



AGENDA

CITY COUNCIL ANNUAL RETREAT

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Saturday, February 10, 2024 at 8:45 AM

CALL THE CITY COUNCIL MEETING TO ORDER

- [1.](#) Mayors Welcome
- [2.](#) Retreat Schedule
- [3.](#) 2024 Organization Chart
- [4.](#) At A Glance
 - Police Department
 - Planning Department
 - Finance Department
 - Municipal Court
 - Public Works

COBURG COMPREHENSIVE PLAN

- [5.](#) COMPREHENSIVE PLAN

COUNCIL EXERCISE "Three Big Things"

2023 WORKPLAN

- [6.](#) 2023-24 Workplan Review & Discussion

COMMISSION & COMMITTEE GOALS

- [7.](#) Planning Commission
 - Heritage Committee
 - Park Tree Committee

2024 FRAMEWORK & OBJECTIVES

- [8.](#) 2024 Framework and Objective

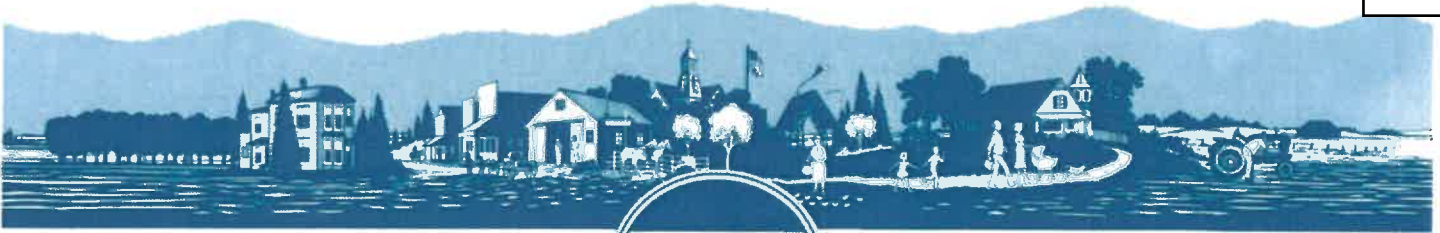
ITEMS & DISCUSSION "Parking Lot"

NEXT STEPS

ADJOURNMENT

The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or sammy.egbert@ci.coburg.or.us

All Council meetings are recorded and retained as required by ORS 166-200-0235.



CITY OF COBURG • P.O. BOX 8316 • COBURG



OREGON 97408 • 541-682-7850 FAX 541-485-0655

2024 Retreat

Welcome to the 2024 annual Coburg City Council retreat. Thanks for sharing your Saturday to discuss issues and set goals for the next FY and remember we still have several to complete our goals for last year. During the retreat we will have an opportunity to review progress, reset priorities and share concerns, possible solutions as well as ideas to improve processes.

Staff and I have tried to prioritize items to stimulate ideas and dialogue, so rather than individual department presentations, the information was distributed in the packet for your review. This allows time for questions and deeper dives into pressing topics. Even with this, it is doubtful that we will be able to explore every item, but the goal is to prioritize the schedule for next year- perhaps even assign work sessions to specific topics. Hence the Parking Lot, so we don't miss things. Don't get hung up on small details- the packet is a working document so save it for future reference.

As I looked back at prior retreats, it surprised me how many topics were repeated annually. Here are some that stood out: hiring a City Administrator; Council Liaisons; Code improvements; concerns over project costs (in 2008 this was about the sewer); growth; traffic; etc. And yet we continue to wrestle with thorny items, put the needs of Coburg first and prioritize projects above our personal agenda and goals- such is the job of the council!

We have the opportunity this year to evaluate and possibly refine our goals, objectives and strategies to make them more measurable and easier for us to track progress so we can move forward in a realistic fashion. I look forward to an animated discussion.

Thanks for sharing your time, knowledge and dedication with the City of Coburg!

Nancy Bell



AGENDA

2024 CITY COUNCIL RETREAT

91136 N Willamette Street

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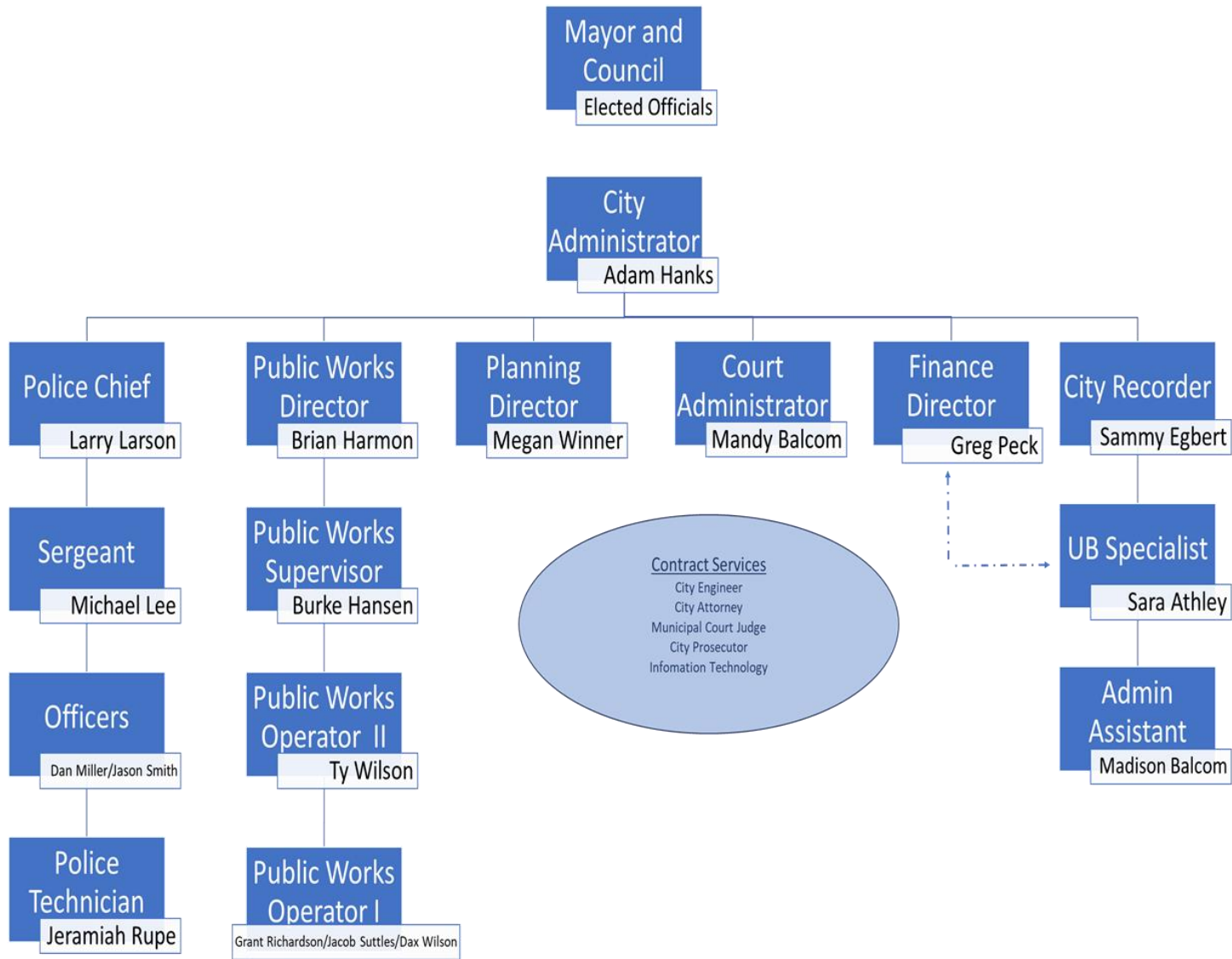
Saturday, February 10, 2024 at 9:00 AM

The Public may attend this meeting at City Hall, or by Zoom. To participate by Zoom you will need to pre-register with the City by 3 PM the day prior to the meeting. For questions contact City Recorder, Sammy Egbert, sammy.egbert@ci.coburg.or.us, or 541-682-7852.

8:45 - 9:00	Coffee, Snacks and Welcome
9:00 – 9:15	Mayor’s Opening Message
9:15 – 9:30	Comprehensive Plan Overview
9:30 – 10:30	“Three Big Things” Council Exercise
10:30 – 11:30	2023 Workplan – Review, Discussion and Prioritization
11:30- - 12:00	Commission & Committee Goals/Workplan
12:00 – 12:30	Lunch
12:30 – 2:30	2024 Framework and Objectives
2:30 – 2:55	“Parking Lot” Items & Discussion
2:55 – 3:00	Next Steps & Adjourn

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POLICE DEPARTMENT “AT A GLANCE”

Larry Larson, Police Chief



2023 HIGHLIGHTS

- Two patrol vehicle purchases
- Completed several critical staff trainings - Impaired driving, child abuse response, critical incident shield response, de-escalation
- CHETT assistance program expansion with Public Works
- Coburg Community Charter School engagement – ice cream social, job shadow, shop with a cop, “night out”



MAJOR FUNCTIONS

- › Traffic Enforcement
- › ODOT Truck Inspections
- › Crime Investigation
- › Evidence Processing
- › Proactive Community Patrol
- › Ordinance Enforcement
- › Regional Mutual Support
- › Training/Cert Maintenance
- › Municipal Court Testimony

STAFFING

5.0 Full Time Equivalent (FTE)

- Larry Larson, Chief
- Mike Lee, Sergeant
- Dan Miller, Officer
- Jason Smith, Officer
- Jeremiah Rupe, Evidence and Admin Technician

FY2023-24 BUDGET

\$59,005 Revenues
 \$890,454 Expenses

FY2024-25 PROJECTS & FOCUS AREAS

- › Maintain and expand officer training and certification opportunities
- › Review radio communication equipment needs and plan for replacement/expansion as needed
- › Complete accreditation process through the Oregon Accreditation Alliance (120 professional standards)
- › Continue to improve patrol fleet and coordinate fleet maintenance with Public Works
- › Expand CHETT assistance program to meet the needs of Coburg’s struggling residents and travellers

PLANNING DEPARTMENT “AT A GLANCE”

Megan Winner, Finance Director



2023 HIGHLIGHTS

- Coburg Creek II Subdivision Approval
- Food Truck/Vending Site Review/CUP
- Original Art Mural Policy Adoption
- Support to Coburg Main Street migration to independent non-profit
- Issuance of 131 building permits – 19 new dwellings with nearly \$10 million valuation



MAJOR FUNCTIONS

- › Current Planning
- › Long Range Planning
- › Building Permits
- › Regional Transportation
- › Grant Coordination
- › Economic Development
- › Historic Preservation

STAFFING

.80 Full Time Equivalent (FTE)
Megan Winner, Director

FY2023-24 BUDGET

\$200,147 Revenues
\$192,590 Expenses

FY2024-25 PROJECTS & FOCUS AREAS

- › Grant administration and project management for historic preservation projects in coordination with the Coburg Heritage Committee
- › Implementation of recent state rulemaking for Climate Friendly & Equitable Communities
- › Work towards Oregon Economic Developer certification
- › Pursue the development and completion of a Buildable Lands Inventory
- › Provide technical support and guidance to Planning Commission’s review and potential update to the Coburg Comprehensive Plan
- › Support City Administrator in long term revenue forecasting

FINANCE DEPARTMENT “AT A GLANCE”

Greg Peck, Finance Director



2023 HIGHLIGHTS

- Hired new Finance Director
- Conducted Review of Accounting Processes
- Financial Software Training
- Updated Financial Reporting templates and processes
- Supported Finance/Audit Committee with Financial Policies Review

MAJOR FUNCTIONS

- › Monthly Reconciliation
- › Budget Prep
- › Accounts Receivable
- › Cash Management
- › Financial Reporting
- › Payroll
- › Banking
- › Accounts Payable

STAFFING

1.0 Full Time Equivalent (FTE)
Greg Peck, Director

FY2023-24 BUDGET

Part of General Fund Administration Budget with costs allocated across all funds consistent with approved cost allocation methodology

General Fund Administration \$833,240

FY2024-25 PROJECTS & FOCUS AREAS

- › Implement Payroll module within existing financial software and bring all payroll functions “in-house”
- › Implement and document updated monthly reconciliation procedures
- › Restructure general ledger chart of accounts
- › Review and possible restructuring of existing debt obligations
- › Update Financial Policies and Accounting Procedures for Council review and adoption
- › Support City Administrator in long term revenue forecasting



MUNICIPAL COURT “AT A GLANCE”

Mandy Balcom, Municipal Court Administrator



2023 HIGHLIGHTS

- Completed document imaging of all open violation cases (34,700 documents)
- Served as Director on the Oregon Association of Court Administration Board
- Scheduled and prepared for 12 jury trials, ultimately held one trial
- Added a Court Appointed Attorney



MAJOR FUNCTIONS

- › Traffic Court
- › Ordinance Violations
- › Court Payments (fines) management
- › Jury Trial Preparation and administration
- › Misdemeanor crimes
- › Parking Violations

STAFFING

1.0 Full Time Equivalent (FTE)

Mandy Balcom, Court Administrator

Contract Services for Municipal Court Judge Phillip Williams & Prosecuting Attorney Jesse London

FY2023-24 BUDGET

\$120,700 Revenues
\$166,972 Expenses

FY2024-25 PROJECTS & FOCUS AREAS

- › Continue document imaging project to include all open criminal cases to complete all open cases available and stored electronically
- › Formal training on existing Municipal Court software (Tyler Technologies) to expand utilization of available modules/functions
- › Review, research and create General Order for the Court
- › Review, update and expand the current Standard Operating Procedures documentation for the Court

PUBLIC WORKS DEPARTMENT

“AT A GLANCE”



Brian Harmon, Public Works Director

2023 HIGHLIGHTS

- Kicked off Pavilion Park Expansion Project
- Completed well #3
- Purchased new street sweeper
- Completed several storm drain improvement projects
- New crosswalk beacons at McKenzie and Willamette



MAJOR FUNCTIONS (DIVISIONS)

Maintenance, repair and project work for:

- Streets
- Water
- Fleet
- Storm Drains
- Wastewater
- Parks

STAFFING

6.0 Full Time Equivalent (FTE)

Brian Harmon, Director
Burke Hansen, Supervisor

- Ty Wilson, Wastewater Treatment Plant
- Jacob Suttles, Wastewater Collections System
- Grant Richardson, Water System
- Dax Wilson, Streets, Storm Drains and Parks

FY2023-24 BUDGET

Water	\$6,900,055
Wastewater	\$2,280,610
Parks	\$ 381,416
Streets/Storm Drain	\$2,288,712

FY2024-25 PROJECTS

Pavilion Park Phases I & II

Macy, Harrison, Willamette Paving Project

Public Works Operations Building

Storm Drain Master Plan

Wastewater Facility Plan

2024 FOCUS AREAS



“Our Public Works staff recognizes their role in supporting and enhancing the livability of the community of Coburg. We love what we do and work every day to meet or exceed the expectations of the Mayor, Council and the entire community”.

*Brian Harmon,
Coburg Public Works
Director*

In addition to regular, scheduled maintenance work across all assigned Divisions and continued emphasis on staff education, training and certifications, the Public Works Department will be focused on the following:

- Operational efficiencies leveraging new technology, equipment and design considerations, particularly within Parks and Storm Drains
- Review and updating of project areas and strategies for street surface preservation and rehabilitation
- Street Tree Management and Maintenance Plan
- Vegetation Management and Maintenance Plan
- Emergency Management Training and Planning
- Engineering Services Solicitation and Selection
- Complete Design and phase I construction for Coburg Collector Street repaving project
- Complete build out, furnishings and equipment relocation for full utilization of Public Works Operations Center building, including Citywide fleet maintenance and dedicated fuel storage and pump station
- Support the implementation of the Recommendations of the Transportation Safety Ad-Hoc Committee as approved by City Council

The Coburg Comprehensive Plan

What is the Coburg Comprehensive Plan?

The Coburg Comprehensive Plan is the official long-range general plan (public policy document) of the City of Coburg.

Originally acknowledged by the Department of Land Conservation and Development (DLCD) in 1982, the Plan is a guide for both public officials and the general public to define the direction, quality and quantity of future development and to evaluate decisions and weigh the possible effects on the future of the community.

Why does Coburg do a Comprehensive Plan?

Statewide Planning Goal 2: Land Use Planning requires each local government in Oregon to have and follow a comprehensive land use plan and implementing regulations.

The purpose of land use planning is to indicate the most appropriate land uses within a given area and to provide a means for effectively and efficiently facilitating and guiding development activity. Planning ensures that residential, public, commercial and industrial uses are properly located in relation to each other and that adequate quantities of all types of land are available.

Planning also helps ensure that new developments enhance and help maintain the type of community the residents of Coburg desire.



The comprehensive plan and zoning ordinances are the guiding documents for local government land use decisions. They help create predictable outcomes for the people that live and operate businesses in the community for the development of homes, stores, and industries.

Comprehensive plans also guide public development – streets, municipal water, sewer, and parks – and conservation of natural resources.

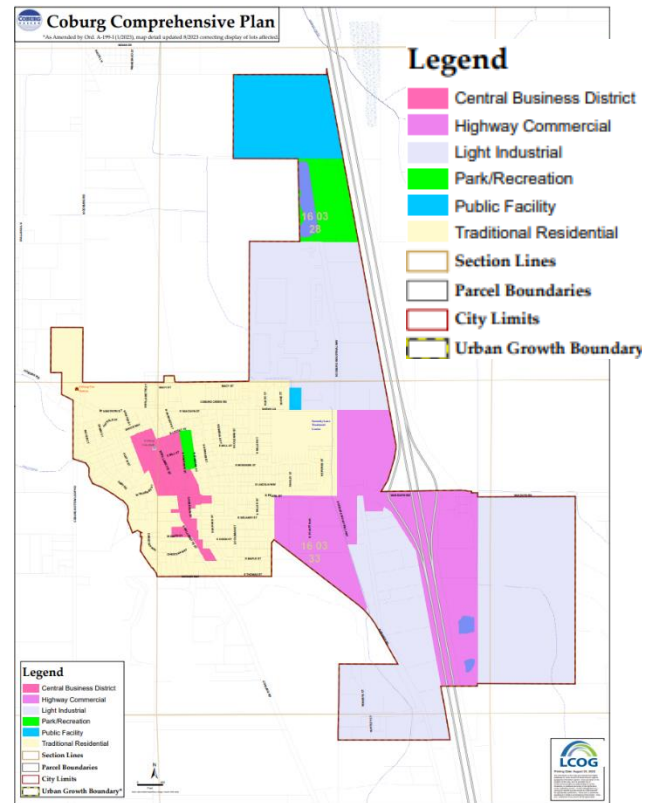
Oregon Statewide Planning Goals are achieved through local comprehensive planning. The comprehensive plan is required to ensure consistency with Statewide Planning Goals. Once acknowledged, it is considered the controlling document for land use in the area covered by the plan.

Except for federal and tribal lands, every inch of Oregon is planned and zoned.

The goals and policies set forth in the Comp Plan provide long-term direction related to growth and land use, which is then translated into on-the-ground actions. Every city in Oregon is required by law to have a comprehensive plan, which must address all applicable Statewide Planning Goals and include an urban growth boundary (UGB) to designate land available for urban development.

Which Statewide Planning Goals Apply to Coburg?

- Goal 1 - Citizen Involvement
- Goal 2 - Land Use Planning
- Goal 3 - Agricultural Lands
- Goal 4 - Forest Lands
- Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces
- Goal 6 - Air, Water and Land Resources Quality
- Goal 7 - Areas Subject to Natural Hazards
- Goal 8 - Recreational Needs
- Goal 9 - Economic Development
- Goal 10 - Housing
- Goal 11 - Public Facilities and Services
- Goal 12 - Transportation
- Goal 13 - Energy Conservation
- Goal 14 - Urbanization
- Goal 15 - Willamette River Greenway (not applicable)
- Goal 16 - Estuarine Resources (not applicable)
- Goal 17 - Coastal Shorelands (not applicable)
- Goal 18 - Beaches and Dunes (not applicable)
- Goal 19 - Ocean Resources (not applicable)



Where to Learn More

View the entire Coburg Comprehensive Plan by visiting coburgoregon.org or scan the QR code

Learn more about statewide planning & DLCD by visiting Oregon.gov/LCD

Contact your local planning department by calling 541.682.7862 or email megan.winner@ci.coburg.or.us



City of Coburg Comprehensive Plan

Adopted September 20, 2005
Amended May 8, 2018
Ordinance No. A-199-H



Old Coburg School – Est. 1912

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ACKNOWLEDGEMENTS

City Council

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John Thiel
Brian Pech
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Don Schuessler
Bill Judd

Planning Commission

Katie Thiel
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Cathy Engebretson
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Plan Update Team

Ashley DeForest, City Planner (2005)
Anita Yap, City Planner (Past)
Marguerite Nabeta, Oregon Department of
Land Conservation and Development
Joe Dills, AICP, Otak, Inc.

The City of Coburg wishes to express its appreciation to the former City Councilors, Planning Commissioners, City staff, representative from governmental partners, consultants and all of the citizens who participated in the Coburg Crossroads and Comprehensive Plan update processes. This update of the Coburg Comprehensive Plan would not have been possible without the contributions of this group of dedicated people.

This plan was partially funded by grants from the Oregon Department of Land Conservation and Development.

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INTRODUCTION

THE CITY

The City of Coburg, incorporated in 1906, is a small rural community located about seven miles north of Eugene, along the west side of Interstate 5. It is near the confluence of the McKenzie River surrounded by farms with a view of the forested Coburg Hills to the east. The town, settled by Jacob Spores and John Diamond in 1847, was named Coburg around 1865 by blacksmith, Charles Payne, for a locally owned imported stallion from Coburg, Germany.

Coburg remains, in many respects, a typical small town from a bygone era. The city's historic, rural character is very much a part of its landscape in the year 2005, in spite of important changes occurring over the last ten years. The city's history is preserved in many old homes and structures that form a National Historic District throughout the town. This historical focus is also reflected in the theme of the city's annual celebration, "Coburg Golden Years," which features old time fiddlers and other groups and events to celebrate the town's history. In keeping with this theme, many antique stores operate along Willamette and Pearl Streets, the two main streets intersecting the town. In recent years, these store owners and the city initiated an annual Coburg Antique Fair that brings thousands of antique buyers and sellers to town each September.

The Coburg industrial park began filling up in the 1990s. The city now functions as a regional employment center, importing workers mainly from Eugene-Springfield. The City is served by a north-south highway system, U.S. Highway 5, which provides access to the Eugene-Springfield Metropolitan Region to the south and the Salem-Keiser Metropolitan Region to the north. Currently, the city is home to nearly 1,050 citizens and it is anticipated that the population will reach 3,300 residents by the year 2025. *Coburg's Comprehensive Plan* was originally acknowledged by the Department of Land Conservation and Development (DLCD) in 1982. The preparation of this update to the *Plan* document and diagram, has been partially funded through a grant from the Department of Land Conservation and Development.

THE PLAN AND ITS CONTENTS

The purpose of land use planning is to indicate the most appropriate land uses within a given area and to provide a means for effectively and efficiently facilitating and guiding development activity. Planning ensures that residential, public, commercial and industrial uses are properly located in relation to each other and that adequate quantities of all types of land are available. Planning also helps ensure that new developments enhance and help maintain the type of community the residents of Coburg desire. The *Coburg Comprehensive Plan*, originally acknowledged by the Department of Land Conservation and Development (DLCD) in 1982, is the official long-range general plan (public policy document) of the City of Coburg. Its policies and land use plan designations apply only

within the area under the jurisdiction of the *Plan*. The *Plan* is a guide for both public officials and the general public to define the direction, quality and quantity of future development redevelopment and to evaluate decisions and weigh the possible effects on the future of the community.

USE OF THE PLAN

The *Coburg Comprehensive Plan* is a policy document intended to provide the community and other agencies and districts with a coordinated guide for change over a long period of time. The major components of this policy document are: the written text, which includes goals, objectives, and policies; the *Plan* diagram; and other supporting materials. These terms are defined below:

1. The statewide planning goals express the state's policies on land use and on related topics, such as citizen involvement, housing, and natural resources. A goal may never be completely attainable, but is used as a point to strive for as part of local comprehensive planning.
2. An objective is an attainable target that the community attempts to reach in striving to meet a goal. An objective may also be considered as an intermediate point that will help fulfill the overall goal.
3. A policy is a statement adopted as part of the *Plan* to provide a consistent course of action, moving the community towards attainment of its goals.
4. The *Plan* diagram is a graphic depiction of: (1) the broad allocation of projected land use needs in the City; and (2) goals, objectives, and policies embodied in the text of the *Plan*. Some of the information shown on the diagram includes land use categories, urban growth boundaries and major transportation corridors.

The goals, objectives, and policies contained in this *Plan* are not presented in any particular order of importance. The City recognizes there are apparent conflicts and inconsistencies between and among some goals, objectives, and policies. When making decisions based on the *Plan*, not all of the goals, objectives, and policies can be met to the same degree in every instance. Use of the *Plan* requires a "balancing" of its various components on a case-by-case basis, as well as a selection of those goals, objectives, and policies most pertinent to the issue at hand.

The policies, which follow in the *Plan*, vary in their scope and implications. Some call for immediate action; others call for lengthy study aimed at developing more specific policies later on; and still others suggest or take the form of policy statements. The common theme of all the policies is acceptance of them as suitable approaches toward problem-solving and goal realization. Other valid approaches may exist and may at any time be put into the *Plan* through amendment procedures. Adoption of the *Plan* does not necessarily commit the City to immediately carry out each policy to the letter, but does put them on

record as having recognized the validity of the policies and the decisions or actions they imply. The City can then begin to carry out the policies to the best of their ability, given sufficient time and resources.

Where the *Coburg Comprehensive Plan* is the basic guiding land use policy document, it is not the only such document. As indicated in the above section, the *Plan* is a framework plan, and it is important that it be supplemented by more detailed refinement plans, programs, and policies. In all cases, the *Plan* is the guiding document, and refinement plans and policies must be consistent with *Metropolitan Plan*. Should inconsistencies occur, the *Coburg Comprehensive Plan* is the prevailing policy document. The policies for refinement plans are contained within the Goal 2 policies.

Goal 1: Citizen Involvement

- LCDC Goal:** “To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.”
- Coburg Objective:** The Citizen Involvement Committee will help develop, maintain, and refine programs and procedures that promote and enhance citizen involvement in land use planning to assure compliance with Goal 1.
- Policy 1:** A Citizens Involvement Committee has been established and has been maintained; it consists of not more than seven (7) voting members. An open, well publicized process shall be used to recruit committee members. Efforts will be made to make the committee’s membership broadly representative of the spectrum of interests in the community related to land use.
- Policy 2:** The CIC shall review and recommend revisions, as necessary, to Coburg’s processes and procedures for giving notice and holding public hearings to ensure that citizens have adequate opportunity to effectively communicate with elected and appointed officials.
- Policy 3:** The CIC shall review and recommend revisions, if necessary, to the citizen involvement components for existing and proposed planning projects to ensure that citizens have adequate opportunity to be involved in all phases of the planning process.
- Policy 4:** Technical information used to make planning decisions shall be kept at City Hall and shall be made available for inspection by the public upon request. The CIC may review these materials and recommend revisions or additions, if necessary, to ensure that the information is presented in an understandable form.
- Policy 5:** All planning documents, records of decisions, maps, and related ordinances shall be kept at City Hall and shall be kept available for inspection by the public upon request during normal business hours.
- Policy 6:** The City shall provide a method of recording meeting minutes and shall provide basic resources to meet with the reasonable needs of the committee (e.g., mailings, copying, general office assistance).
- Policy 7:** Once adopted, this statement of policies shall be recognized as Coburg’s Citizen Involvement Pan.
- Policy 8:** The city encourages pre-application neighborhood meetings for selected types of development, and may require them in the Zoning Ordinance.

Goal 2: Land Use

LCDC Goal:

Coburg Objective: To establish the Coburg Comprehensive Plan as the basis for preserving and enhancing the livability of Coburg.

Comprehensive Plan and Ordinance Update

Policy 1: The City of Coburg shall conduct a review of the comprehensive plan every five years, or as deemed necessary by the Coburg City Council.

Policy 2: Changes to the Comprehensive Plan Map shall be consistent with the policies of the Comprehensive Plan, state law, and intergovernmental agreements.

Refinement Plans

Policy 3: The City may use Refinement Plans to refine the Comprehensive Plan and/or the zoning ordinance in order to further implement the Comprehensive Plan policies. A Refinement Plan designates specific land use, transportation, and other elements through broad local participation. Refinement Plans may be developed in a single linear process, including neighborhood workshops, Planning Commission hearing(s), and the City Council adoption hearing(s).

Policy 4: Refinement Plans may be used as a tool for coordinating development in a specific area, such as a new neighborhood. Refinement Plans should implement coordinated development while integrating surrounding uses and transportation linkages.

Land Use Regulations

Policy 5: Land development proposals shall be consistent with the Coburg Zoning Ordinance, Municipal Code, and all adopted standards and enforcement codes of the City of Coburg. The burden of proof with regard to consistency with the applicable standards and codes lies with the prospective developer.

Policy 6: It is important that land divisions do not preclude the development of the property or nearby property to planned urban densities. For that reason, land partitioning and subdivision will be controlled to the extent that there are options remaining for the future extension of public facilities and services.

Interpretation of Comprehensive Plan Map

Policy 7: Plan designations for land use categories are intended to guide zoning.

Policy 8: Proposed plan elements such as parks, roadways, schools, etc., are intended to be conceptual. Actual locations and quantities should be determined through the development process.

Comprehensive Plan Designations

Policy 9: **Traditional Residential** – The Traditional Residential designation is intended to guide development within historic and traditional neighborhoods of the community. The Traditional Residential designation will provide a livable neighborhood environment, preserve the small town and historic character of Coburg, ensure architectural compatibility, and provide for a variety of residential housing choices (including medium density housing in designated areas).

Policy 10: **Neighborhood Residential** – The Neighborhood Residential designation is intended to guide the development of new, livable neighborhoods located outside the historic and traditional core of Coburg. Development in the Neighborhood Residential designation will emulate the characteristics of Coburg’s traditional neighborhoods, continue the small town and historic character of Coburg, ensure architectural compatibility, ensure compatible transition between uses, and provide for a variety of residential housing choices (including medium density housing in designated areas).

Policy 11: **Central Business District** – The Central Business District designation is intended to establish the downtown area as the historic heart of Coburg. The CBD is the location for smaller scale commercial and business facilities, civic buildings and city functions, and mixed use. The Central Business district will be historic and pedestrian-oriented in character.

Policy 12: **Highway Commercial** – The Highway Commercial designation is intended to provide goods and services that primarily serve the traveling public. The C-2 designation is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, and appropriately scaled commercial uses that fit the small town, historic character of the community.

Policy 13: **Light Industrial** – The Light Industrial designations is intended 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 designation is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, and appropriately scaled non-polluting industrial uses that fit the small town, historic character of the community.

- Policy 14: **Campus Industrial** – The Campus Industrial designation is to provide areas for research and development, manufacturing, assembly, packaging, wholesaling, related activities, and limited industrial-supportive commercial uses in an attractive, campus setting. The CI designation is intended to promote a high quality of life through a diverse economy and strong tax base, and appropriately scaled, non-polluting industrial uses that fit the small town, historic character of the community.
- Policy 15: **Park, Recreation and Open Space** – The designation is intended to preserve and protect park, recreation and open space lands that contribute to the general welfare and safety, full enjoyment or the economic well being of persons who reside, work or travel in, near or around them.
- Policy 16: **Public Facility** – This designation is intended to provide lands for public facilities and uses such as water reservoirs, sewage treatment plants, pump stations, major electric utilities and similar uses.
- Policy 17: **Buffer Overlay** – This designation is intended to ensure transition and compatibility between industrial areas and non-industrial areas. It is applied in combination with a base Comprehensive Plan designation. The Buffer Overlay is intended to be the location for open space, pathways, drainage and water quality facilities, screening, landscaping, and other uses that provide a buffer. Buildings and other development allowed in the base designation are permitted if their placement, use, and/or design contributes to the transition and compatibility between adjacent uses.

Goal 3: Agricultural Lands

- LCDC Goal:** “To preserve and maintain agriculture lands. Agriculture lands shall be preserved and maintained for farm use consistent with existing and future needs for agriculture products, forest and open space....”
- Coburg Objective:** To retain the agricultural use of land in those areas where SCS’s Soil Suitability Classification indicates that it is the highest and best use.
- Policy 1:** Pre-existing agricultural activities may continue in accordance with the regulations for conditional uses in the Coburg Zoning Ordinance. New agricultural activities as defined by State law will be considered as conditional uses in any land use zone within City limits.
- Policy 2:** To the extent to which it has jurisdiction, the City shall promote the retention of lands outside its Urban Growth Boundary for agriculture use by encouraging Lane County to maintain current agricultural zoning within the City’s area of influence as shown on Map 6.
- Policy 3:** The City shall encourage Lane County to maintain agriculture use of lands located within the City’s Urban Growth Boundary but outside the City limits through application of interim agriculture (/IA) zoning or other urban holding zone designation that ensures future use of this land for urban uses, densities, and transportation systems.
- Policy 4:** Urban services will not be extended beyond the Urban Growth Boundary to encourage continued agriculture use of lands within the City’s area of influence as shown on Map 6.
- Policy 5:** The City supports, and may require, measures to promote compatibility and transition between urban development at the edge of the Urban Growth Boundary and adjacent agricultural areas.
- Policy 6:** The City supports, and may adopt, measures that control and manage the use of land that is intended for future urban development but is yet to be annexed. Such measures may include, but are not limited to, intergovernmental agreements, notice and opportunity to comment on County land use actions, and coordinated planning with Lane County.
- Policy 7:** The City supports, and shall pursue, establishment of a southern greenbelt that ensures a permanent open character for the area between Coburg and the McKenzie River.
- Policy 8:** The City shall protect high quality farmland surrounding the community from premature development.

Goal 4: Forest Lands

- LCDC Goal:** "To conserve forest land for forest use."
- Coburg Objective:** To conserve forest lands existing within the City and Its Area of Influence as shown on Map 6.
- Policy 1:** To the extent that the City has jurisdiction, forest lands will be created and protected for use as urban buffers, habitats, scenic corridors and recreational uses (Map 8).
- Policy 2:** The City shall require the replacement of trees removed or destroyed during new development and encourage the replacement of those trees destroyed or removed in the past, as per the provisions of the Zoning Code.
- Policy 3:** The City shall encourage the use of tree plantings as the buffer between incompatible uses.

Goal 5: Open Spaces, Scenic and Historic Areas, and Natural Resources

LCDC Goal: "To conserve open space and protect natural and scenic resources."

Coburg Objective: To protect, restore and enhance open space, scenic and historic areas, and, to promote a healthy and visually attractive environment in harmony with the natural landscape.

Open Spaces

- Policy 1: The City shall maintain and enhance parks and open spaces in the community.
- Policy 2: Open space in the form of city parks shall be retained through application of provisions of the Zoning Ordinance.
- Policy 3: Open space and landscaped areas such as parks and school grounds shall be connected where possible by a pedestrian/bicycle pathway system.
- Policy 4: The City shall encourage the protection of the Oak Forest in the Coburg Hills and the Oak Savannah habitat east of the city.
- Policy 5: The City shall maintain an open space separation between the city limits of Coburg and Eugene.

Scenic Resources

- Policy 6: The city will seek intergovernmental agreements with Lane County and other jurisdictions to preserve the Coburg Hills as a scenic resource.
- Policy 7: Important public vistas and views of the Coburg Hills, agrarian landscape and other significant visual features will continue to be preserved through careful design of building height, density, transition, building placement, street layout and other design elements.

Historic Areas

- Policy 9: The City shall encourage the continuation of the Coburg Heritage Committee in its efforts to provide research information to the City for conservation, preservation and rehabilitation of significant sites and structures as indicated in the Coburg Historic Resources Survey.
- Policy 10: The City shall establish conditional use and site review criteria governing the alteration and demolition of sites and structures that

have been or may be identified as having historic significance and which are designated by the Coburg Historic Resource Inventory for protection. No site or structure shall be placed on the Coburg Historic Resource Inventory for protection without the express permission of the property owner, the subsequent validation of the City council and the compliance with National Historic Register criteria.

Policy 11: The City shall encourage the preservation of sites and structures of historical significance through cooperation with the National Historic Preservation Society and other state and regional agencies.

Policy 12: Permit requests for the alteration or demolition of historically significant sites or structures shall be evaluated by the Planning Commission and granted only in cases which are in accordance with the six (6) standards and criteria listed below, and any additional Zoning terms or conditions required pursuant to the authority of the Coburg Zoning Ordinance.

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building structure, or site and its environment, or to use a property for its originally intended purpose.

2. Distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

3. All buildings, structures, and site shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance shall be discouraged.

4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features,

substantiated by historical, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

Policy 13: The City shall maintain and enhance the historic vegetation in the community.

Natural Resources

Policy 14: Lands within natural drainage ways, Muddy Creek irrigation channels, farmland, and landscaped areas such as parks and school grounds will be preserved in an open character to the greatest extent possible through provisions of the Zoning Ordinance. This policy includes the retention of existing vegetation and natural banks for flood protection, wildlife habitat, water quality, open space and other benefits to the community along the Muddy Creek irrigation canals and other natural drainage ways.

Policy 15: The City shall encourage the retention of distinctive natural features and their incorporation into developments. One of the many distinctive natural features in the area is the line of centennial maple trees on Pearl, Willamette and Van Duyn Streets. The City shall take all reasonable measures to preserve these trees from the adverse impacts of development and street widening. These trees are identified in the Coburg Historic Resource Inventory.

Policy 16: Fish and wildlife habitats including rivers, wetlands, and forests shall be protected and conserved to the extent the City has jurisdiction.

Policy 17: Significant natural areas and habitats of rare or endangered species shall be retained in open space whenever possible and to the extent the City has jurisdiction.

Policy 18: Areas containing any other unique ecological, scenic, aesthetic, scientific or educational values shall be considered in the planning process.

Policy 19: The Cities Wetland Map identifies areas of inventoried as wetlands. This map should be used to identify properties that may need a wetland permit from the Oregon Division of State Lands and the U.S. Army Corps of Engineers prior to development. The City shall consider additional code authority to enforce protection of wetlands.

Policy 20: Lands classified as wetlands by the DSL or the Army Corps of Engineers shall be subject to site review approval by the City of Coburg. The purpose of the site review will be to determine the significance of the site and, if the resource is found to be significant, apply the statewide planning Goal #5 ESEE analysis.

Policy 21: The City shall protect, restore, manage, and enhance important natural resources; maintain high quality air, water, land and historic resources; and provide green spaces in and around the community.

Policy 22: The City shall protect or mitigate, whenever possible, fish and wildlife habitats including rivers, wetlands, and forests, and significant natural areas and habitats of rare or endangered species.

Other

Policy 23: Urban appurtenances such as roadway and building signs, traffic signals, overhead wires and utility poles shall to the extent possible have an uncluttered appearance and should be kept subordinate to their urban, rural and natural setting.

Policy 24: Underground utilities shall be encouraged in all developments and shall be required in new subdivisions.

Policy 25: Developers shall be required to replace vegetation removed during construction to maintain and complement the rural atmosphere of the City.

Policy 26: The City shall encourage Lane County to protect access to the mineral and aggregate resources within the City's area of influence.

Policy 27: The City shall seek to ensure compatibility between the future needs of the community and growth of nearby sand and gravel operations.

Policy 28: Access to the Muddy Creek irrigation channels shall be ensured through provisions of the Zoning Ordinance.

Goal 6: Air, Water and Land Resource Quality

- LCDC Goal:** "To maintain and improve the quality of the air, water and land resources of the state."
- Coburg Objective:** To insure the continued quality of air, water and land resources within the City and its area of influence.
- Policy 1:** All future development shall be in accordance with the Department of Environmental Quality (DEQ) air quality maintenance plan and applicable primary and secondary standards of the Lane Regional Air Pollution Authority.
- Policy 2:** The City shall coordinate all major land use decisions with DEQ and LRAPA. The City shall consult with LRAPA prior to the approval of an industry that might affect the airshed of the Eugene-Springfield metropolitan Area.
- Policy 3:** All waste and process discharges from development will not violate applicable state and federal environmental quality statutes, rules and standards.
- Policy 4:** Future development shall be accomplished in accordance with the Coburg Sewerage Facilities Plan.
- Policy 5:** The city shall control sources of noise, water and air pollution through amendment of its Nuisance Abatement Ordinance (A-108b).
- Policy 6:** The City shall maintain water quality through cooperation with all appropriate federal and state agencies, including but not limited to DEQ.
- Policy 7:** The City shall evaluate new industry for its potential to contribute particulate to the Eugene-Springfield metropolitan airshed.
- Policy 8:** The City shall seek intergovernmental agreements to enhance air, water and land resources.
- Policy 9:** The city shall provide sanitary sewer and abandon existing septic systems as a way to lessen the impact on groundwater contamination within the city and exception areas immediately east of the city, outside the urban growth boundaries.
- Policy 10:** The city shall participate in the future Southern Willamette Valley Groundwater Management Area process with the Oregon Department of Environmental Quality to deal with ground water contamination issues in the area.

- Policy 11: The City shall protect and preserve groundwater and drinking water by implementing policies contained the Coburg's Drinking Water Protection Plan, adopted by Resolution 97-7.
- Policy 12: The City shall promote the natural infiltration of stormwater runoff by encouraging the retention of pervious surfaces in new development and re-development.

Goal 7: Natural Hazards and Disasters

- LCDC Goal:** "To protect life and property from natural hazards and disasters."
- Coburg Objective:** Govern development in areas identified as having inherent natural hazards in such a way as to protect life and property to the greatest extent possible.
- Policy 1:** Protect against natural hazards by building within the limits of the natural environment.
- Policy 2:** Grading and excavation shall, whenever possible, the natural configuration of the topography.
- Policy 3:** Development shall not exceed the level of use that can be accommodated without irreversible damage to or impairment of the natural resources or their quality.
- Policy 4:** Any development on lands designated as having inherent natural hazards such as high water table, soil slippage, etc., shall conform to all applicable regulations of the Uniform Building Code as adopted by Lane County.
- Policy 5:** The developer shall be responsible for correcting or eliminating hazards that result from new development such as, but not limited to, runoff from paving projects and soil slippage due to weak foundation soils.
- Policy 6:** The City shall continue to participate in the Federal Flood Insurance Program (FEMA) and shall require that all development within the 100 year flood hazard area (as identified by HUD and city plan map) shall be developed in accordance with all FEMA standards, applicable requirements of the Uniform Building Code as adopted by Lane County and applicable requirements of city ordinances.
- Policy 7:** The City shall develop site review criteria for development in areas identified as having inherent natural hazards to insure compliance with standards and regulations listed in Policy 6 above.

Goal 8: Recreational Needs

- LCDC Goal:** To satisfy the recreation needs of citizens and visitors.
- Coburg Objective:** To guide city development so that homes and businesses are interspersed with attractive natural landscape and nearby parks in which persons of all ages may find a place for indoor and outdoor recreation.
- Policy 1:** The City shall use the State Comprehensive Recreational Plan (SCORP) and the Coburg Parks Master Plan as a guide in planning, acquiring and developing recreational resources and facilities.
- Policy 2:** The City shall continue to participate in and encourage the development of the Willamette Greenway.
- Policy 3:** The City shall ensure that the need for bikeways is considered in the formulation of highway plans.
- Policy 4:** To the extent that it has jurisdiction, the City will retain public access to recreational areas, state bikeways, and the Transportation Bicycle Pathway within the public domain.
- Policy 5:** The City will coordinate efforts with Lane County aimed at developing a system of greenways and/or bicycle-pedestrian pathways from the City to nearby regional recreation centers such as Armitage Park.
- Policy 6:** The City shall attempt to provide funding to carry out the adopted Coburg Parks Master Plan through application for Community Block Development Grants, Special Project Funds and inclusion of the City's recreational needs into Coburg's Capital Improvement Program.
- Policy 7:** Developers of new subdivisions shall be required to provide for the recreational needs of their residents as defined in the Subdivision Ordinance.
- Policy 8:** The availability of public buildings for the community school program and for community uses shall be encouraged and supported by the City of Coburg.
- Policy 9:** The City of Coburg will encourage the retention of the Coburg Community School Program and shall budget funds for the support of

Community School staff and projects, pursuant to agreement with 4J.

Policy 10:

The City shall consider neighborhood impacts when designating areas for outdoor recreational facilities and events.

Goal 9: Economy of the City

LCDC Goal: "To diversify and improve the economy...."

Coburg Objective: To guide community development in such a way that the local economy is improved while maintaining Coburg's small town atmosphere.

General

Policy 1: The City will program the facilities and services necessary for an appropriate level of economic diversification, and will, develop a Capital Improvements Program and Community Facilities Plan.

Policy 2: Lands for the expansion within the City, of business (commercial and industrial activities), will be provided to the extent necessary to meet local employment needs, to accommodate the identified regional needs, to provide an adequate tax base, and to support future population growth.

Commercial

Policy 3: Compatible with maintaining a rural small business community, land suitable for a full range of retail, professional and service uses will be provided in the downtown area. Civic, social and cultural functions serving the community at large are also deemed appropriate in the downtown area.

Policy 4: A "Highway Commercial" district will be located adjacent to the I-5 interchange. The purpose of the Highway Commercial Plan designation is to provide goods and services that primarily serve the traveling public. Uses in this area will preserve the small town and historic character of Coburg, by having compatibility in architectural design and scale with the Central Business District and/or Residential designations. Development of the Highway Commercial District shall be considered secondary to the development of the downtown area, however.

Policy 5: Business and commercial uses will provide off-street parking and loading areas to accommodate associated vehicles as specified in the Zoning Ordinance.

Industrial

Policy 6: An adequate amount of level, buildable land which has good access to arterial streets shall be provided within existing city limits to meet local and regional industrial needs.

Policy 7: A buffer, subject to conditions of the Zoning Code, shall be required along the boundary of all industrial areas that abut a residential district or shall be used to act as a buffer between the two districts or

conflicting uses. Setback requirements of the Zoning Code shall also reflect buffering needs.

- Policy 8: Industrial uses shall be grouped together within well-designated industrial parks or subdivisions so as to promote:
- A pollution free environment;
 - The highest aesthetic standards possible;
 - Minimum impact on adjacent lands;
 - Development within the constraints of the natural environment; and
 - Compliance with LCDC Goals and Guidelines.
- Policy 9: Public facilities, including water, streets and fire and police protection, already exist which are capable of meeting the needs of expanded commercial and industrial development within the Urban Growth Boundary.

Jobs and the Economy

- Policy 10: The City shall promote a diverse economy that continues to support a strong tax base for the community.
- Policy 11: The City shall promote quality of life and compatibility of commercial and industrial uses with the small town, historic character of the community.
- Policy 12: The City shall coordinate with state and regional economic development organizations to ensure the City's goal of economic diversity is considered in business recruitment strategies that affect Coburg.
- Policy 13: The City shall foster a business environment and land use system that meet a variety of residents' needs for goods and services, to reduce daily travel to Eugene, while maintaining Coburg's small town character.
- Policy 14: The City shall encourage environmentally friendly, low-polluting industries.
- Policy 15: The City shall support existing businesses.
- Policy 16: The City shall support efforts to create high-wage jobs in Coburg by the following:
- a. Coordinate with other economic development organizations to develop a coherent and effective marketing program
 - b. Develop incentives to retain and expand existing firms

- c. Maintain and enhance Coburg’s image as a community

Policy 17: The City shall diversify employment base by the following:

- a. Provide developable land necessary to accommodate economic growth
- b. Research and develop policies that discourage big-box retail and strip commercial uses

Policy 18: The City shall coordinate economic development activities by the following:

- a. Develop City institutional strategy for a City economic development process.
- b. Coordinate with the School District.

Policy 19: The City shall support businesses in Coburg by the following:

- a. Sustain and enhance business skills and management training available in Coburg.
- b. Coordinate and support other organizations to sustain and expand workforce services available in Coburg.
- c. Improve information about and access to programs available through the Oregon Economic and Community development department, Small Businesses Administration, and other agencies

Downtown Coburg

Policy 20: The downtown area of Coburg should reflect the rural and historic character of the area. Businesses are encouraged to provide attractive building exteriors, signs, landscaping and parking lots that are in keeping with character of the downtown area. The downtown area is the heart of Coburg and essential businesses and city functions should be located in this area. The downtown area should invite citizens and other customers to use alternative modes of transportation, including walking and bicycling to patronize these businesses.

Policy 21: The Coburg Development Code shall include standards that ensure development in the downtown reflects the rural and historic character of the area, and provides an attractive, pedestrian-oriented character for the downtown.

Policy 22: The City shall encourage a vital downtown area as a key strategy to maintaining the City’s quality of life.

Policy 23: The City shall encourage mixed-use in the Central Business District, and where appropriate, in adjacent areas.

Policy 24: The City shall encourage small-scale downtown commercial uses that are pedestrian-friendly and compatible with the community's small town, historic character.

Other

Policy 25: The City shall utilize design standards for commercial and industrial development uses.

Policy 27: The City shall require screening, buffering and other measures to minimize visual nuisances and unsightly yards.

Goal 10: Housing

- LCDC Goal:** “To provide for the housing needs of the citizens of the State.”
- Coburg Objective:** Promote a range of housing choices to meet the needs of existing and future residents.
- Policy 1:** While individual subsurface sewage disposal (septic tanks) are being used, residential development density will be limited to lots with a minimum of 10,000 square feet in accordance with the current Coburg Zoning Code.
- Policy 2:** When a public sanitary sewer system is completed, the City shall encourage the utilization of existing lots to promote a more compact urban growth form.
- Policy 3:** A variety of residential development will be provided by:
- a. Permitting the development of housing types that include accessory dwellings on single-family lots, manufactured homes, elderly housing, co-housing, and residential care homes and facilities, as well as traditional single-family detached homes, multi-family developments (such as duplexes, tri-plexes, and four-plexes; single-family attached rowhouses, live/work units and residential units above commercial [mixed-use]);
 - b. Providing for as wide a variation in the cost and design of these dwelling units and their related facilities as housing market conditions will allow;
 - c. Promoting retention of the natural variety inherent in the landscape by reasons of topography, natural vegetation and streets.
- Policy 4:** Mobile homes as defined in State law will be permitted to locate within designated Mobile Home Planned Unit Developments which shall be no smaller than one acre and no larger than three acres in area.
- Policy 5:** Mobile homes as defined in State law that are used as permanent residences shall be required to meet the State of Oregon Mobile Home Standards.
- Policy 6:** Residential uses will be buffered by landscaping, earth berms or open space from other uses as defined in the Zoning Ordinance.

- Policy 7: The City shall require that subdivisions of properties must include provisions for paved streets, drainage and utilities through provisions of the Subdivision Ordinance.

- Policy 8: The nature of existing neighborhoods shall be preserved through rehabilitation or other appropriate methods.

- Policy 9: The City shall promote conservation and rehabilitation of the existing supply of housing through code enforcement and encouraging utilization of available housing programs as listed in the Housing Action Program.

- Policy 10: Property owners shall be required to remove abandoned cars, appliances, junk and litter, pursuant to provisions of the Nuisance Abatement Ordinance.

- Policy 11: Underground utilities shall be required in all new subdivisions pursuant to provisions of the Subdivision Ordinance.

- Policy 12: The City has adopted a Fair Housing Ordinance.

- Policy 13: The City shall coordinate with L-COG to review housing data from each census. The Housing Element of this plan shall then be reviewed and revised to reflect the new data and any other new state, federal and/or county programs or information.

- Policy 14: The Citizens Advisory Committee shall review housing needs and availability at least every two years to determine the adequacy of Coburg's Housing Action Plan and shall then recommend any appropriate action to the City Council.

- Policy 15: The City shall review the housing mix during each plan review and update cycle to ensure that Coburg's housing mix is commensurate with its residents' financial capabilities.

- Policy 16: Pursuant to ORS Chapter 197, manufactured homes, as defined in ORS 446.003(25)(a)(C), shall be allowed within any residential zone in the City of Coburg, except those designated officially as a historic district or on land immediately adjacent to a historic landmark, provided that the manufactured home and the site on which it is to be located conform to the standards and requirements established in the zoning ordinance and other land use regulations as permitted by state law.

- Policy 17: The City shall promote a range of housing choices to meet the needs of existing and future residents.

- Policy 18: The City shall ensure that new housing is compatible with the small town, historic character of the community.

- Policy 19: The City shall promote livability and community in existing and future neighborhoods.

- Policy 20: The City shall promote the development of single-family housing that is affordable for families of elementary school children and compatible with the small town, historic character of the community in order to help retain an elementary school.

- Policy 21: The City shall improve housing options for seniors, young adults, and people who work in the community by promoting a variety of multi-family housing types and levels of affordability that are compatible with the small town, historic character of the community.

- Policy 22: The City shall encourage the preservation and incorporation of natural features and open space in new residential developments.

- Policy 23: The City shall encourage the preservation of existing housing, particularly housing with historic value and features.

- Policy 24: The City shall encourage the incorporation of energy and water efficiency standards in the existing housing stock.

- Policy 25: The City shall encourage a compatible mix of housing types and services in residential areas.

- Policy 26: The City shall encourage new housing to radiate out from the city center and discourage leapfrog development in order to promote connectivity and community interaction.

- Policy 27: The City shall consider a range of tools to meet the housing needs of present and future residents, including (but not limited to) multiple residential zones, mixed-use zones, sufficient land to meet identified housing needs, appropriate minimum lot sizes, and accessory dwelling units.

- Policy 28: The City shall adopt strategies to achieve a housing mix of single-family and multifamily dwellings. This mix, along with a range of minimum densities, will allow the City to meet an overall density of 6.5 dwelling units per net acre for new housing.

- Policy 29: The City shall implement strategies to meet planned densities, while maintaining the City's unique character through encouraging design that fits with Coburg's existing neighborhoods.

- Policy 30: New residential areas (outside the historic core) will be developed as complete, walkable neighborhoods.

- Policy 31: Neighborhoods are the organizing form for residential use in Coburg. The essential elements of neighborhoods in Coburg include:
 - a. They are walkable by design.

- b. They are small in scale, typically no larger than ¼ mile from center to edge.
- c. There is a logical and connected street and block pattern.
- d. There are planned transitions with adjacent uses.
- e. Parks and open spaces are included.
- f. Street trees are included.
- g. Residential design reflects the unique character of Coburg and honors the rich history of architecture in the community.

Policy 32: The City shall work cooperatively with the Oregon Housing Authority.

Goal 11: Public Facilities and Services

LCDC Goal: “To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.”

Coburg Objective: To provide the residents of Coburg the public facilities and services which make possible a safe, healthy and satisfying living environment.

General

- Policy 1:** The initial stages of all new development will include the installation at the developer’s expense, of water lines and sanitary facilities in compliance with the adopted Coburg Sewerage Facilities Plan, full streets, street trees, sidewalks and bicycle lanes or paths where required, street lights, and underground power and telephone lines.
- Policy 2:** All city facilities including, but not limited to, extension and connection of water lines, and extension and dedication of streets must be completed and approved by the City prior to occupancy of the new development.
- Policy 3:** Water and wastewater service shall not be provided outside the urban growth boundary except to areas to be specified in the *Coburg Comprehensive Plan* that provides benefits to the city, such as: water service to Pioneer Valley Estates.
- Policy 4:** In accordance with Statewide Planning Goals and administrative rules, urban water, wastewater and stormwater facilities may be located on agricultural land and urban water and wastewater facilities may be located on forest land outside the urban growth boundary when the facilities exclusively serve land within the urban growth boundary, pursuant to Oregon Administrative Rules (OAR) Chapter 660 Divisions 006 and 033. The construction of these facilities will require close coordination with and permitting by Lane County and possible amendments to the *Lane County Rural Comprehensive Plan*.
- Policy 5:** In accordance with Statewide Planning Goals and administrative rules, water and wastewater facilities are allowed in the public right-of-way of public roads and highways.
- Policy 6:** The City shall require new development to cover their share of the cost of expansion of public facilities resulting from their development.

Water Facilities

- Policy 7:** The City of Coburg shall be the only water service provider within the city limits of Coburg.

- Policy 8: Provide a municipal wastewater treatment and collection system to serve existing residents and businesses and to meet the needs for growth consistent with the community's vision.
- Policy 9: The city shall construct water system improvements, in conformance with the Water Master Plan, Resolution 99-13.
- Policy 10: The City shall implement the recommendations contained in Coburg's Drinking Water Protection Plan, Resolution 97-7.

Sanitary Facilities

- Policy 11: The City shall designate minimum and maximum development densities that are adequate to support the installation and maintenance of a community wastewater system and that will ensure efficient use of land and public facilities.
- Policy 12: The city shall construct a wastewater facility, in conformance with the Wastewater Facility Plan, 2003-2.
- Policy 13: The city shall plan to provide sanitary sewer service to properties within the city and within the city's urban growth boundary.
- Policy 14: The city shall plan to provide sanitary sewer service to all developments within the urban growth boundary.
- Policy 15: The city shall expand the urban growth boundary and city limits and provide sanitary sewer service, when available, to existing exception areas, immediately east of the Interstate and other appropriate areas to accommodate these uses.
- Policy 16: The city shall work with the county, state and property owners to properly abandon septic systems as they are connected to sanitary sewer service.
- Policy 17: The City shall consider the downtown area as the preferred location for all civic buildings. (e.g. City Hall, Library)

Solid Waste

- Policy 18: The City shall coordinate with Lane County on solid waste disposal and potential recycling plan options with regards to the Lane County Solid Waste Plan as revised, updated and adopted.

Schools

- Policy 19: The City of Coburg shall encourage the retention and continued funding of the Coburg Elementary School program facility and joint funding of the associated Coburg Community School by School District 4J. The

City of Coburg shall be committed to join Lane County School District 4J in its efforts to maintain the Coburg Elementary School enrollment.

Policy 20: The City supports the preservation of an elementary school in the City of Coburg.

Policy 21: The City shall support, not necessarily financially, activities conducted by the Coburg Community School that provide community-wide services to residents of Coburg. These activities may include, but are not limited to, publication and distribution of a city newspaper, day care, and preschool, clothing exchange, services to senior citizens and community education and other programs for adults.

Community Protection

Policy 22: The Coburg Rural Fire Protection District will continue to provide fire protection to Coburg residents.

Policy 23: The City will continue to provide police protection to Coburg residents. The City shall continue to operate and maintain its own police department within the City of Coburg.

Other Services

Policy 24: The City will continue to be served by Pacific Power and Light and Northwest Natural Gas but shall accept the services of other available energy utilities should they be deemed appropriate by the City Council.

Policy 25: The City shall encourage the continuation and improvement of service by the U.S. Postal Service both by means of a local post office and rural route service to area residents.

Policy 26: The City shall continue to utilize and encourage the health services provided by LCOG's Area Council on Aging, McKenzie-Willamette and Sacred Heart Hospitals, the Coburg Rural Fire District's emergency services, and the Coburg Senior Citizens' Group and Coburg Activities Group.

Policy 27: The City shall encourage day care facilities to operate in town.

Policy 28: The City shall provide and improve facilities for community services.

Policy 29: The City shall encourage improved access to health services.

Policy 30: The City shall improve drainage systems in general, preferably through natural systems where feasible and appropriate.

Policy 31: The City shall provide a municipal wastewater treatment and collection system to serve existing residents and businesses and to meet the needs for growth consistent with the community's vision.

Goal 12: Transportation

- LCDC Goal:** “To provide and encourage a safe, convenient and economical transportation system.”
- Policy 1:** Develop a street network system that evenly distributes traffic throughout the community, lessening traffic impacts on residential streets, and identifying a system of arterials for moving people, goods, and services safely and efficiently.
- 1.1 Arterials shall be safe, high volume traffic movers serving as a regional connector. Access to an arterial shall normally be from the collector road system. It shall be protected against strip development and access driveways that will restrict its effectiveness.
 - 1.2 Collector streets shall serve traffic from local streets to the arterial system. Individual accesses, while more frequent than on arterials, shall be managed to minimize degradation of capacity and traffic safety.
 - 1.3 A local street shall provide direct property access and access to collectors and minor arterials. Service to through-traffic movement shall be discouraged.
 - 1.4 Design streets to efficiently and safely accommodate emergency service vehicles.
- Policy 2:** Take a long-range view in approving street patterns for new development.
- 2.1 All development proposals, plan amendments, or zone changes shall conform to the adopted Transportation System Plan.
 - 2.2 Protect the function of existing and planned transportation systems as identified in the Transportation System Plan through application of appropriate land use regulations. When making a land use decision, the City shall consider the impact on the existing and planned transportation facilities.
 - 2.3 Consider the potential to establish or maintain accessways, paths, or trails prior to the vacation of any public easement or right-of-way.
 - 2.4 At the time of land development or land division, require the dedication of additional street right-of-way in order to obtain adequate street widths in accordance with all street plans adopted by the City.
- Policy 3:** Improve the aesthetics of streets and streetscapes, especially at City

entrance ways such as Interstate5 interchange area. Aesthetic improvements may address: street design, trees, lighting, utility lines, sidewalks, park strips, noise abatement, etc.

- 3.1 Improve major through-fares with beautification and scenic amenities, coordinating with other agencies and jurisdictions as necessary.
- 3.2 Identify and improve city gateways and entranceways with beautification and scenic amenities, coordinating with other agencies and jurisdictions as necessary.

Policy 4: Continue to pursue improvements to the public transportation system (LTD) from Eugene to Coburg, to the industrial area and throughout the City (e.g., park-and-ride facilities, covered shelters).

- 4.1 Allow changes in the frequency of transit services that are consistent with the Transportation System Plan without land use review.
- 4.2 Design streets identified as future transit routes safely and efficiently to accommodate transit vehicles, thus encouraging the use of public transit as a transportation mode.
- 4.3 Pursue and develop transportation demand management (TDM) program and policies and strategies.
- 4.4 Ensure that developments along existing or planned high capacity transportation corridors are transit-oriented in use and design.

Policy 5: Establish a safe bicycle and pedestrian system that provides for connections and minimizes conflict to and from the local school and other significant activity areas, provides for connections between pocket parks, and provides a sidewalk plan in selected areas such as on Willamette and Pearl Streets.

- 5.1 Design streets to meet the needs of pedestrians and bicyclists. This may or may not include sidewalks or bicycle lanes.
- 5.2 Plan and develop a network of streets, accessways, and other improvements, including bikeways, sidewalks, and safe street crossings, that promote safe and convenient bicycle and pedestrian circulation within the community.
- 5.1 Connect bikeways and pedestrian accessways to local and regional travel routes.
- 5.2 Design and construct bikeways and pedestrian accessways to minimize potential conflicts between transportation modes.

Design and construction of such facilities shall follow the guidelines established by the Oregon Bicycle and Pedestrian Plan.

- 5.3 Align and interconnect new streets to reduce travel distance, promote the use of alternative modes, efficiently provide utilities and emergency services, and evenly disperse traffic.
- 5.4 Provide street system connections to and from activity centers such as schools, commercial areas, parks, and employment centers.
- 5.5 Consideration shall be given to maintain reasonable access to existing businesses and residents in the construction and development of new facilities.

Policy 6: Protect the groundwater, storm run-off, and surface water when any road construction or improvements are made.

- 6.1 Where appropriate, utilize the street system and its infrastructure as an opportunity to convey and treat stormwater runoff.
- 6.2 Roadway construction projects, while being sensitive to the protection of groundwater, shall conform to regulatory requirements and standards.

Policy 7: Review and modify, if necessary, the existing alternative transportation route plan (e.g., for when special events and traffic accidents occur).

Policy 8: Develop standards for new development to address all of these goals.

- 8.1 In areas of new development, investigate the existing and future opportunities for bicycle and pedestrian accessways. Many existing accessways such as user trails established by school children distinguish areas of need and should be incorporated into the transportation system.
- 8.2 Design new streets to meet the needs of pedestrians and encourage walking as a transportation mode.
- 8.3 Make provisions for new industrial and commercial developments to be transit-friendly.

Policy 9: Retain the historical flavor within the historic district and maintain the rural character of the town (e.g., street trees, old fashioned street lights, no sidewalks in new residential areas, narrow residential streets).

- 9.1 Local street layout shall encourage efficient lot layout and shall not create excessive travel lengths.

- 9.2 Consider traffic-calming devices as a buffer between diverse land uses when designing and laying out local streets.
- 9.3 Extend, provide connectivity to, and continue the grid pattern where appropriate in local street design and layout.
- 9.4 Large scale, high canopy street trees shall be planted on all streets to create attractive and healthy neighborhood environments. Minimize damage to street trees resulting from utility line placement and repair, and from new home construction.
- 9.5 A developer may install sidewalks in new residential areas if need can be shown.
- 9.6 Require the consistent use of parking area design standards, such as landscaping, placement, and lighting and other amenities.

Policy 10: Provide for the continued maintenance and improvements to existing streets.

- 10.1 Continue to make maintenance and repair of existing streets a priority.
- 10.2 The maintenance and repair of existing bikeways and pedestrian accessways (including sidewalks) shall be given the same priority as the maintenance and repair of motor vehicle facilities.

Policy 11: Improve drainage systems in general, preferably through natural systems where feasible and appropriate.

- 11.1 Street designs shall be responsive to topography and shall minimize impacts on natural resources such as streams, wetlands, and wildlife corridors.

Policy 12: Develop a speed control plan that establishes speed zones for bicycle and pedestrian destination areas and outlines a range of improvements for controlling speed (e.g., narrow street widths, speed humps, traffic circles).

- 12.1 Incorporate traffic-calming techniques to reduce speeds in areas identified as destinations for bicyclists and pedestrians.
- 12.2 Encourage pedestrian and bicycle activity through street design standards that include features such as narrower neighborhood street pavement widths, walkable block lengths and perimeters, alleys for vehicle access, attractive street lighting, and landscaping.

Policy 13: Improve the Coburg-Interstate 5 Interchange safety and transportation

operations.

- 13.1 The City shall adopt and coordinate with ODOT and Lane County to implement the ODOT Coburg-Interstate 5 Interchange Refinement Plan, which includes but is not limited to:
- A preferred interchange alternative,
 - An interchange access management plan,
 - A recommended TDM program that shall be fully implemented before and interchange reconstruction, and
 - An assumption that current City and County comprehensive land use designations at and near the interchange are constant for the next 20 years.

- Policy 14: Whenever a bike route utilizes or parallels an existing or proposed road right-of-way, sufficient design provisions that insure the safety of the users will be incorporated in the construction of the facility as specified by Site Review Criteria.
- Policy 15: A public street should not be used to encourage development in an area where such development would constitute a threat to public health or welfare, or create excessive public expenditure.
- Policy 16: Every developed property shall have direct access by street or deeded easement.
- Policy 17: Public street right-of-way should continue to serve as the primary access to properties for transportation and public utilities.
- Policy 18: All future dead-end streets should have turn-arounds adequate for emergency vehicles.
- Policy 19: Space devoted to off-street parking shall be limited through the establishment and use of parking ratio maximums and reduced minimum parking requirements, and the use of shared parking.
- Policy 20: The City shall provide a balanced transportation system that meets the needs of and is compatible with pedestrians, bicyclists, cars, transit, trolley, and trucks.
- Policy 21: The City shall coordinate with Lane Transit District to study the feasibility of a trolley/street car.
- Policy 22: The City shall use transportation demand management, system improvements, and land use strategies to encourage people to walk, bicycle and bus to reduce increased traffic congestion within the community and to and from the community.
- Policy 23: The City shall consider the transportation impacts of land use and

development patterns planned within the community when amending and implementing the Coburg Comprehensive Plan and City ordinances.

- Policy 24: Land use development decisions and street improvements within the city shall maintain separation between local traffic and through traffic.

- Policy 25: The City shall require land use development and transportation improvements that encourage transit, bicycles, and pedestrian amenities in new commercial, public, mixed use, and multi-family residential development.

- Policy 26: The City shall provide transportation system improvements that improve safety, encourage bicycling and walking, and provide convenient access to bus stops.

- Policy 27: The City shall maintain street connectivity throughout the community and prohibit the development of gated communities.

- Policy 28: The City shall maintain the shared street concept by preserving the pedestrian function of local streets.

- Policy 29: The City shall cooperate with State and Lane County transportation agencies and Lane Transit District to mitigate impacts on the community and the state highway system from daily commuting to and from the community and to improve access to the Highway Industrial and Commercial area.

- Policy 30: The City shall develop affordable and convenient transit and commuter service options to reduce single occupant automobile commutes.

- Policy 31: The City shall maintain the unique character of the National Historic District by allowing flexibility in meeting street and parking standards in that district.

- Policy 32: The City shall provide large scale, high-canopy street trees on local streets to create attractive and healthy neighborhood environments.

- Policy 33: The City shall minimize damage to street trees resulting from utility line placement and repair and from new home construction.

- Policy 34: The City shall develop a safe bicycle and pedestrian system that provides for connections and minimizes conflict to and from the local school and other significant activity areas, provides for connections between pocket parks, and provides a sidewalk in selected areas, such as Industrial Way and Mill Street.

- Policy 35: Street designs shall be responsive to topography and shall minimize

impacts to natural resources such as streams, wetlands, and wildlife corridors.

Policy 36: The City shall not expand the UGB east of Interstate 5 until the City has sufficient clarity on the configuration, timing, and cost of the interchange upgrade to conclude that adequate transportation facilities will be in place to serve future development.

Policy 37: The City shall ensure that developments along high capacity transportation corridors are reasonably transit-oriented and compatible with the city's character.

Policy 38: In commercial and industrial areas the City shall consider strategies that support limiting space devoted to off-street parking through the establishment of parking ratio maximums, reducing minimum parking requirements, providing credit for on-street parking, and encouraging shared parking whenever feasible. Also require parking lot design standards, such as landscaping, placement, lighting and other amenities.

In multi-family developments, the City shall consider strategies that support limiting space devoted to off-street parking by encouraging shared parking whenever feasible. The City shall also require parking lot design standards, such as landscaping, placement, lighting and other amenities.

Policy 39: The City shall promote street design standards that encourage narrower neighborhood streets, walkable neighborhoods, alleys, separated sidewalks, etc.

Policy 40: The exception area immediately east of Interstate 5, when included within the urban growth boundary and city limits, shall have a process for transportation review criteria placed on the property to assure that any new development or redevelopment on the property that increases trip generation from the site is required to go through a plan amendment application with the city and will be required to address the requirements of Section 0060 of the TPR regarding impacts to state, county, and city transportation facilities. The property owner or applicant may be required to complete a traffic impact analysis, road dedications, and road improvements for affected County Roads, consistent with the Lane County Transportation System Plan goals and policies and with County requirements for roads in Lane Code 15.

Policy 41: The exception area immediately east of the Interstate 5 interchange shall have an established trip generation baseline upon annexation of the property. The trip generation baseline shall be for average daily trips (ADT), weekday AM peak and weekday PM peak trips, based on ITE Trip Generation Manual and inventory of uses is as shown in Exhibit 2 and is incorporated as policy by reference.

- Policy 42: All new development proposals and/or redevelopment proposals in the exception area immediately east of Interstate 5 that exceed the baseline trip generation established upon annexation shall be required to apply for a city plan amendment application and meet Statewide Goal 12, Transportation Planning Rule, in particular Section 0060, and develop a transportation analysis to determine the impact on the interchange and on County Roads. The County may require a traffic impact analysis and road improvements consistent with the Lane County Transportation System Plan goals and policies and with County requirements for roads in Lane Code 15. The new site development or redevelopment shall be required to measure the following trip impacts for all three of the following:
- Weekday PM peak hour trips between 4:00 pm and 6:00 pm
 - Weekday AM peak hour trips between 6:00 am and 9:00 am
 - Average Daily grips for the entire area in question.
- Policy 43: In the event that Interchange Refinement Plan is completed and adopted in the Coburg TSP or Interchange Area Management Plan is developed and adopted, the exception areas immediately east of Interstate 5 shall be included in the plans and shall be governed by the results of that plan. Notwithstanding this provision, a traffic impact analysis, road dedications and road improvements may be required for new development affecting County roads in this area.
- Policy 44: To provide for the transportation needs of all Coburg residents compatible with county and state plans and promoting the greatest possible energy efficiency.
- Policy 45: Develop and maintain a transportation system while improving transportation choice and environmental quality.
- Policy 46: Provide a transportation system that is safe, convenient, accessible, environmentally responsible, efficient, responsive to community needs, and considerate of neighborhood impacts, particularly in the National Historic District.
- Policy 47: Develop and maintain a street network that is inter-connected.
- Policy 48: Develop and maintain a street network that maintains a separation between local traffic and through traffic.

Goal 13: Energy Conservation

- LCDC Goal:** "To conserve energy.
- Coburg Objective:** To guide community development in such a way as to maximize the conservation of energy and to assist Coburg residents in reducing their consumption of energy through conservation measures and use of alternative energy sources.
- Policy 1:** The City shall consider the energy use implications in all land use decisions.
- Policy 2:** The City shall encourage the location of future medium density development and mixed use along high capacity transportation corridors.
- Policy 3:** The City shall encourage Coburg residents to utilize Pacific Power and Light's free home energy audit.
- Policy 4:** The City shall attempt to implement the targeted home weatherization goals of the Housing Action Program.
- Policy 5:** The City shall encourage the continuance of recycling programs of the Coburg Community School and Lane County Solid Waste Management Department.
- Policy 6:** The City shall encourage the recycling and reuse of vacant land by allowing infill of vacant lots within the City limits when sanitary conditions are met.
- Policy 7:** The City shall encourage the enforcement by Lane County of the insulation requirements of the Uniform Building Code.
- Policy 8:** The City shall encourage design and site orientation to sun and wind.
- Policy 9:** In the remodeling or construction of public buildings, the City shall participate in all available Appropriate Technology Programs.
- Policy 10:** The City shall develop solar access criteria for inclusion in its Zoning and Subdivision Ordinances.
- Policy 11:** The City shall consider the development of a Planned Unit Development Subsection of the Zoning and Subdivision Ordinances to utilize the energy conservation consequences of clustered housing.

Goals 14: Urbanization

LCDC Goal: “Establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.”

“Provide for an orderly and efficient transition from rural to urban land use.”

Coburg Objective: To establish an Urban Growth Boundary with sufficient amounts of urbanizable land to accommodate projected city expansion needs while assuring the preservation of the City’s historic character.

Coburg Objective: Promote land use and development patterns that sustain and improve quality of life, are compatible with mass transit, maintain the community’s identity, protect significant natural and historic resources, and meet the needs of existing and future residents for housing, employment, and parks and open spaces.

General

- Policy 1:** The City shall preserve urbanizable land and provide for orderly, efficient development by controlling densities through provision of the Zoning and Subdivision Ordinances, thereby preventing the need for overly extensive public services and restricting urbanization to that commensurate with the carrying capacity of the land.
- Policy 2:** The City shall coordinate land use decisions with Lane County, through provisions of the Joint Agreement for Planning Coordination, and with other state and federal agencies as appropriate.
- Policy 3:** All city land use decisions shall be in compliance with LCDC Goals and Guidelines.
- Policy 4:** City service shall not be extended outside of the City limits. Those people who are living outside the city limits and are connected to the city’s water system as of November 15, 1989 shall be “grandfathered” into the program.
- Policy 5:** The Urban Growth Boundary shall not be expanded unless findings of fact establish that the proposed expansion is in compliance with all 7 factors of LCDC Goal 14.
- Policy 6:** The City shall not annex lands outside its adopted Urban Growth Boundary without first expanding its Urban Growth Boundary to include the proposed annexation.
- Policy 7:** The City shall, if appropriate, establish standards in addition to those enumerated in Policy 5 above for changing the Urban Growth Boundary.

- Policy 8: The Citizens Advisory Committee and the City Council shall be responsible for reviewing, updating and amending the Comprehensive Plan. The Comprehensive Plan shall be reviewed every two (2) years and updated every four (4) years.

Core team believes CAC is indeed the Planning Commission, as defined in the City's acknowledged Citizen Involvement Plan.

- Policy 9: Amendments to the Comprehensive Plan proposed by city residents shall be reviewed by the Citizens Advisory Committee who shall recommend appropriate action to the City Council.

- Policy 10: The City shall encourage Lane County to retain the current agricultural zoning of lands outside the City's Urban Growth Boundary but within its Area of Influence to prevent continuous urbanization of lands between Coburg and Eugene-Springfield.

- Policy 11: The City shall define its Area of Influence as that area delineated in Map 6.

- Policy 12: New development will be required to meet city and county road standards and have approval of subsurface water and septic drainage systems or other disposal means in keeping with the adopted Coburg Sewerage Facilities Plan.

- Policy 13: Redevelopment programs will be encouraged to eliminate substandard areas in both residential and commercial districts and to prevent premature obsolescence through rehabilitation and Uniform Building Code enforcement.

- Policy 14: All Comprehensive Plan documents, maps and related ordinances shall be kept in City Hall and shall be available for inspection by the public upon request during normal business hours.

- Policy 15: The City shall encourage the integration of adjacent land uses and zoning districts through density transitioning, mid-block zoning lines, area-specific building height limits, and blending of compatible uses as appropriate.

- Policy 16: The City shall maintain the City's unique character by designing new and infill development that is compatible with Coburg's existing neighborhoods and sewage disposal requirements.

- Policy 17: The City shall promote the efficient use of land within the urban growth boundary and sequential development that expands in an orderly way outward from the existing city center.

- Policy 18: The City shall provide a sufficient supply of developable land within the urban growth boundary to meet the needs of the existing and projected population for residential, commercial, industrial, and recreational uses

over the next 20 – 50 years, while preserving the small town character of the community.

- Policy 19: The City shall accommodate projected growth, expand the urban growth boundary in a manner that balances the need to protect high quality farm and forest resource lands with the residential needs of the existing and future population and with efficient public facility and service delivery.

- Policy 20: Future residential and commercial development shall be constructed in a manner that preserves the small town, historic character of the community.

- Policy 21: The City shall work with Lane County to obtain agreement on measures, such as co-adoption of a Coburg/Lane County Plan Boundary, that apply Coburg Comprehensive Plan policies in the area south of the city to the McKenzie River, in the Coburg Hills outside the City's urban growth boundary, and north of the city to Pioneer Valley Estates subdivision, and west in the Coburg Bottom Loop Road area.

- Policy 22: The City shall work with Linn County and other jurisdictions to obtain agreement for the City of Coburg to influence land use development patterns to the north and southeast of the city.

- Policy 23: The City shall work with the City of Eugene to enter into an intergovernmental agreement that specifies that the City of Eugene will not extend its urban growth boundary past the McKenzie River and request that this be included as the policy in the *Eugene-Springfield Metropolitan Area General Plan*.

- Policy 24: The City shall encourage redevelopment in residential and commercial areas to encourage investment in the community and compatibility with existing historic character.

Residential Land Use

Policy 30 shall be added to the residential section, as well as, the commercial and industrial section of Goal 14.

- Policy 25: The City shall encourage the utilization of existing vacant lots to promote a more compact urban growth form.

- Policy 26: Where possible, the nature of existing neighborhoods shall be preserved through rehabilitation or other appropriate methods.

- Policy 27: The City shall promote the achievement of desired minimum densities and efficient land use through infill development that includes options such as duplexes and triplexes on corner lots, mid-block developments (lots fronting a public or private lane), and flag lots. The City shall allow variations in building setbacks and lot dimensions as needed to

encourage development of lots that would otherwise be undevelopable, without requiring a variance process.

Policy 28: The City shall encourage the compatible integration of different land uses such as single- and multi-family dwellings, parks, and mixed use residential/commercial buildings through the development and use of design standards.

Commercial and Industrial Land Use

- Policy 29: To preserve the rural residential atmosphere of the City, commercial and industrial development shall be controlled through adopted site review criteria.
- Policy 30: The City shall develop design policies to create Design Themes for the Comprehensive Plan and create a Design Review Group.
- Policy 31: Commercial enterprises which allow permanent residences shall not be allowed to have a residential density greater than that allowed in the residential district.
- Policy 32: Commercial activities in residential districts shall be limited to those home activities allowed in the Zoning Ordinance.
- Policy 33: Commercial and industrial developments shall comply with all applicable federal, state and local standards governing preservation of air, water and land resource quality.
- Policy 34: Commercial and industrial properties shall have adequate sewage disposal systems as determined by DEQ and other applicable federal, state and local agencies.
- Policy 35: Commercial and industrial developments shall provide adequate buffering from abutting residential uses in compliance with provisions of the Zoning Ordinance.
- Policy 36: To preserve the rural character of the City, only light and campus industrial uses as defined in the Zoning Ordinance shall be allowed.
- Policy 37: The City shall encourage the incorporation of limited mixed-use commercial/residential development in commercial zoning districts by providing incentives such as density bonuses. Limit commercial development in industrial zones to those small-scale retail and service uses that serve the industrial area employees and customers but not the community-wide or region-wide market.
- Policy 38: The City shall allow limited retail development next to residential areas and within industrial districts. Ensure the compatibility of this

commercial development with the surrounding uses by applying

standards for design, compatible hours of operation, noise, lighting, emissions, maximum building size, and types of goods and services sold.

Land Use and Development Patterns

- Policy 39: The City shall promote land use and development patterns that sustain and improve quality of life, are compatible with mass transit, maintain the community's identity, protect significant natural and historic resources, and meet the needs of existing and future residents for housing, employment, and parks and open spaces.

- Policy 40: The City shall maintain a viable downtown through plan designations and zoning in a manner that provides opportunities for development of the town center with a compatible mix of housing and businesses.

- Policy 41: Future residential and commercial development shall be constructed in a manner that preserves the small town, historic character of the community.

- Policy 42: The City shall maintain and improve a buffer, which may include use transitions between the highway industrial and commercial uses and the remainder of the town. The buffer shall provide both visual and air quality benefits.

- Policy 43: The City shall preserve a permanent buffer, allowing resource use, in the area two miles north of the McKenzie River to the southern edge of Coburg's urban growth boundary in order to provide open space between the McKenzie River and the southern edge of the urban growth boundary and to maintain a separation between the Cities of Coburg and Eugene.

- Policy 44: The City shall work with Lane County to obtain agreement on measures, such as co-adoption of a Coburg/Lane County Plan Boundary, that apply Coburg Comprehensive Plan policies in the area south of the city to the McKenzie River, in the Coburg Hills outside the City's urban growth boundary, and north of the city to Pioneer Valley Estates subdivision, and west in the Coburg Bottom Loop Road area.

- Policy 45: The City shall work with Lane County and other jurisdictions to obtain agreement for the City of Coburg to influence land use development patterns to the north and southeast of the city.

- Policy 46: The City shall work with the City of Eugene to enter into an intergovernmental agreement that specifies that the City of Eugene will not extend its urban growth boundary past the McKenzie River and request that this be included as a policy in the Eugene-Springfield

Metropolitan Area General Plan.

- Policy 47: The City shall encourage redevelopment in residential and commercial areas to encourage investment in the community and compatibility with existing historic character.

- Policy 48: The City should develop a system of Urban Reserve Areas. To allow planning for areas outside urban growth boundaries for eventual inclusion in an urban growth boundary and to protect such lands from patterns of development that would impede urbanization.

- Policy 49: The City shall develop strategies for infill development in residential areas. Infill techniques include design standards, duplexes and triplexes in selected areas, variations in building setbacks, mid-block developments (lots fronting a private or public mid-block lane), etc.

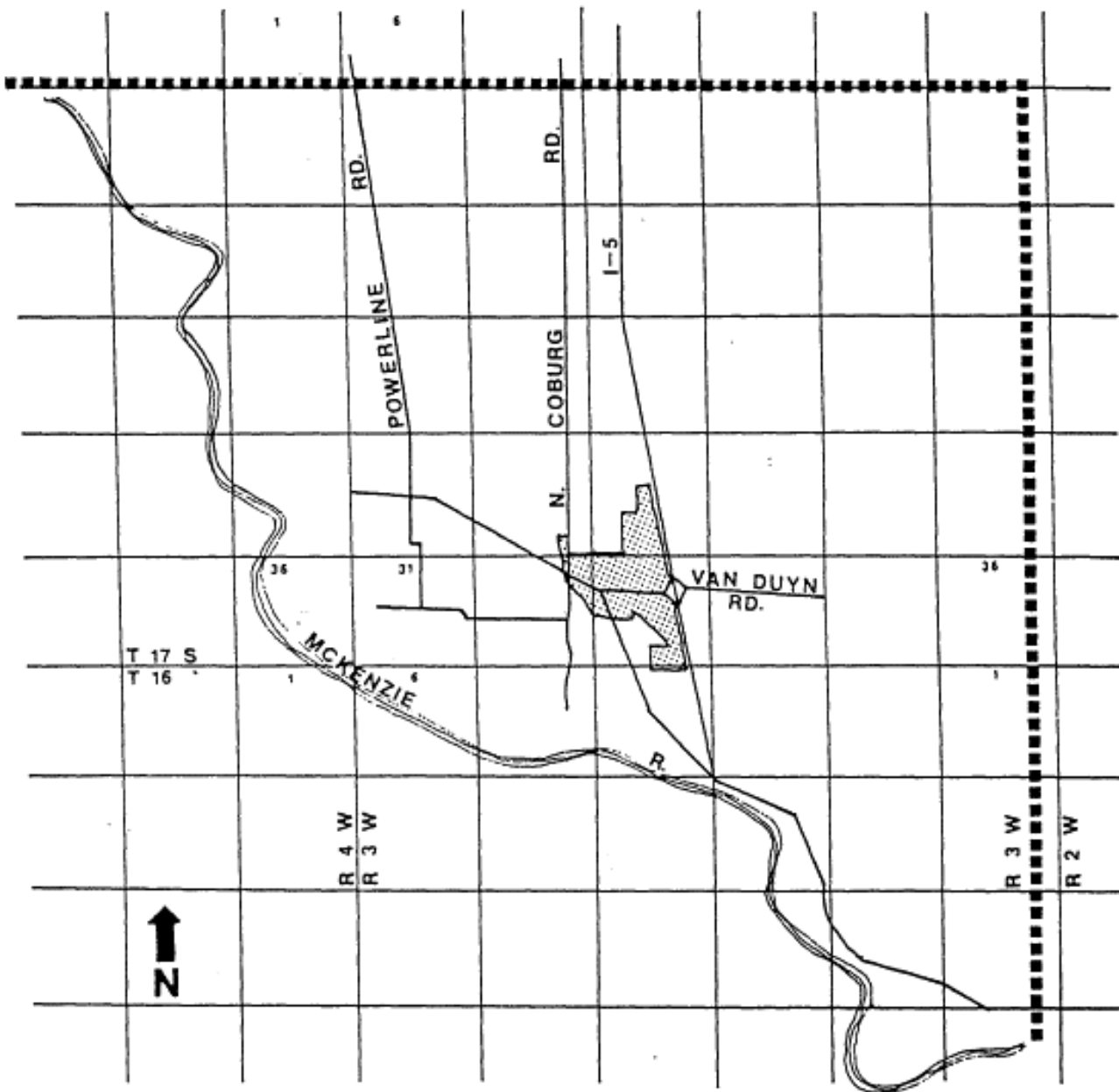
- Policy 50: The City shall encourage the incorporation of limited commercial development through the use of density bonuses for mixed-use commercial/residential buildings in certain areas

- Policy 51: The City shall discourage neighborhood commercial development (within residential zone)

- Policy 52: Coburg's Town Plan is intended to reinforce the downtown area and adjacent neighborhoods as the historic core of the community. New development outside of the core will include the creation of new neighborhoods that mirror the qualities that make the historic core so special: small scale, connected streets and pedestrian routes, trees, and access to open spaces.

MAP 6

AREA OF INFLUENCE



22A

FY 2023-24 Council Goals & Priorities Work Plan

			Current	Priority	Complete by
			Status	(1-5, 1=Highest)	EOFY?
<u>Livability Health & Vitality</u>					
1	Continue to Improve Communication to Citizens	Livability Health & Vitality	Ongoing	1	
2	Continue Staff training In FEMA	Livability Health & Vitality	Ongoing	3	
3	Continue effort to grow citizen response team	Livability Health & Vitality	Paused	3	
4	Form Transportation Committee (issues + TSP)	Livability Health & Vitality	Complete	2	Y
5	Form Committee for DEI Policies	Livability Health & Vitality	Needs Review	3	
6	Design and construction of Pavilion Park	Livability Health & Vitality	In Process	1	N
7	Heritage Committee initial planning for Heritage Park	Livability Health & Vitality	Needs Review	4	
8	Planning for Park to be located in Coburg Creek	Livability Health & Vitality	Not Started	3	
9	Plan and establish and community museum and stage storage for community artifacts and antiquities	Livability Health & Vitality	Needs Review	4	
10	Educuation to community on land use and the public process	Livability Health & Vitality	Not Started	2	
11	Design and construction of Veteran Memorial Park (in Norma Pheifer)	Livability Health & Vitality	In Process	2	Y
12	Review camping ordinance with recommended legal language regarding homelessness and camping	Livability Health & Vitality	Complete	1	Y
13	Plant trees on Willamette and East Pearl	Livability Health & Vitality	Ongoing	3	
<u>Utilities, Equipment and Infrastructure</u>					
14	Update to City Hall Façade	Utilities, Equipment and Infrastructure	Paused	4	
15	Carpet replacement in City Hall	Utilities, Equipment and Infrastructure	Paused	5	
16	City Hall lobby redesign to create attractive/welcome environment	Utilities, Equipment and Infrastructure	Complete	3	Y
17	Continue to update fleet to ensure operational capacity, safety and financial feasibility	Utilities, Equipment and Infrastructure	Ongoing	3	
18	Purchase Public Works service truck	Utilities, Equipment and Infrastructure	Complete	2	Y
19	Analysis of PVE Water System for future	Utilities, Equipment and Infrastructure	In Process	1	N
20	Reduce inflow and infiltration into collections system	Utilities, Equipment and Infrastructure	Ongoing	2	
21	Design and construction of Macy/Harrison/Van Duyn and Willamette	Utilities, Equipment and Infrastructure	In Process	1	Y
22	Continue preventative maintainance to streets (Sara, Rustic, Shane, Miller)	Utilities, Equipment and Infrastructure	Ongoing	2	
23	Construct PW Operations buildings	Utilities, Equipment and Infrastructure	In Process	1	Y
24	Replace Septic tanks at Premier RV	Utilities, Equipment and Infrastructure	Not Started	3	
25	Planning and design for collector street improvements	Utilities, Equipment and Infrastructure	In Process	2	Y
26	Inspection and planning for water storage tank maintenance	Utilities, Equipment and Infrastructure	In Process	3	N
27	Design and complete water projects for 23-24 (well #3, SCADA, mainlines)	Utilities, Equipment and Infrastructure	In Process	1	N
28	Purchase Street sweeper and street maintainance equipment	Utilities, Equipment and Infrastructure	Complete	2	Y
29	Purchase ballistic sheilds for Police (active shooter equipment)	Utilities, Equipment and Infrastructure	Complete	1	Y
<u>Operational Capacity</u>					
30	Implement leadership training and team building at every level of City	Operational Capacity	Needs Review	3	
31	Project staff capacity needed for future development of the City in every Department	Operational Capacity	Needs Review	4	
32	Continue scanning Court documents	Operational Capacity	Ongoing	3	
33	Update standard procedures and processes in Planning Dept	Operational Capacity	Paused	3	
34	Continue PW and PD staff certification/training	Operational Capacity	Ongoing	2	
35	Establish inventory system and storage for water dept parts in new operations center	Operational Capacity	Not Started	4	
36	PW training on playground safety inspections and landscaping maintenance	Operational Capacity	Not Started	3	
37	Hire additional PW operator	Operational Capacity	Needs Review	5	
38	Design monitoring plan for commercial site compliance as well as inflow and infiltration into collection system	Operational Capacity	Not Started	2	
39	PW training on inspection of street projects	Operational Capacity	Not Started	4	
40	Increase budget for community assistance program to make funding available for towing of abandoned vehicles	Operational Capacity	Needs Review	4	

Fiscal Stewardship					
41	Maintain fiscal responsibility and contingency reserves in every fund	Fiscal Stewardship	In Process	1	N
42	maintain multi-level fiscal oversight	Fiscal Stewardship	Needs Review	3	
43	Timely applications for Capital works funding and reimbursement request for capital project expenses	Fiscal Stewardship	Task	3	
44	Sucessful hire and training of Finance professional	Fiscal Stewardship	Complete	1	Y
45	Consider combingin Fiance/Audit and Budget Committees	Fiscal Stewardship	Complete	4	Y
Strategic Planning					
46	Update Council Rules of Order	Strategic Planning	Not Started	3	
47	Planning for emergency drills with City staff and partners	Strategic Planning	Ongoing	2	
48	Planning and implementation for mutual support with other agencies	Strategic Planning	Needs Review	3	
49	Continue to implement general orders and standard court operations as changes are needed	Strategic Planning	Task	3	
50	Update Transportation Plan based upon Transportation Committee recommendations	Strategic Planning	Needs Review	3	
51	Complete Storm Water Master Plan	Strategic Planning	In Process	2	N
52	Add emergency and replacmenet inventory of equipment and supplies	Strategic Planning	Needs Review	3	
53	Review and address possible changes in the sign ordinance	Strategic Planning	Complete	4	Y
54	Design of social media policy	Strategic Planning	Not Started	4	
55	Updates to Utility Ordinance	Strategic Planning	Not Started	2	
56	Research and recommendation to Council for codification of City zoning code, ordinances and resolutions	Strategic Planning	Not Started	1	
57	Address night sky and appropriate lighting policies in City Zoning Code	Strategic Planning	Not Started	3	
58	Update Zoning Code for Food Trucks	Strategic Planning	Needs Review	4	
59	Discussion and design options for increasing safety of intersection at N Willamette and Van Duyn	Strategic Planning	In Process	2	Y
Economic Development					
60	Rebranding of City and Community utilizing new logo	Economic Development	In Process	3	Y
61	Continue to invest and provide leadership and partnership in Oregon Main St	Economic Development	Ongoing	3	
62	Completion of broadband availability mapping of City	Economic Development	Needs Review	4	
63	Implement new logo including a public input process with a soft roll-out	Economic Development	In Process	3	Y
64	Continue to update website to provide information to citizens on City services	Economic Development	Ongoing	1	
65	Work with owners of property to the north of City Hall to establish additional parking for City Hall and downtown	Economic Development	Needs Review	4	
66	Re-visit IOOF lease to extend to a 5-7 year lease	Economic Development	Complete	3	Y
Citizen Committees and Commissions					
67	Enhance communication from committee to Council	Citizen Committees and Commissions	Not Started	2	
68	Review and update committee bylaws for consistency for all committees	Citizen Committees and Commissions	Not Started	3	
69	Facilitate work parties and planning for projects for Park and Tree Committee	Citizen Committees and Commissions	Ongoing	3	
70	Education for Planning Commission on land use and other issues relating to planning in Coburg and the State of Oregon	Citizen Committees and Commissions	Not Started	2	
71	Support to all committee and commission goals by staff liaisons	Citizen Committees and Commissions	Ongoing	2	
72	Research for the development of a park and recreation district	Citizen Committees and Commissions	Not Started	1	
73	Create process for purchase and planning of future park land	Citizen Committees and Commissions	Not Started	4	
74	Establish a community volunteer base for the Parks	Citizen Committees and Commissions	Not Started	3	
75	Update committees on Council adopted goals and priorities each Fiscal Year	Citizen Committees and Commissions	Ongoing	2	
76	Involve Elementary School in youth heritage program	Citizen Committees and Commissions	Not Started	4	
77	Training for heritage committee and involvement in the CLG network	Citizen Committees and Commissions	Not Started	3	
78	Training fon master planned development criteria and application types	Citizen Committees and Commissions	Not Started	2	
79	Seek funding for identifying historic markers	Citizen Committees and Commissions	In Process	3	Y
80	Research historic district guidelines in other jurisdictions and make recommendations for zoning code updates	Citizen Committees and Commissions	Not Started	3	
81	To Design and conduction community survey on support and value to historic preservation in Coburg	Citizen Committees and Commissions	Not Started	4	

FY 23-24 Actions Items to be Completed by June 30, 2023

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
12	Review camping ordinance with recommended legal language regarding homelessness and camping	Livability Health & Vitality	Complete	1
21	Design and construction of Macy/Harrison/Van Duyn and Willamette	Utilities, Equipment and Infrastructure	In Process	1
23	Construct PW Operations buildings	Utilities, Equipment and Infrastructure	In Process	1
29	Purchase ballistic sheilds for Police (active shooter equipment)	Utilities, Equipment and Infrastructure	Complete	1
44	Sucessful hire and training of Finance professional	Fiscal Stewardship	Complete	1
1	Form Transportation Committee (issues + TSP)	Livability Health & Vitality	Complete	2
11	Design and construction of Veteran Memorial Park (in Norma Pheifer)	Livability Health & Vitality	In Process	2
18	Purchase Public Works service truck	Utilities, Equipment and Infrastructure	Complete	2
25	Planning and design for collector street improvements	Utilities, Equipment and Infrastructure	In Process	2
28	Purchase Street sweeper and street maintainance equipment	Utilities, Equipment and Infrastructure	Complete	2
59	Discussion and design options for increasing safety of intersection at N Willamette and Van Duyn	Strategic Planning	In Process	2
16	City Hall lobby redesign to create attractive/welcome environment	Utilities, Equipment and Infrastructure	Complete	3
60	Rebranding of City and Community utilizing new logo	Economic Development	In Process	3
63	Implement new logo including a public input process with a soft roll-out	Economic Development	In Process	3
66	Re-visit IOOF lease to extend to a 5-7 year lease	Economic Development	Complete	3
79	Seek funding for identifying historic markers	Citizen Committees and Commissions	In Process	3
45	Consider combingin Fiance/Audit and Budget Committees	Fiscal Stewardship	Complete	4
53	Review and address possible changes in the sign ordinance	Strategic Planning	Complete	4

FY 23-24 Action Items In Process

Beyond FY24

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
6	Design and construction of Pavilion Park	Livability Health & Vitality	In Process	1
19	Analysis of PVE Water System for future	Utilities, Equipment and Infrastructure	In Process	1
27	Design and complete water projects for 23-24 (well #3, SCADA, mainlines)	Utilities, Equipment and Infrastructure	In Process	1
41	Maintain fiscal responsibility and contingency reserves in every fund	Fiscal Stewardship	In Process	1
51	Complete Storm Water Master Plan	Strategic Planning	In Process	2
26	Inspection and planning for water storage tank maintenance	Utilities, Equipment and Infrastructure	In Process	3

FY 23-24 Ongoing Action Items

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
1	Continue to Improve Communication to Citizens	Livability Health & Vitality	Ongoing	1
64	Continue to update website to provide information to citizens on City services	Economic Development	Ongoing	1
20	Reduce inflow and infiltration into collections system	Utilities, Equipment and Infrastructure	Ongoing	2
22	Continue preventative maintenance to streets (Sara, Rustic, Shane, Miller)	Utilities, Equipment and Infrastructure	Ongoing	2
34	Continue PW and PD staff certification/training	Operational Capacity	Ongoing	2
47	Planning for emergency drills with City staff and partners	Strategic Planning	Ongoing	2
71	Support to all committee and commission goals by staff liaisons	Citizen Committees and Commissions	Ongoing	2
75	Update committees on Council adopted goals and priorities each Fiscal Year	Citizen Committees and Commissions	Ongoing	2
2	Continue Staff training In FEMA	Livability Health & Vitality	Ongoing	3
13	Plant trees on Willamette and East Pearl	Livability Health & Vitality	Ongoing	3
17	Continue to update fleet to ensure operational capacity, safety and financial feasibility	Utilities, Equipment and Infrastructure	Ongoing	3
32	Continue scanning Court documents	Operational Capacity	Ongoing	3
61	Continue to invest and provide leadership and partnership in Oregon Main St	Economic Development	Ongoing	3
69	Facilitate work parties and planning for projects for Park and Tree Committee	Citizen Committees and Commissions	Ongoing	3

FY 23-24 Action Items In Process Beyond FY24

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
6	Design and construction of Pavilion Park	Livability Health & Vitality	In Process	1
19	Analysis of PVE Water System for future	Utilities, Equipment and Infrastructure	In Process	1
27	Design and complete water projects for 23-24 (well #3, SCADA, mainlines)	Utilities, Equipment and Infrastructure	In Process	1
41	Maintain fiscal responsibility and contingency reserves in every fund	Fiscal Stewardship	In Process	1
51	Complete Storm Water Master Plan	Strategic Planning	In Process	2
26	Inspection and planning for water storage tank maintenance	Utilities, Equipment and Infrastructure	In Process	3

FY 23-24 Action Items - Not Started/Paused

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
56	Research and recommendation to Council for codification of City zoning code, ordinances and resolutions	Strategic Planning	Not Started	1
72	Research for the development of a park and recreation district	Citizen Committees and Commissions	Not Started	1
10	Education to community on land use and the public process	Livability Health & Vitality	Not Started	2
38	Design monitoring plan for commercial site compliance as well as inflow and infiltration into collection system	Operational Capacity	Not Started	2
55	Updates to Utility Ordinance	Strategic Planning	Not Started	2
67	Enhance communication from committee to Council	Citizen Committees and Commissions	Not Started	2
70	Education for Planning Commission on land use and other issues relating to planning in Coburg and the State of Oregon	Citizen Committees and Commissions	Not Started	2
78	Training for master planned development criteria and application types	Citizen Committees and Commissions	Not Started	2
8	Planning for Park to be located in Coburg Creek	Livability Health & Vitality	Not Started	3
24	Replace Septic tanks at Premier RV	Utilities, Equipment and Infrastructure	Not Started	3
36	PW training on playground safety inspections and landscaping maintenance	Operational Capacity	Not Started	3
46	Update Council Rules of Order	Strategic Planning	Not Started	3
57	Address night sky and appropriate lighting policies in City Zoning Code	Strategic Planning	Not Started	3
68	Review and update committee bylaws for consistency for all committees	Citizen Committees and Commissions	Not Started	3
74	Establish a community volunteer base for the Parks	Citizen Committees and Commissions	Not Started	3
77	Training for heritage committee and involvement in the CLG network	Citizen Committees and Commissions	Not Started	3
80	Research historic district guidelines in other jurisdictions and make recommendations for zoning code updates	Citizen Committees and Commissions	Not Started	3
35	Establish inventory system and storage for water dept parts in new operations center	Operational Capacity	Not Started	4
39	PW training on inspection of street projects	Operational Capacity	Not Started	4
54	Design of social media policy	Strategic Planning	Not Started	4
73	Create process for purchase and planning of future park land	Citizen Committees and Commissions	Not Started	4
76	Involve Elementary School in youth heritage program	Citizen Committees and Commissions	Not Started	4
81	To Design and conduction community survey on support and value to historic preservation in Coburg	Citizen Committees and Commissions	Not Started	4
3	Continue effort to grow citizen response team	Livability Health & Vitality	Paused	3
14	Update to City Hall Façade	Utilities, Equipment and Infrastructure	Paused	4
15	Carpet replacement in City Hall	Utilities, Equipment and Infrastructure	Paused	5
33	Update standard procedures and processes in Planning Dept	Operational Capacity	Paused	3

FY 23-24 Action Items Needing Review

#	FY 23-24 Workplan Action Item	Goal Category	Status	Priority
5	Form Committee for DEI Policies	Livability Health & Vitality	Needs Review	3
30	Implement leadership training and team building at every level of City	Operational Capacity	Needs Review	3
42	maintain multi-level fiscal oversight	Fiscal Stewardship	Needs Review	3
48	Planning and implementation for mutual support with other agencies	Strategic Planning	Needs Review	3
50	Update Transportation Plan based upon Transportation Committee recommendations	Strategic Planning	Needs Review	3
52	Add emergency and replacenet inventory of equipment and supplies	Strategic Planning	Needs Review	3
7	Heritage Committee initial planning for Heritage Park	Livability Health & Vitality	Needs Review	4
9	Plan and establish and community museum and stage storage for community artifacts and antiquities	Livability Health & Vitality	Needs Review	4
31	Project staff capacity needed for future development of the City in every Department	Operational Capacity	Needs Review	4
40	Increase budget for community assistance program to make funding available for towing of abandoned vehicles	Operational Capacity	Needs Review	4
58	Update Zoning Code for Food Trucks	Strategic Planning	Needs Review	4
62	Completion of broadband availability mapping of City	Economic Development	Needs Review	4
65	Work with owners of property to the north of City Hall to establish additional parking for City Hall and downtown	Economic Development	Needs Review	4
37	Hire additional PW operator	Operational Capacity	Needs Review	5



COBURG HERITAGE COMMITTEE WORK PLAN GOALS – 2024 FINAL

- 1. Seek CLG funding for projects including oral history documentation and continuation of the historic preservation award plaques**
 - 2. Community presentations and engagement such as guest speakers**
 - 3. Inventory and store existing artifacts (boxes at City Hall)**
 - 4. Conduct community survey to gauge attitudes and interests related to historic preservation**
 - 5. Review of and recommendations for Ordinance A-226 which establishes the Heritage Committee**
 - 6. Research other historic preservation codes and regulations**
 - 7. Collaborate with Coburg Community Charter School about Coburg Heritage**
 - 8. Increase committee involvement in CLG Network and training opportunities**
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COBURG PLANNING COMMISSION

WORK PLAN GOALS – 2024 FINAL

- 1. Gain understanding of Mastered Planned Development process**
 - 2. Review Comprehensive Plan**
 - 3. Seek trainings from DLCD, revenue and grant professionals, and other relevant subject matter experts**
 - 4. Improve communication with City Council, other city committees, and community organizations such as Coburg Main Street**
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PARK/TREE COMMITTEE WORKPLAN GOALS
WORK PLAN GOALS – FISCAL YEAR 2024

Work Plan Projects – Current

- Trail's End – Additional plantings, monarch butterfly habitat, identify mowing areas for Public Works
- Pavilion – Grant funded improvements in progress
- Norma Pheiffer – Veterans' Memorial improvements in progress
- Johnny Diamond – Improve landscaping
- Jacob Spores/Bike Path #2 – Enhance surrounding area
- Continue work parties for improvement of Parks

Work Plan Projects – Future

- Trail's End – Funding for viewing platform
- Johnny Diamond – Historical signage in shelter, return outside beds to trees and grass, move plants to inside park
- Booth Kelly – Waterproof/seal historic signage, maintain pathway
- Jacob Spores – Park Bench & Muddy Creek informational sign
- Norma Pheiffer – Park sail for playground shade, additional trees
- Pavilion – Restroom Installation, Fountain, and infrastructure work
- Coburg Creek – Obtain funding and develop plan for the park
- Continue Work Parties for improvement of Parks and Open Spaces
- Promote city parks/open spaces & encourage contributions to their enjoyment, care, and improvement
- Community education of city trees and parks
- Seek donations for park amenities and plantings
- Identify locations for possible maple tree plantings
- Pavilion repairs: water damage, steps

Goals – Long Term

1. Research & development of Park & Recreational District
2. Create process for future purchase, approval, and development of park land
3. Establish a Community Volunteer Base
4. Consider land for a South side park
5. Planning with Historical Committee for Julie Morneau Historical Park
6. Coburg Creek Park Development



City of Coburg

Framework for Continued Progress

The Coburg City Council exists to support the needs and desires of the community by providing critical core services such as clean drinking water, wastewater treatment, public safety and transportation and parks systems. The Council is responsible for ensuring all operations and infrastructure funds are maximized to meet the current and future needs of the community.

To meet these objectives, the 2024 City Council has organized the City's work into the following categories and intends to develop a measurement and reporting system to track and communicate the effectiveness of Council, staff, community and regional partners in its progress over this year and beyond.

Our Community

Community Safety, Economy, Livability & Engagement

Our Natural Resources

Water, Trees & Hazard Mitigation

Our Government

Organizational Health, Development & Effectiveness

Our Utility Systems

Infrastructure Planning, Investment & Management

Our Financial Resources

Financial Planning & Management

I. Our Community

Community Safety, Economy,
Livability & Engagement

1) Emergency Management & Response

Continued and ongoing education, training and acquisition of tools, equipment and technology is critical to ensure City staff are as prepared and equipped to respond both directly and in a support role to all types and scales of emergencies that occur and impact residents and businesses of Coburg. A review of the City's existing Emergency Operations Plan and Continuity of Operations Plan along with the development and implementation of a schedule of event scenario trainings should be prioritized.

2) Community Communication & Engagement Plan

Effective communication and community engagement is an ever-evolving objective. The development of an updated comprehensive communication plan provides a review of existing communication channels (website, social media, etc), identifies inconsistency in the use of the channels and the tools used to develop and distribute content (document templates, videos, signage, etc). Engagement techniques to be reviewed and developed include community surveys, town halls, recognition/appreciation events, City committee structure, scope and duration.

3) Code Compliance Review and Strategy

The development of an agreed upon strategy and structure to equitably, efficiently and effectively achieve compliance with various City ordinances will provide City Council and the community with clarity on the process utilized to prioritize compliance efforts, differentiate proactive vs. reactive (complaint based) compliance and clearly label when efforts transition from compliance to enforcement. The review and resulting strategy will also identify the resources needed to operate the program based on the level of service determined by Council.

4) Economic Support and Development Strategy

Coburg benefits greatly from the economic development efforts of its regional and state-level partners. Development of a local staff level strategy provides base level support for existing and future Coburg businesses and gives Council and staff a clear understanding of its role as well as the level of staff resources required to implement the program at the level selected by Council. The recent establishment of Coburg Main Street provides renewed opportunity for engagement and programming to support and expand retail, food service and other business sectors. The recently annexed 107acre light industrial lands to the east of I-5 provide an opportunity to examine and plan for water and wastewater infrastructure expansion to support valuable job and valuation growth in Coburg's light industrial sector.

II. Our Natural Resources

Water, Trees & Hazard Mitigation

1) Parks and Open Space Master Plan Review

Coburg has developed and utilized a Parks and Open Space Master Plan to guide the development of its existing and future park and open space lands. The full plan was adopted in 2005 and was most recently updated in 2019. Continued success, support and enjoyment of Coburg's park system requires periodic review of the master plan to evaluate policy outcomes, management/maintenance discoveries and issues to resolve, prior and future demographic forecasts, regulatory changes and funding/resources required to maintain the level of service desired and expected from the Council and the community. Options available to Council and the community for continued investment in the care, maintenance and desired expansion of the park system should also be a component of this review.

2) Long Range Planning – Land Use and Transportation

Coburg must soon resolve its current state land use challenges relating to its availability of lands, primarily residential, for future growth. All local jurisdictions in Oregon must plan for and maintain lands available for inclusion into their city limits via annexation through the use of an urban growth boundary. Coburg does not currently have any lands designated for future urban growth (city limits boundary line = urban growth boundary line). The first step in determining the need, scale and type of land needed is by completing a Buildable Lands Inventory (BLI). This analysis examines the full build-out potential for lands already within the City limits and calculates the amount of residential, commercial and/or industrial land that must be created within the urban growth boundary.

The BLI analysis feeds into the transportation future planning needs of the City, culminating in the Transportation System Plan (TSP). Future growth and its impact on transportation, water/wastewater infrastructure, public safety and parks systems all converge in the City's Comprehensive Plan, a state mandated long range planning tool that both Staff and the Planning Commission will be reviewing with the objective of prioritizing potential revisions and updates that it will recommend Council consider undertaking in future years.

3) Tree Management and Maintenance Plan – Public and Private Property

Short- and long-term community impacts of wind and ice weather events are heavily influenced and affected by tree related damage. Downed trees and major tree limbs cause power and internet outages, obstruct travel lanes for emergency vehicles and pose significant risk to human life. An action plan and funding to evaluate, remove and trim the tree canopy throughout the community is a valuable community risk reduction opportunity. Emergency management/Risk Reduction Grant funding may be a potential source of funds.

4) Vegetation Management and Maintenance Plan

Significant resources are expended to manage vegetation within all public lands in Coburg, primarily in three categories; formal, landscaped park lands, open space (wetlands, trails) and unimproved rights of way and natural storm water areas. To maintain current desired service levels for vegetation management, a different approach and deployment of resources will need to be developed. A management and maintenance plan examines current conditions, develops options for physical alterations that improves the efficiency of maintenance operations while maintaining or enhancing an areas visual and functional appeal and establishes schedules, costs and priorities for whatever level of resources are allocated to this program.

III. Our Government

Organizational Health,
Development & Effectiveness

1) Technology Assessment and Action Plan

While not typically seen by Council or the community, the operations of the City rely heavily on technology. A technology assessment and action plan provides for a comprehensive review of the existing software, hardware and associated equipment currently in use, its lifecycle value and replacement cost and ongoing service/subscription/maintenance fees.

Assessment categories include: Network and workstation hardware/software, mobile/field devices, financial systems software, Water and Wastewater system SCADA (Supervisory control and data acquisition), software PD body cameras, communications systems, facilities monitoring (alarm, camera, locks). Action plan includes evaluation and budget strategy of alternative technologies, new tech implementation, replacement schedules, etc

2) Codification of Ordinances

Coburg is one of a relatively small number of local municipal governments in Oregon that has not assembled its ordinances and regulations into a formal, unified Municipal Code. The ordinances, resolutions, contracts and other foundational documents that set and guide the operations of the City and regulate a variety of matters throughout the community are all currently properly maintained, stored and retained consistent with state law. The purpose of codification is to organize the disparate ordinances under a cohesive, logical framework of chapters and sections bringing uniformity, ease of access and further transparency of local governance.

3) Human Resources Assessment and Action Plan

Human capital, i.e. City Staff, is the single largest annual financial investment in the annual operating budget. An HR Assessment and Action Plan involves a review and proposed updates to the Employee Handbook, compensation plan, job descriptions, performance review program, as well as the development of an employee wellness program. The Action Plan will include recommendations for both administrative and Council policy level decision making and implementation.

4) Strategic Planning

The annual Council goal setting and workplan retreat and document adoption form a solid base to move the organization and community forward to the development of a Strategic Plan. Formally connecting vision, goals, objectives and actions over a multi-year timeframe that includes measurable benchmarks for tracking progress, cost and outcome is a natural next step in effectively delivering high levels of service that support, protect and enhance the livability of Coburg.

IV. Our Utility Systems

Infrastructure Planning,
Investment & Management

1) Capital Improvements Plan (CIP)

A strong Capital Improvements Plan is a foundational financial planning document for all non-operating investments made by the City for the benefit of the community. The CIP is a multi-year (typically 5-year) plan for any capital infrastructure investments above and beyond operational repair and maintenance. CIP projects typically come from utility infrastructure master plans and other similar long-range system analysis documents. CIP categories include Water System, Wastewater System, Transportation (Streets) System, Storm Drain System, Parks and Open Space, Facilities and major equipment/technology.

A CIP provides Council and the community with a clear understanding of the major investments, timing, costs and reasons for the projects that impact the rates and fees charged to maintain, upgrade and/or replace infrastructure the community relies on as part of their daily lives. The CIP is presented to Council each spring prior to the annual budget process to shape the proposed annual budget presented by the City Administrator to the Budget Committee and ultimately City Council.

2) Wastewater Facility Plan

An update to the full Wastewater System Plan will commence in the spring of 2024 and will continue into the coming fiscal year. This facility plan update will provide staff and Council with a review of the condition of the treatment plant, its current excess capacity, its expected upcoming necessary capital investments and an estimate of it reaching its full capacity requiring an expansion of the plant to add new capacity. This will directly connect with the FY25-26 CIP as a key component of long-term utility infrastructure planning.

3) Storm Water Master Plan

Currently in development, the Storm Water Master Plan will provide similar data and planning forecasts as the above-mentioned Wastewater Plan. The plan will also contain plans for maintaining compliance with increasing state and federal levels of storm drain system regulations. Future infrastructure improvement projects will require funding sources that do not currently exist and this plan will provide baseline costs and will inform rate making decisions that will need to be discussed and determined within the next 18-24 months.

4) Street Preservation and Improvement Strategy Plan

With the successful creation of two local funding sources, the transportation utility fee and the local gas tax, Coburg has implemented aggressive street preservation and improvement work. Costs associated with both preservation and improvement have steadily increased requiring a review of the complete pavement management system analysis of the local street infrastructure to reset the project priorities, reduce the annual project list or determine the required additional funding necessary to maintain the current level of preservation and improvement projects and road miles treated.

V. Our Financial Resources

Financial Planning & Management

1) Financial System Training and Utilization

The City's current financial system has the capacity to be further leveraged to improve operational efficiency, ease of financial reporting and housing of more activities and programs within its system that are currently being done in outdated and ineffective ways. To fully utilize the tools available within the system, additional staff training for Finance, Administration and the full management team will be necessary.

2) Debt Service Review and Strategy

The City utilizes debt services for the majority of its infrastructure projects, with most debt located in the water and wastewater funds. Smaller debt service exists in the street fund for road/sidewalk improvement projects and in the general fund for the City Hall facility. While several debt instruments were recently refinanced, a review of the terms of the refinanced debt and an assessment of available refinancing opportunities would be prudent, as well as the development of a debt strategy by fund to maintain maximum flexibility to utilize additional debt service to fund necessary infrastructure projects prior to the retirement date of the existing debt.

3) Financial Policies and Procedures Update

The current Financial Policies and Accounting Procedures document has recently been reviewed by the Finance/Audit committee and staff intends to incorporate their input and recommendations into its review and updating of the document. The setting of minimum fund balance targets, a discussion of the benefits/implications of a Reserve Fund and the separation of Financial Policies (resolution of Council) from Accounting Procedures (internal) are some of the key issues of the update process.

4) Long-term (10 yr) Revenue Needs Forecast

As noted in the prior year budget cycle, revenues across all funds will continue to strain to maintain current levels of service and may be limited in the amount of additional debt service each fund can take on to facilitate needed infrastructure projects. This is most acute in the general fund, as revenue streams do not keep pace with the rise in expenditures needed to maintain status quo operations for Police, Parks, Planning, Municipal Court and general government (Admin).

A long-term revenue needs forecast examines the diminishing ratio of revenue to expense in each fund and estimates when the fund goes "in the red" if no changes are made to either the revenue or expense trajectory of each fund. In parallel to this forecast, new revenue sources for each fund are identified and inserted into the long-term budget with multiple scenarios to provide Council with a sense of the scale of options available for the generation of new revenue and its impact on service levels and capital projects.