidewalk		
d.	The pitch and style of rooflines are comparable to existing historic rooflines and within a range of 4:12 - 10:12 pitch; new buildings may have a flat roof		
e.	Blank walls of the building(s) (permitted on non-street facing facades only) have surface detailing and include offsets, windows, siding, murals, or other similar features		
f.	Building(s) provides weather protection for pedestrians (awnings or canopies); no bubble awning or lighted awning is present		
SHOPFRONT			
When present on applicable parcels, shopfronts must follow the following design standards:			
a.	Shopfront is composed of a base up to 30 inches tall, with clear glazing that extends from the base to at least eight feet above the sidewalk level		
b.	Windows and doors extend along at least 60% of the length of the shopfront facade; the lower edge of these windows is no more than 30 inches above the sidewalk		
c.	Ground-level shopfront windows facing circulation networks are kept visible (unshuttered) at night		
d.	Storefronts incorporate weather protection element for pedestrians (awnings or canopies); no bubble awning or lighted awning is present		
e.	The location, design, and lighting of signage are integral to the shopfront design; refer to Coburg Sign Ordinance A-155		
PARKING			
a.	Off-street parking is set back a minimum of 20 ft from RBL		
b.	Off-street parking is set back a minimum of 6 ft from parcel lines with no RBL		
c.	Off-street parking on a lot abutting a Traditional Residential parcel is set back a minimum of 20 ft from the shared property line(s)		
d.	Off-street parking, drive, garage, and other vehicle areas are oriented to the alley or located behind or to the side of the building; they cannot be placed between buildings and streets		
e.	Off-street parking is accessed from the alley; when no alley exists, off-street parking is accessed from the side of the building or through a side street for corner lots		
f.	When a garage exists, its front side is recessed from the primary building frontage by a minimum of 4 feet		
g.	If more than four dwelling units are proposed, an alley or private mid-block lane is provided for vehicle access		
h.	No structural improvements, except road surfacing, are within 10 feet of the centerline of an alley		
i.	All vehicular parking areas are graded so as not to drain stormwater over the public sidewalk or onto any abutting public or private property		

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
PARKING (continued)			
j.	Parking areas with more than two off-street spaces are screened with an evergreen hedge or fence at least 4 ft high		
k.	Fences, walls, or other structures screen at least 70 percent of the view when abutting Residential District parcels		
l.	The maximum height of fences and walls is six feet, as measured from the lowest grade at the base of the wall or fence; see Article VII.C.4.c.(2).(iii). for exceptions		
m.	Any fence, hedge and wall comply with vision clearance standards in Article VIII.A and provide for pedestrian circulation where required		
n.	New off-street parking with five or more spaces is landscaped at minimum of 10% of the gross area of the parking lot		
LANDSCAPING / ON-SITE STORMWATER INFRASTRUCTURE			
a.	Applicant or developer of new development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels, demonstrates post-development runoff at or below pre-development rates		
b.	New development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels provides on-site vegetated stormwater infrastructure as necessary, appropriately sized by the site designers to mitigate any increase in stormwater runoff post-development		

EXHIBIT B: Downtown Flex Parcel Type Rendering



EXHIBIT C



EXHIBIT D

Section J. - PUBLIC FACILITIES. DISTRICT (PF)

1. PURPOSE

The City of Coburg recognizes the need to develop and modify public facilities. This district is intended to do that and at the same time be in keeping with the general intent and purpose of the Comprehensive Plan.

2. USES AND STRUCTURES

(a) Permitted Principal Uses and Structures.

(1.) Communication facilities and structures including:

(i) Radio broadcasting studios, stations and towers;

(ii) Telegraph message centers, transmitting and receiving stations;

(iii) Telephone exchange stations and relay towers; and

(iv) Television broadcasting studios, transmitting stations and relay towers.

(b) Governmental services including:

(i) City Hall;

(ii) City or county maintenance facilities;

(iii) Community buildings;

(iv) County Courthouse;

(v) Fire stations;

(vi) Police stations;

(vii) Post offices;

(viii) Public cemeteries;

(ix) Public hospitals;

(x) Public libraries;

(xi) Public museums;

(xii) Public restrooms;

(xiii) Senior centers;

(xiv) Any building or structure erected by a governmental entity not listed above;

(xv) Accessory structures for any of the above.

(c) Park land and open space:

(i) Public open space;

(ii) Public parks;

(iii) Recreational activities, such as fishing, swimming, hiking, bike paths.

(d) Utilities essential to the physical and social welfare of an area including:

(i) Electric utility, electric transmission right-of-way, electric generation plants, electricity regulating substation;

(ii) Gas utility, gas pipeline right-of-way, natural or manufactured gas storage and distribution points, gas pressure control stations;

(iii) Sewage disposal, sewage treatment plants, sewage sludge drying beds, sewage pressure control stations;

(iv) Solid waste disposal, refuse incineration, central garbage grinding stations, composting plants, sanitary landfills and refuse disposal;

(v) Water utility, production of domestic water supply, water pipeline right-of-way, water and wastewater treatment plants, water storage.

3. SITING REQUIREMENTS

Development of all uses in this district are subject to Site Plan Review if deemed necessary by Planning Official.

4. LOT REQUIREMENTS

(a.) For structures:

(1) The minimum lot width shall be 25 feet.

(2) One hundred percent lot coverage is allowable when minimum loading space, yards, landscaping and parking are provided.

(b) For parks and open spaces: none.

5. YARD REQUIREMENTS

(1) Corner lots shall have ten feet next to a side street right-of-way.

(2) All non-recreation or open space uses shall be set back 20 feet from adjacent residential property lines.

6. MAXIMUM HEIGHT STANDARDS

The maximum structural height for any building shall be three stories or 35 feet, whichever is the lesser. Water towers are exempt from this standard.

7. FENCES, WALLS AND OTHER STRUCTURES

No fences, walls or other structures are required unless imposed by conditions of the site plan review process.

8. SIGNS

All signs must conform to Ordinance A-155-A Sign Ordinance

DRAFT

EXHIBIT E

Coburg Street Design Standards - New Roadways							
Functional Class	Min. ROW Width	Travel Lanes	Planter w/ Street Trees or Swale w/ Street Trees	On-Street Parking	Sidewalks, Curbs, and Gutters	Soft Shoulder	Bicycle Lanes
Alley	16'	12' min. paved width	none	Prohibited	None	None	None
Local Access	45'	10' min., 12' max	Swale - 4' min., 8' max, both sides	Max: 2 per 100 LF Min: 2 per 200 LF	None	3' min., 5' max, one side min. (striped)	None
Highway Commercial and Industrial Local	51'	11' min., 12' max	Planter - 6' min.	7', one side	5' min. sidewalk; curb and gutter both sides	None	None
Collectors	55'	11' min., 12' max	Planter - 4' min., 8' max, both sides	7' min., if required	5' min. sidewalk; curb and gutter both sides	None	Required in Commercial and Industrial Zones and per the City's TSP and Parks and Open Space Master Plan. If required, 5' min.
Coburg Loop Off-Road Paths	16'	10' min. paved width	none	N/A	N/A	2' gravel, each side	N/A

Coburg Street Design Standards - Existing Roadways

Functional Class	Min. ROW Width	(Number) of Travel Lanes/ Widths	Planter w/ Street Trees or Swale w/ Street Trees	On-Street Parking	Sidewalks, Curbs, and Gutters	Soft Shoulder	Bicycle Lanes
Alley	N/A	Existing ROW width max	None	Prohibited	None	None	None
Local Access	N/A	(2)/8' min.*	Swale as needed for drainage	Max: 2 per 100 LF No min.	Match Existing, or None	Match Existing	None
Highway Commercial and Industrial Local	N/A	(2-min.)/11' min.	Match Existing	Match Existing	5' min., one side min.	None	None
Collectors	N/A	(2-min.)/10' min.	Match Existing or 4' min. with new sidewalk	Match Existing	5' min; one side min. sidewalk; Match Existing curb and gutter	Match Existing	Per City's TSP
Coburg Loop Off-Road Paths	N/A	10' min.	None	N/A	N/A	Match Existing	N/A

*Any roadway narrower than 20' shall have compacted gravel shoulders equaling a total width of 20' of hard surface.

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: May 10, 2022

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 April, 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

- Well under design
- Thomas Street Intertie – under design
- Mainline replacement – Coleman Street under design
- Reservoir Feasibility Study- In planning stage
Staff are contacting property owners to establish 3-5 properties that could be included in the feasibility study. These include properties in the I-5 vicinity on both the east and west side.
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Under design/Summer of 2022 Construction
- **Roberts Road** – Under Design/Summer of 2022 Construction
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding options** – Funding Application has been submitted to OTIB. It is likely that we will not know whether this will be funded until late spring.

Utility Rates – Staff have put together a timeline and work plan recommendation for addressing a utility rate analysis. Recommendation is in the staff report under a different tab.

Cyber Security Insurance – The City staff have worked with IT to attempt to fill out the applications for Cyber Security insurance. However, the requirements are complicated and may be costly in order to put in place. The staff is considering whether purchasing a more robust security software and strengthening back up procedures might be a better option for the City. Other small cities are facing a similar challenge and we are sharing information through IT.

Speed on local roads – As we move forward with street projects, each street will need to be engineered. As this work is completed, we have also asked the engineer to consider the speed on each road as to whether it makes sense to drop it. If there is a recommendation to drop the speed from 25 miles per hour, then we will bring this information to the Council for approval. While there are some roads that will benefit from a speed reduction, roads such as collectors may need to keep the federal speed requirement.

Noxious Weed Enforcement – The City will start noxious weed enforcement beginning in the first week of June. While this is complaint based, City staff also take a drive around town to identify properties that are out of compliance. Repeat annual offenders will be receiving a letter upon the kick off this year rather than waiting for complaints to come in regarding their properties. With the dry summer in the last few years, we will also be monitoring through the summer for properties who fall out of compliance over the summer months.

Staff Training & Emergency Drill – An all staff training was held on April 28th on handling workplace stress. Additionally, all staff took part in a drill in which City Hall became unusable due to an incident and staff had to set up an alternative site to continue City business. Each department planned their tasks to be accomplished and then shared out with the room. The information identified by the staff will be added to the City’s Continuation of Operations Plan.

New Faces at City Hall – The City welcomes Jeremiah Rupe to the Police Department. Jeremiah will replace David Gregory as the Police Department Technician. David and his family are relocating to another state. Welcome also to Public Works Worker Dax Wilson who joins us as a temporary seasonal worker through August.

Upcoming Meetings

Heritage Committee	5/11
Park Tree Committee	5/17
Planning Commission	5/18
Budget Committee	5/24
URA Budget Committee	5/31
City Budget Committee	5/31
City Council	5/10
URA & City Council Meeting	6/14

DEPARTMENTS AND OPERATIONS

City Recorder

- March 9th to April 14th managed seven Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 2 lien searches.
- Collected past due assessment on utility accounts.

- Released recorded lien and SDC finance agreement on a property that paid off balance.
- Statement of Economic Interests (SEI) are COMPLETE! The City has 16 people who are required to complete the SEI. I confirmed with Oregon Government Ethics Commission and all were submitted by the deadline date 4/15.
- Prepared and published the legal budget notices for City and Urban Renewal Agency.
- Budget Committee Recruitment is open. The two members who terms expire have been notified and encouraged to re-apply. Application will be accepted through May 20, 2022. Budget Committee will review applications and interview at May 31, 2022. Council will consider Budget Committee recommendation at the June 14, 2022 meeting.
- Recording the Annexation documents and building the City retention files. Working on getting the FINAL zoning map.
- Prepared and posted Internal recruitment for Police Department Technician. This recruitment closed. The retention file is complete.

Administration - Front Desk

- Prepared the Budget Binders
- Promote Child Abuse Awareness throughout the month of April to support the Council Proclamation.
- IOOF Rentals - 3 in April and 4 scheduled for May
- Special Events. We have seen a huge increase in Special Event application and Park Rentals this year. Estimated administrative staff time is 12 hours per permit.

2022 Park Facility Rental & Special Events			
5/7/2022	Norma Pfeiffer	Park Rental	B-day Party
5/14/2022	Norma Pfeiffer	Special Event	Rally in the Valley Omnium - Circles around park (200 Participants plus families)
5/19/2022	Behind City Hall	Special Event	Circus
5/21/2022	Pavilion Park	Special Event	Mohawk Valley Metric
5/22/2022	Norma Pfeiffer	Park Rental	Grandson B-day
6/3/2022	Norma Pfeiffer	Park Rental	Work BBQ
6/4/2022	Norma Pfeiffer	Park Rental	B-day Party
6/18/2022	Norma Pfeiffer	Park Rental	END OF SCHOOL CELEBRATION
6/18/2022	None		Coburg Colossal Clutter Clear Out
6/19/2022	Norma Pfeiffer	Park Rental	Church Picnic

6/23/2022	Pavilion Park	Special Event	Client Appreciation Party(Fidelity National)
6/25/2022	Norma Pfeiffer	Park Rental	89th B-Day Party
7/5,12,19,26	Norma Pfeiffer	Special Event	Twilight Criterium (Race around park) 4-9PM
7/9/2022	Norma Pfeiffer	Park Rental	Coburg Food Pantry (Informational to residents)
7/17/2022	Norma Pfeiffer	Park Rental	Church Picnic
7/22, 23 & 24	Norma/ Pavilion	Special Event	Coburg Days
7/30/2022	Norma/ Pavilion ?	Special Event	1972 Sheldon Class Reunion
7/21&28 8/4,11,18,25	Pavilion	Special Event	Concerts in the Park
7/21&28 8/4,11,18,25	Pavilion	Special Event	Farmers Market
8/6/2022	Pavilion	Special Event	Coburg Car Classic
8/13/2022	Norma Pfeiffer	Park Rental	Family Reunion
8/20/2022	None	Special Event	Wedding - Block Party Ord. says N/C
8/21/2022	Norma Pfeiffer	Park Rental	Church Picnic
8/27 & 28	Pavilion	Special Event	Jammin in the Park 2022 (Sat 10-9 Sun 10-4:30)
9/10&11	Norma/ Pavilion	Special Event	Antique & Vintage Fair
12/3/2022		Special Event	Christmas in Coburg

Utility Billing

- April | March Utility bills month end covering 3/12 to 4/11
 - Billed Water \$55,000 | Sewer \$69,785 | TUF \$12,355
 - Payments Received \$137,251
 - Past dues charged 82
 - 2 Active payment plans
 - 6 change in service

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Annexation and rezone approved at April 12th regular City Council meeting. Notices to interested parties, Secretary of State, Dept. of Revenue and public utilities complete;
- SUB 02-20: Construction continues. Application received for building permits for first three homes;
- Development Code update including the Central Business District form-based code project with Urban Collaborative LLC. is underway. Pre-final draft of the regulating plan was sent out with feedback due of April 28. First public hearing for Development Code update scheduled for Planning Commission meeting on May 18th;
- Five Structural/Plumbing/Mechanical/Electrical Permits issued in March;
- Construction on the Bike Hub is complete. Signage and finishing touches remain. Grand opening celebration with Lane County, LCOG, GEARS and other partner organizations scheduled for May as a Bike Month event;
- Planning Commission received presentation on the Building Program from Faye Stewart, Cottage Grove Public Works Director, and set goals at April meeting;
- Heritage Committee canceled Historic Art Contest due to no registrations. Next round of Preservation Plaque recipients is being planned.

Main Streets and Economic Development – Prepared by Tracey Pugh

- Completed and mailed May/June Our Town newsletter
- Attended 2022 Oregon Heritage Conference
- Participating in UWLC Emergency Preparedness Trainings for Rural Community organizations
- Coordinated/attended monthly Coburg Main Street committee meeting
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Finalizing Main Street Bylaws to submit with 1023 IRS Form
- Assisting new Coburg Antique Fair Director with Special Event Application
- Working with designer on Coburg Business Map/Directory
- Redesigning Chamber website for Main Street
- Working with designer to create logo for Coburg Main Street
- Working with Rexius, Johnson Brothers, and downtown businesses to put out flower baskets in mid-May
- Participate in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - Tree Removal**
 - Two trees were removed in Norma Pfeiffer Park
 - **Projects**
 - Walk through for the Roberts Rd repaving project
- **Water Utility**
 - **New Service**
 - Bruce Street
 - **Projects**
 - Finalizing the Thomas Street project and getting ready to be bid out in May
 - **Leaks**
 - Found a major leak on a fire service at Freightliner on Roberts Rd, customer had it repaired that day
- **Sewer Utility**
 - **Collections**
 - **New Service Install**
 - 1
 - **Inspections**
 - 5
 - **Callouts**
 - 6
 - **Tanks Pumped**
 - 2
 - **Plant Repairs & Major Maintenance**
 - We replaced a sampler that was given to us through a program from WEF(Water Environment Federation).
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work Party planted trees (2 Red Maples) at Norma Pfeiffer Park and worked on brainstorming ideas for Coburg Creek Park in the new subdivision. Also working on plans for a Pickle Ball Court.
 - Dealt with a bee swarm at Pavilion Park
 - **Park Maintenance**
 - Installed new cameras at the restrooms at Norma Pfeiffer Park
- **Misc.**
 - **Locates 13**
 - **Work Orders 58**

Crews repaired the urinal at City Hall upstairs. This has caused many issues in the past as it has overflowed several times.

Crews have also started their summer work schedule of 4-10 work days.

Municipal Court - Prepared by Mandy Balcom

- **April 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for April 5, 2022 Court Date: 27

 - **April 2022 Receipts Including Collections,**
 - **Total Fines:** \$16,825.42 (total monies taken in for the month, nothing deducted), *compared to \$ 19,044.12 in April of 2021*
 - **Net Fines:** \$ 10,356.00 (City share only, NOT including collections), *compared to \$12,404.00 in April of 2021*

 - **April 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 6,469.42 *compared to \$6,640.12 in April of 2021*
 - **Turned over to collection:** \$ 0 *compared to \$14,670.00 in April of 2021*

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: May 3, 2022**
- **Jury Trial May 24, 2022**
- **Court Administrator attended the OACA Court Conference April 23-26, 2022**

Police Department – Prepared by Chief Larry Larson

- Officers investigated criminal mischief at Norma Pfeiffer Park
- Officers investigated a hit and run at the Truck N' Travel
- Officer investigated an illegally parked vehicle, subsequently arrested the driver on 5 warrants
- The department collected 126lbs of food, \$300 cash and \$5,000lbs of paper during the Coburg Community Shred Day
- Officers arrested several males for failing to register as a sex offender: most of them had previous warrants for failing to register as a sex offender
- Officers assisted the Sheriff's Office locate an intoxicated driver
- Officer tagged several improperly parked vehicles on Roberts Road
- Officers worked City Ordinance violations
- Officers completed truck inspector training for the ODOT

- Officers worked bailiff duties at Coburg Municipal Court
- Officers investigated a motor vehicle crash near Harry's Berry's; determined to be medical
- Officers responded to several alarm calls
- Officers investigated a theft 1 and elder abuse
- Officers worked ODOT distracted driving month
- Officers investigated a stolen vehicle which was recovered the next day
- Officers investigated a non-injury motor vehicle crash
- Officers investigated a controlled substance DUII
- Officers received training on work-related stress and emergency management
- Officers investigated several DHS referrals regarding possible child abuse
- Officers work bailiff duties at Harrisburg Municipal Court
- Officers investigated a domestic violence dispute which resulted in an arrest
- Officers investigated criminal mischief to a parked vehicle
- Officers arrested a subject on several felony warrants
- Officers responded to several animals at large calls
- Officers completed several vehicle vin inspections
- Officers investigated suspicious circumstance at the Truck N' Travel regarding potential coercion

CITY EVENTS

- City events
- World Games
- ODOT Grants
- Sex Offender sweep

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. | 4/13/2022 | Heritage Committee |
| B. | 4/19/2022 | Park Tree Committee |
| C. | 4/20/2022 | Planning Commission |
| D. | 4/27/2022 | Finance Audit Committee |