



AGENDA

PLANNING COMMISSION

91136 N Willamette St, Coburg, OR

541-682-7852 | coburgoregon.org

Wednesday, July 20, 2022 at 7:00 PM

CALL MEETING TO ORDER This meeting will be in-person and through Zoom. To participate by Zoom you will need to pre-register by 3PM.

ROLL CALL

AGENDA REVIEW

APPROVAL OF MINUTES

1. Minutes May 18, 2022 Planning Commission

PUBLIC TESTIMONY

(Five minute limit unless extended time approved prior to meeting. Comments on Public Hearing items are done during the Hearing)

COMMISSION BUSINESS

2. **Public Hearing**
SR 02-22 Roberts Road Industrial Park Site Design Review
3. **Public Hearing**
PA 01-22 Zoning Code Updates

UPDATES & FUTURE AGENDA ITEMS

4. City Administration Report
5. Next Planning Commission Meeting August 17, 2022 at 7:00pm

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.



Coburg Planning Commission
May 18, 2022 at 7:00 p.m.
Coburg City Hall
91136 N. Willamette St.
Hybrid Meeting

COMMISSIONERS PRESENT: Paul Thompson, Chair, John Marshall, Seth Clark, Alan Wells, and Marissa Doyle, Planning Commissioner William Wood, Vice Chair arrived at 7:03.

COMMISSIONERS ABSENT: Jonathan Derby.

STAFF PRESENT: Anne Heath and Megan Winner

GUEST PRESENT: Zoe Anton, Adnya Sarasmita, and Mark Gillam from Urban Collaborative LLC, and Cathy Engebretson.

1. Call Meeting to Order

Chair Thompson opened the Planning Commission work session at 7:00 p.m.

2. Roll Call

Megan Winner called roll. A quorum was present.

3. Agenda Review

There were no changes to the agenda.

4. Minutes Approval

MOTION: Commissioner Doyle moved, seconded by Commissioner Wells to approve the April 20, 2022 Planning Commission Meeting minutes as presented. The motion passed unanimously. Vote: 6-0.

5. Public Testimony

Megan Winner stated that there were no public speakers.

6. Commission Business

- Coburg Development Code Amendments. Ms. Zoe Anton presented prepared materials to The Commission and intended to orient the Planning Commissioners to them, as well as gave context. The significant form-based code focused on the built environment and its desired look and feel.
- Central Core Business District: Ms. Anton noted that the area was for mixed use and current codes were to remain in the updates. She stated that the purpose of that area was intended to preserve and enhance the downtown area as a historic community. The location would be central to commercial services, civic functions, and mixed use. Ms. Anton stated that code revisions would be used to regulate and preserve the historical and architectural character of Coburg, using updated code language and form-based code overlay.

Commissioner Wells did not remember previous meeting discussions on planned changes. Ms. Anton gave explanations of those previous discussions, including roof pitches, store fronts, areas sloping down to residential, among other subjects.

Commissioner Wells stated he was one of the downtown area owners and did not remember or understand how the separation lines from core to flex came about. He was also concerned about push back from other owners, regarding those proposed changes. Ms. Anton went into greater detail of previous discussions. She stated that it was only an overlay of existing codes. Mr. Wells appreciated her detailed explanation.

- Downtown Flex: Ms. Anton noted that changes would be subtle. There would be clarification on window fronts, existing residential and amendments that would allow for development to happen, when needed. She said that the biggest difference was that the Downtown Flex did not have as much storefront. The code language regarding architecture would be amended to give a choice to developers instead of having to install all of those items, such as windows, decorative doors, and transoms.

Commissioner Wells inquired as to how the lines between Flex and Core were chosen. Ms. Anton reminded him that it was discussed in the previous meeting, and then they took a site walk through. A survey was taken of existing buildings, roof pitches, window fronts and other details. Ms. Anton said that it was a process of triangulation. Subtle changes to ensure buildings with current uses, and would allow for new development when needed. Mr. Wells asked if the revisions The ad hoc Committee came up with, would not require a public hearing and that the ones Ms. Anton had proposed, would.

Ms. Heath interjected, stating that any changes to the Zoning Code , would still require a heavy public involvement process and Public Hearings

Commissioner Wells continued to take issue with the proposed amendments. Ad-Hoc Committee members offered reminders and explanations. Ms. Anton stated that anything pre-

existing would be grandfathered in, but new construction would adhere to new codes. She then noted that the biggest difference to The Core would be a minimum of two stories with no more than three stories total. No residentials would be allowed on the first floor facing Main Street. There would be a couple other subtle differences, which would maintain Coburg's historical feel. Ms. Anton noted that details of garage setbacks and city parking lots would need to be discussed further with the commission .

- Ms. Anton provided three options for the Planning Commission to consider, which would aid in code language clarification for garage setbacks and parking lot design. Ms. Anton recommended sustainable landscaping. She concluded, stating that a Development Checklist had been created for each parcel type, downtown core and downtown flex. The checklist would encourage development, making it easier for developers, staff and the Planning Commission to understand and uphold design standards.

7. City Updates

Ms. Heath announced the water project and the street engineering project were ongoing. She noted the location for the reservoir on the east side of town would have to be abandoned and an elevated tank location would need to be found. A letter regarding the matter would be issued to .

8. Adjournment

Chair Thompson adjourned the work session at 8:30 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

APPROVED by The Planning Commission of the City of Coburg on this June 15, 2022

Paul Thompson, Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder

**CITY OF COBURG PLANNING
PO BOX 8316 Coburg, OR 97408**

**STAFF REPORT
Roberts Road Industrial Park Site Design Review
SR 02-22**

Report Date: July 13, 2022

I. BASIC DATA

Property Owners/Applicant: Dakota Group LLC
3750 Norwich Ave
Eugene, OR 97408

Assessor's Map and Tax Lots #: 16-03-31-30-0900

Situs Address: 90950 Roberts Road, Coburg, OR

Comprehensive Plan
Designation: Light Industrial

Current Zoning: Light Industrial (Architecturally Controlled Overlay)

II. REQUEST

The proposal is for a site design review for the construction of a light industrial building facility. The paved portion of the site will serve as required off-street parking and outdoor vehicle storage.

III. BACKGROUND

The subject property is zoned Light Industrial and contains a Comprehensive Plan Map designation of Light Industrial. The subject property contains existing access and frontage onto Roberts Road. The west property line of the subject property abuts tax lots 16-03-33-00-603 and 16-03-33-24-3000, which are both zoned Highway Commercial. The south property line of the subject property abuts tax lot 16-03-33-34-700, which is zoned Light Industrial. The subject property presently is occupied on the north 2+ acres by a gravel lot that houses a Honey Bucket gravel yard. The south 2+ acres is a vacant field.

The proposed project will be constructed in two phases. The first phase will be on the south 2+ acres and construct three building totaling 32,640 square feet of light industrial shops, with 50 paved off-street parking spaces. The second phase will be on the north 2+ acres and construct three building totaling 44,712 square feet of light industrial shops, with 58 paved off-street parking spaces.

IV. APPROVAL CRITERIA AND ANALYSIS FOR SITE DESIGN REVIEW

Article VII – District Regulations. Light Industrial District (LI)

1. Purpose.

The purpose of the LI District is to provide areas for manufacturing, assembly, packaging, wholesaling, related activities, and limited commercial uses that support local industry and are compatible with the surrounding commercial and residential districts. The LI District is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, encourage multi-modal forms of transportation that utilize bicycle and pedestrian access for employees and customers, and appropriately scaled non-polluting industrial uses that fit the small town, historic character of the community.

FINDING: The proposed development is for the construction of a Light Industrial Park, which allows for a variety of uses including, but not limited to, manufacturing, assembly, packaging, wholesaling, and limited commercial uses. Specific uses for each unit will not be determined until the time of tenant application. Tenant uses will be consistent with allowed uses within the Light Industrial District. The proposed development will provide an opportunity for a variety of businesses that will promote a high quality of life through diverse uses, which will strengthen the tax base, transition between higher and lower intensity uses, and will likely encourage multi-modal forms of transportation.

2. Uses and Structures.

a. Permitted Principal Uses and Structures

(2) Manufacturing and assembly, and associated sales of products manufactured or assembled on-site

- (i) Boat building and repairs**
- (ii) Cabinet and sash and door shop**
- (iii) Electrical and electronic equipment**
- (iv) Food products, except the rendering or refining of fats or oils and meat packing plants**
- (v) Furniture manufacture and assembly**
- (vi) Ice**
- (vii) Paint shop**
- (viii) Plumbing supplies**
- (ix) Pottery**
- (x) Soft drinks**
- (xi) Trailers, campers and recreational vehicles**
- (xii) Upholstery**
- (xiii) Vehicle maintenance and repair facilities**
- (xiv) Recreational vehicle sales lots, including sales of vehicles manufactured off-site**

FINDING: The proposed development allows for a variety of business options that will

comply with the permitted principal uses within this district. As stated earlier, specific uses for each unit will not be determined until the time of tenant application, which is when compliance with the standards will be ensured. The flexibility of the proposed development is consistent with the flexibility that the Light Industrial District promotes.

3. Maximum Height Standards *The maximum structural height shall be 45 feet, except as follows:*

a. Increased height may be approved for Wireless Communication facilities, subject to the provisions of ARTICLE VIII.P

FINDING: The proposed buildings are not designed to exceed 18 feet in height. This criterion is met.

4. Lot Requirements

b. For parcels served by public sewers:

(1) The minimum lot area for properties lying east of Interstate 5 shall be 20 acres. Otherwise, no minimum lot area or width is required.

(2) The maximum allowable lot coverage is 80 percent

(3) A minimum of 15 percent of the total area of the site shall be landscaped in accordance with ARTICLE VIII, Supplementary District Regulations. Water quality treatment areas may be incorporated into required landscape area.

FINDING: The subject property is served by public sewers and is not located east of Interstate 5. The entire lot area is approximately 4.86 acres. The lot coverage is approximately 36.5 percent (1.77 acres) and the total area to be landscaped, including existing landscaped areas is approximately 27.7 percent (1.35 acres). This criterion is met.

5. Minimum Yard Requirements (measured from the building foundation to the respective property line.)

a. Front Yards: 20 feet minimum; within which there shall be landscaping that conforms to the provisions of Article VIII. Front setback yards may contain roof overhangs (roof drains required), awnings, canopies, pedestrian seating and pedestrian pathways but shall not contain any storage of equipment, materials, vehicles, etc. Landscaping shall be in accordance with ARTICLE VIII.I of this Code.

FINDING: The buildings abutting Roberts Road are setback 20' from the Roberts Road right-of-way. Phase 2 buildings on the north side of the site are setback from Coburg Industrial Way are setback a minimum of 21' from the right-of-way. This criterion is met.

b. Side and Rear Yards Adjacent to Streets: See Front Yards.

c. Interior Side Yards and Rear Yards: 10 feet minimum.

FINDING: As seen on the applicant's site plan (**Attachment A – Applicant's Materials**), all proposed buildings are setback a minimum of 33 feet from the west property line and 67 feet from the south property line. Criterion met.

d. Where an industrial use abuts a residential district, a 25 foot setback is the minimum area that shall be required between any development and any adjacent Residential District. Additional setback up to 200 feet may be required where the proposed activity would have a significant impact on adjacent residential property in the form of noise, dust, smoke, vibration or other negative impact that is perceptible beyond the property boundaries. A 25-foot landscaped horizontal buffer zone shall be required between development and any adjacent Residential District. This buffer shall be included within any required yard setbacks. This area shall provide landscaping to screen buildings, parking, and service and delivery areas. The buffer may contain pedestrian seating and pedestrian pathways but shall not contain any off-street parking, or storage of equipment, materials, vehicles, etc. Landscaping shall be in accordance with ARTICLE VIII.H of this Code.

FINDING: The subject property does not abut a residential district; therefore, this criterion is not applicable.

e. Water quality treatment areas may be provided within setback yards, subject to City approval.

FINDING: A new water treatment swale is proposed at the north end of the property, approximately 13 feet from the north property line, consistent with this criteria.

f. Construction of pathways and fence breaks in yard setbacks may be required to provide pedestrian connections to adjacent neighborhoods or uses, or other districts.

FINDING: The proposal includes the construction of six driveway approaches on Roberts Road, which will provide adequate fence breaks for pedestrian connections. The site is surrounded on the west and north sides by ditches, which limits the ability to provide pedestrian connections.

g. Additional setbacks on public street frontages may be required to provide for planned widening of an adjacent, street consistent with the City's Transportation System Plan and Parks and Open Space Master ARTICLE VII 39 Coburg Development Code Plan.

FINDING: The City of Coburg has a road improvement project currently taking place along Roberts Road to improve the existing roadway. The reconstruction of this street does not include additional right-of-way dedication and the City has not indicated that a road widening is needed at this location. Criterion met.

h. All developments shall meet applicable fire and building code standards, which may require setbacks different from those listed above.

FINDING: Staff are not aware of any additional fire and building code standards that have not already been addressed. The Coburg Fire Chief has been very involved in this proposal and in directing the applicant's team to submit a proposal that is acceptable to the Coburg Rural Fire District.

ARTICLE VIII. SUPPLEMENTARY DISTRICT REGULATIONS

L. Design Standards and Guidelines

1. Purpose *The design standards in this section are intended to ensure that new development contributes to the overall livability of the community by:*

- a. Preserving and enhancing the small town and historic character of the Coburg;*
- b. Ensuring architectural compatibility;*
- c. Providing a physical setting that is safe and inviting for walking and other pedestrian activity;*
- d. Promoting design that is aesthetically pleasing and consistent with the values of the community as expressed in the Comprehensive Plan.*

2. Applicability *These standards apply to all new development and substantial improvements, unless otherwise stated within the Coburg Zoning Code. Substantial improvements shall include the following:*

- a. Additions that consist of more than 33% of the total floor area of the primary structure and are visible from a public-right-of-way; or*
- b. Additions that consist of more than 50% of the total floor area of the primary structure and are not visible from a public-right-of-way.*

FINDING: As demonstrated through this narrative and the attached plans, the proposal positively contributes to the overall livability of the community. The development is located within the industrial corridor and is consistent with the architectural requirements of the Light Industrial District. Within the site will be a number of walking paths that provide for a community feel within the development – allowing for easy and safe pedestrian access between different users throughout the site. The proposed design is aesthetically pleasing and consistent with the values of the community.

ARTICLE VIII.B.2 OFF-STREET PARKING REQUIREMENTS

B. Parking Regulation

2. Off-Street Parking Requirements.

- a. Parking Area Design.**

(2) Groups of three or more parking spaces, except those in conjunction with single-family or two-family dwellings on a single lot, shall be served by a service drive so that no backward movements or other maneuvering of a vehicle within a street, other than an alley, shall be required. Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety in traffic access and egress and maximum safety of pedestrians, bicycles, and vehicular traffic on the site.

FINDING: The proposed parking spaces are accessed by private service drives on the north and south sides of the buildings. Access and use of the off-street parking spaces can occur without requiring any backward movement or other maneuvering in the street. Pedestrian and bicycle access is provided from Roberts Road to the main building entrances.

b. Parking Space Required The number of off-street parking spaces required shall be no fewer than as set forth below.

Table VIII(B)(2)(b): Parking Space Required	
Residential Types	
Dwelling, single-family	One for each dwelling unit on a single lot
Dwelling, two-family or multiple family	One for each dwelling unit; where fractioned next highest full unit
Hotels, motels, motor hotels, etc.	0.75 for each guest room
Rooming or boarding houses	One for each guest room
Accessory dwelling unit	One for each dwelling unit
Institutional Types	
Hospitals	One for each bed; where fractioned, highest full unit, plus 2 for each nurses' station
Churches, clubs, lodges	1 for every 75 square feet of main assembly area
Libraries, museums, art galleries	1 for each 300 square feet of gross floor area
Nursing homes, homes for the aged	One for each six beds for the aged, group care homes, asylums, etc.
Schools	
Elementary or junior high schools	1 for each teaching station
High schools	1 for each teaching station
Commercial Types	
Retail establishments except as otherwise specified in this Code	1 for each 400 square feet of retail floor area, except one space per 1,000 sq. ft. for bulk retail (e.g., auto sales, nurseries, lumber and construction materials, furniture, appliances, and similar sales)
Barber and beauty shops	1 for each 200 square feet of floor area
Health Clubs, Gyms, Continuous Entertainment (e.g., bowling alleys)	One for every 300 square feet of floor area
Office buildings, businesses and professional offices	One for every 500 square feet of floor area
Recreational or entertainment establishments	
Spectator type auditoriums, assembly halls, theaters, stadiums, places of public assembly, etc.	One for each six seats
Participating skating rinks, dance halls, etc.	One for each 300 square feet of floor area
Establishments for the sale and consumption on the premise of food and beverage	One for each 200 square feet of floor area

3. Parking Requirements for Uses Not Specified

The parking space requirements for buildings and uses not set forth herein shall be determined by the Planning Commission, and such determination shall be based upon the requirements for the most comparable building or use specified herein.

FINDING: Table VIII(B)(2)(b) lists four types of land uses: 1) residential, 2) Intuition, 3) Commercial, and 4) Recreational. The above table does not include minimum off-street parking requirements for industrial uses. As such, the Development Code defers such a determination for off-street parking requirements to Planning Commission and is based on the requirements for the most comparable building or use.

This proposal is to have an overall off-street parking of one space per 1,000 square feet of building. Phase 1 provides 50 parking spaces for 32,640 square feet of building and 58 parking spaces for 44,712 square feet of building. This calculation is based on other development in the area. In addition, the applicant will be installing two ADA compliant parking spaces near the main customer entrance.

Staff agree with the applicant in that the table listed above does not include industrial facilities and similarly, agree that is the closest determination is to be used that would likely be one space per 1,000 square feet for "bulk retail".

If Planning Commission is looking for staff direction as to the number of minimum off-street parking spaces, staff think the applicant's proposal for 108 off-street parking spaces is reasonable and acceptable for the proposed uses expected to occur on the site.

5. Bicycle Parking

a. Bicycle parking requirements shall apply to all developments that require a site plan or amended site plan for new development, changes of use, and building expansions and remodels that require a building permit, as follows:

(2) Non-Residential Parking. There shall be a minimum of one bicycle space for every seven motor vehicle spaces. At least half of all bicycle parking spaces shall be sheltered. Bicycle parking provided in outdoor areas shall be located near the building entrance, similar to vehicle parking spaces, unless existing development on site precludes that option. Fractions shall be rounded to the nearest whole number.

b. Bicycle Parking Facilities Design Standards

(1) Bicycle parking facilities shall either be stationary racks which accommodate bicyclist's locks securing the frame and both wheels, or lockable rooms or enclosures in which the bicycle is stored.

(2) Bicycle parking spaces shall provide a convenient place to lock a bicycle and shall be at least six feet long, two feet wide, and seven feet high. Upright bicycle storage structures are exempted from the parking space length standard.

(3) A 5-foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking.

(4) Bicycle racks or lockers shall be anchored to the surface or to a structure.

(5) Covered bicycle parking facilities may be located within a building or structure, under a building eave, stairway, entrance, or similar area, or under a special structure to cover the parking. The cover shall leave a minimum 7- foot overhead clearance and shall extend over the entire parking space. If a bicycle storage area is provided within a building, a sign shall be placed at the area indicated that it is for bicycle parking only.

(6) Bicycle parking shall not interfere with pedestrian circulation.

FINDING: Because this project will more than likely have multiple individual businesses, the applicant is proposing to require each tenant to provide one interior lockable bicycle parking space per unit rented or one interior lockable bicycle space per 5,000 square feet of rented space, whichever is greater. This will be enforced through the lease agreement.

6. Vehicular Parking Area Improvements All public or private parking areas, which contain four or more parking spaces, and outdoor vehicles sales areas, shall be improved according to the following:

a. All vehicular parking areas shall have a durable, dust-free surfacing of asphaltic concrete, Portland cement concrete, or other approved materials as specified by the Planning Official.

(1) Vehicular parking areas as a part of a proposed development shall incorporate driveway designs and methods that reduce storm water run-off. Design methods include, but are not limited to: porous concrete, turf pavers, plastic grid systems, or ribbon driveways.

b. All vehicular parking areas, except those in conjunction with a single-family or duplex dwelling, shall be graded so as not to drain storm water over the public sidewalk or onto any abutting public or private property.

c. All vehicular parking areas, except those required in conjunction with a single family or two-family dwelling, shall provide a substantial bumper or curb stop which will prevent cars from encroachment on abutting private or public property.

d. All vehicular parking areas and service drives shall be enclosed along any interior property which abuts any residential district, with a 70 percent opaque, site-obscuring fence, wall or hedge not less than three (3) feet nor more than six (6) feet in height but adhering to the visual clearance and front and interior yard requirements established for the district in which it is located. If the fence, wall or hedge is not located on the property line, said area between the fence, wall or hedge and the property line shall be landscaped with lawn or low-growing evergreen ground cover. All plant vegetation in this area shall be adequately maintained by a permanent irrigation system, and said fence, wall or hedge shall be maintained in good condition. Screening or plantings shall be of such size as to provide the required degree of screening within 24 hours after installation. Adequate provisions shall be maintained to protect wall, fences, or plant materials from being damaged by vehicles

using said parking areas. Any lights provided to illuminate any public or private parking area or vehicle sales area shall be so arranged as to reflect the light away from any abutting or adjacent residential district or use.

e. Any lights provided to illuminate any public or private parking area or vehicular sales area shall be shielded and so arranged as to reflect the light away from any abutting or adjacent property or public right of way.

f. All vehicular parking spaces shall be appropriately and substantially marked.
[Adopted A-133L 10/5/99]

FINDING: As shown on the applicant's site plan (**Attachment A**), the vehicular parking spaces have been designed to conform with the standards above. The drive aisles will be paved, and will be graded so that runoff will be detained on-site and not flow over sidewalk or adjacent property. All parking stalls are oriented in such a way that users are physically unable to encroach on abutting private or public property. The applicant will be installing new shrubs in the landscape beds along Roberts Road, consistent with these requirements. Criterion met.

C. Pedestrian and Bicycle Access and Circulation.

1. Internal pedestrian circulation shall be provided within new commercial office, and multi-family residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, or similar technique.

2. Pedestrian access to transit facilities shall be provided from new commercial, employment, and multi-family residential development while existing developments shall provide safe and accessible pedestrian access to transit facilities when a site changes uses or is retrofitted.

3. Internal pedestrian and bicycle systems shall connect with external existing and planned systems, including local and regional travel routes and activity centers such as schools, commercial areas, parks and employment centers.

FINDING: Internal pedestrian connection to Roberts Road is provided for as shown on the site plan. Pedestrian circulation within the site is encouraged through the construction of sidewalks around the proposed buildings.

D. Sign Regulations See Coburg Sign Ordinance A-155 (reprinted 01/30/01)

FINDING: The applicant is not proposing any signs at this time. The applicant may submit for a sign permit sometime in the future.

E. Streets, Alleys and Other Public Way Standards

1. Improvements to City Streets shall conform to the standards as set forth in this section.

FINDING: The applicant is not proposing any improvements to City streets nor are

improvements to City streets required as part of the proposal. As stated earlier, the City is repaving Roberts Road across the entire frontage of this site, and therefore no additional improvements will be necessary. Criterion met.

5. Sewage. All buildings within the city limits must connect to the city sewer system.

FINDING: All buildings will connected to city sewer as shown on the Utility Plan (**Attachment A**). The proposed on-site septic tank will be accessible to Public Works staff. The location of the proposed septic tank is shown on the Utility Plan.

6. Water Supply. All lots and parcels in any land division shall be served by the Coburg Water system.

FINDING: The lots are served by the Coburg water system and have sufficient water pressures for the intended use. The existing 2" water service will have a backflow device installed behind the water meter.

7. Surface Drainage. Drainage facilities shall be provided within any new subdivision and connect the subdivision drainage to drainageways outside the subdivision. Design of the drainage system within the subdivision shall take into account the capacity and grade necessary to maintain unrestricted flow from areas draining through the subdivision and to allow extension of the system to serve such areas.

FINDING: The proposal does not involve a subdivision request. As shown on the Utility Plan (**Attachment A**), a new stormwater treatment swale will be installed on the north side of the subject property.

I. Screening Standards for Multi-Family, Commercial and Industrial Development

1. Unless otherwise specified in this code, screening shall be required:

a. When commercial or industrial districts abut residential districts

FINDING: The subject properties do not abut a residential district. This criterion does not apply.

b. For outdoor mechanical devices

FINDING: There are no ground level outdoor mechanical devices subject to screening requirements. This criterion does not apply.

c. For outdoor storage yards and areas

FINDING: The proposed development does not include any storage areas in the area fronting Roberts Road.

d. For trash receptacles

FINDING: Trash and recycling bins will be handled by the individual tenants and will be required to store all trash bins and recycling bins inside of the units.

e. For multi-family developments

FINDING: The proposal does not include multi-family developments. This criterion is not applicable.

f. Parking areas with more than two off-street spaces

FINDING: New landscaping installed in the front yard setback will provide screening.

2. Screening shall be a non-see through or sight-obscuring fence, evergreen hedge, or decorative wall (i.e., masonry or similar quality material) shall be erected along and immediately adjacent to the abutting property line.

FINDING: No parking is shown adjacent to abutting property lines.

3. Trash receptacles. Trash receptacles shall be oriented away from adjacent buildings and shall be completely screened with an evergreen hedge or solid fence or wall of not less than feet in height.

FINDING: Trash and recycling bins will be handled by the individual tenants and will be required to store all trash bins and recycling bins inside of the units.

4. Parking lots. Parking areas with more than two off street spaces shall be screened with an evergreen hedge or fence at least four feet high. To the greatest extent practicable, such parking areas should be situated away from neighboring residential units and shall be located to the rear or side of the multi-family development. Parking areas with five or more spaces shall be landscaped and provide the required number of parking spaces in accordance with Section VIII of this Code.

FINDING: A slatted chain link fence will be installed along Roberts Road to provide adequate screening.

5. The following screening standards shall apply:

a. Such a fence, wall or other structure shall screen at least 70 percent of the view between the districts. A hedge shall, within one year of planting, screen 70 percent of the view between the districts.

b. The maximum allowable height of fences and walls is six feet, as measured from the lowest grade at the base of the wall or fence, except that retaining walls and terraced walls may exceed six feet when permitted as part of a site development approval, or when approved to construct streets and sidewalks.

c. A building permit is required for walls exceeding six feet in height, in conformance with the Uniform Building Code.

d. If vegetation is used, it must remain living after planting and shall be continuously maintained by the property owner. If the vegetation fails to survive or is otherwise not maintained in good condition, the property owner shall replace them with an equivalent species and size within 180 days.

e. Any fence, hedge and wall shall comply with vision clearance standards in ARTICLE VIII.A and provide for pedestrian circulation where required.

FINDING: The existing vegetation along the western property line provides more than 70% screening to the adjacent Highway Commercial District. Existing vegetation includes trees a shrubs. As stated earlier, a slatted chain link fence will be constructed along the frontage of Roberts Road, and will provide adequate screening.

ARTICLE XI. LAND USE REVIEW AND SITE DESIGN REVIEW

E. Site Design Review - Application Submission Requirements

2. Site Design Review Information. In addition to the general submission requirements for a Type III review ARTICLE X.D an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the City Planning Official. The Planning Official may deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:

c. Architectural drawings. Architectural drawings showing one or all of the following shall be required for new buildings and major remodels:

(1) Building elevations (as determined by the City Planning Official) with building height and width dimensions;

(2) Building materials, colors and type;

(3) The name of the architect or designer.

FINDING: See **Attachment A** for the building plans and architectural drawings submitted as part of the site design review process.

e. Landscape plan. A landscape plan may be required and at the direction of the City Planning Official shall show the following:

(1) The location and height of existing and proposed fences, buffering or screening materials;

(2) The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;

(3) The location, size, and species of the existing and proposed plant materials (at time of planting);

(4) Existing and proposed building and pavement outlines;

(5) Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;

(6) Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under The City's tree Ordinance.

FINDING: The conceptual landscaping plan (**Attachment A**) shows proposed and existing landscaping along Roberts Road and Coburg Industrial Way consistent with the existing landscaping for all the businesses along Roberts Road and Coburg Industrial Way. The proposed landscaping area of 32.4 percent of the entire site is well above the required 20 percent minimum. Criterion met.

i. Traffic Impact Study, when required, shall be prepared in accordance with the road authority's requirements. See ARTICLE X., Section I, for relevant standards.

FINDING: The City did require a traffic impact study be completed by the applicant as part of the proposal. The applicant has hired Sandow Engineering, a registered traffic engineer, to complete that assessment. In the applicant's traffic study, it is found that all studied intersections operate within the mobility standards with and without the development traffic and the addition of development traffic does not substantially increase queuing conditions. The intersection that was studied in the TIA was Roberts Road at Coburg Industrial Way Roberts Road takes access off of Pearl Street, which is under the jurisdiction of Lane County. The applicant's TIA scope was reviewed and agreed upon by Lane County and the City of Coburg. The analysis concluded that all intersections within the study area will continue to operate within the City's mobility standards and will not require further mitigation. Please see the attached TIA (**Attachment B**) for analysis and conclusions. The TIA was prepared in accordance with the road authority's requirements, and therefore meets this criteria.

*The applicant's TIA was reviewed by Lane County Transportation Planning (LCTP) (**Attachment C**) and ODOT (**Attachment D**). Both agencies concurred with the analysis and had no further comments.*

F. Site Design Review Approval Criteria. The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

1. The application is complete, as determined in accordance with ARTICLE X Types of Applications and ARTICLE XI.E, above.

FINDING: The application for site design review submitted by Dakota Group, LLC. has been found to be complete for processing. The application was deemed complete on June 23, 2022. Criterion met.

2. The application complies with all of the applicable provisions of the underlying Land Use District and Supplementary District Regulations (ARTICLE VII & VIII), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;

FINDING: As found and discussed in this staff report, the application complies with all of the applicable provisions of the underlying Land Use District (Light Industrial) and the Supplementary District Regulations. Criterion met.

3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with ARTICLE VI, Non-Conforming Uses;

FINDING: The application complies with all of the applicable provisions of the underlying Land Use District (Light Industrial) and the Supplementary District Regulations.

4. The application complies with all of ARTICLE VII District Regulations and ARTICLE VIII Supplementary District Regulations and other standards as applicable;

FINDING: As discussed and found in this staff report, the proposal complies with the District Regulations of ARTICLE VII District Regulations and VIII Supplementary District Regulations and other standards as applicable.

5. Existing conditions of approval required as part of a prior Land Division (ARTICLE XII), Conditional Use Permit (ARTICLE XIII), Master Planned Development (ARTICLE XIV) or other approval shall be met.

FINDING: There are no existing conditions of approval required to be met. Criterion not applicable.

V. CONDITIONS OF APPROVAL

Condition of Approval #1: Prior to the commencement of construction activities, the applicant shall submit for and obtain the required building permits.

VI. ATTACHMENTS

Attachment A – Applicant’s materials

Attachment B – Applicant’s Traffic Impact Analysis (TIA)

Attachment C – Lane County Transportation Planning (LCTP) concurrence with TIA

Attachment D – ODOT concurrence with TIA

Attachment E – Notice materials

VII. DECISION

FINAL ORDER & DECISION of the PLANNING COMMISSION of the City of Coburg SR 02-22 INDUSTRIAL PARK SITE REVIEW

A. The Planning Commission finds the following:

1. The Planning Commission has reviewed all materials relevant to the Roberts Road **Industrial Park Site Review** that has been submitted by the applicant regarding this matter for at Assessors Map 16-03-33-40 TL # 400, 300 and 500 including the criteria, findings, and conclusions within the proposed final order and attached staff report.
2. On **July 20, 2022** the Planning Department recommended **CONDITIONAL** approval of the proposal after sending neighbor notice to adjacent properties on July 7, 2022, and agency referral on June 6, 2022. Notice was sent in accordance with O.R.S. 197.195(3) and Coburg Zoning Ordinance No. A-200-I, Article X.D.3.
3. A Notice of Appeal shall be filed with the City Planning Official or designee within 14 days of the date the Notice of Decision was mailed.
4. The applicant will need to satisfy the conditions as contained herein.
5. If no appeal is filed within 14 days of the date Notice of Decision was mailed, the decision shall become final.

Mr. Paul Thompson, Chair, Coburg Planning Commission

Dated Signed: _____

Date Mailed: _____



Planning Department
TYPE II
Land Use Application – Limited Land Use

Date Received _____

(For official use only)

Application Number _____

Date Paid & Receipt # _____

Application Type (CHECK ONE)

- | | |
|---|---|
| ☐ Appeal to Planning Commission | ☐ Site Review – manufactured home park |
| ☐ Change in Use | ☐ Site Review – Minor |
| ☐ Code Interpretation/Determination | ☐ Temporary Use Permit |
| ☐ Master Planning – Minor Modification | ☐ Variance – Building Permit Residential Design Standard |
| ☐ Property Line Consolidation | ☐ Other Limited Land Use: |
| ☒ Site Review – commercial/industrial | |
| ☐ Site Review – historic structure | |

IMPORTANT: Any application determined to need Planning Commission, i.e. becomes Type III, must be submitted 45 days prior to the next Planning Commission meeting to meet notice requirements.

PRINT CLEARLY AND COMPLETE ALL SPACES**Applicant Information**

Name Dakota Group, LLC Daytime Phone 541-683-7048
Mailing Address 3750 Norwich Ave., Eugene, OR 97408 Email favreaugroup@msn.com
Contact Person Anthony J. Favreau Contact Daytime Phone 541-683-7048

Site Information

Street Address 90950 Roberts Road, Coburg COBURG, OR 97408
Map & Tax Lot # 16-03-33-13-00900 Total Area (sq. ft./acres) 4.86 acres

If more than one lot:

Map and Tax Lot # _____	Total Area _____
Map and Tax Lot # _____	Total Area _____
Map and Tax Lot # _____	Total Area _____

If applicable:

Present Use(s) of Property Honey Bucket Lot/open fieldProposed Use(s) of Property Construct light industrial buildings

For appeal, associated land use application number (e.g. SR-04-18) _____

Property Owner Information

Name Dakota Group, LLC Daytime Phone 541-683-7048
 Mailing Address 3750 Norwich Ave., Eugene, OR 97408 Email favreaugroup@msn.com
 Contact Person Anthony J. Favreau Contact Daytime Phone 541-683-7048

Is there more than one applicant or site associated with this application? If so, check here. ☐ **ATTACH A SEPARATE SHEET WITH ADDITIONAL APPLICANT AND SITE INFORMATION)**

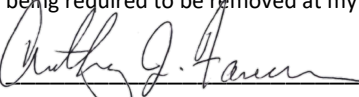
ATTACH THE FOLLOWING DOCUMENTAION WITH YOUR APPLICATION: OFFICIAL COMPLETENESS CHECK

Written legal description of the property(ies) ☐ _____
 Copy of Assessor's Map, highlight property(ies) (8.5" x 11" or 11" x 17" SIZE) ☐ _____
 * Written statement addressing all applicable Zoning District Criteria ☐ _____
 Site Plan and/or Engineered Drawings (see site plan checklist) ☐ _____
 Preliminary Title Report and supporting documentation ☐ _____
 Septic Approval from Lane County Sanitarian ☐ _____
 Is the property in the flood plain? YES ☒ NO ☐

** Written Statements must be in the form of factual statements or findings of fact and supported by evidence. List the findings criteria In the Coburg Zoning Code (Ord. A-200-H) and develop evidence that supports it.*

I hereby certify that the statements and information contained in this application, including the attached drawings and the required findings of fact, are in all respects true and correct. I understand that all property pins must be shown on the drawings and visible upon site inspection. In the event that the pins are not shown or their location found to be incorrect, the owner assumes full responsibility.

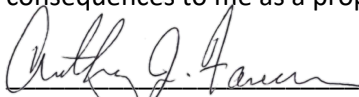
I further understand that if this request is subsequently contested, the burden will be on me to establish: that I produced sufficient factual evidence at the hearing to support this request; that the evidence adequately justifies the granting of the request; that the findings of fact furnished by me are adequate, and further that all structures or improvements are properly located on the ground. Failure in this regard will result most likely in not only the request being set aside, but also possibly in any structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.



Date: 5-24-22

Applicant Signature

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.



Date: 5-24-22

Property Owner Signature #1

Anthony J. Favreau

Print Name



Date: 5-24-22

Property Owner Signature #2

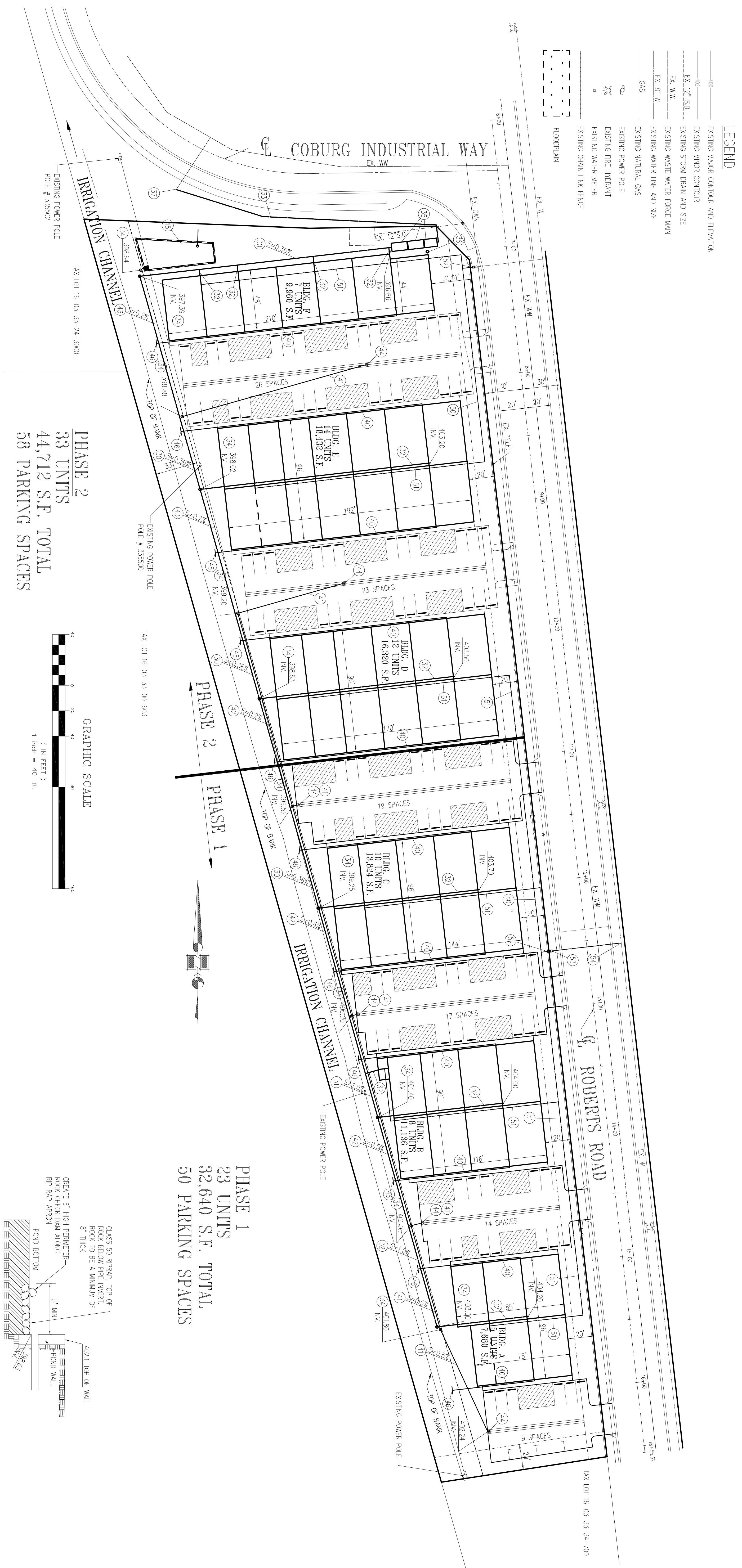
Cynthia L. Favreau

Print Name

LEGAL DESCRIPTION:

Situated in the City of Coburg, Lane County, State of Oregon in the East 1/2 of Section 33, Township 16 South, Range 3 West of the Willamette Meridian and described as follows: Beginning at a point on the West margin of Roberts Road, lying 30.00 feet Westerly, by perpendicular measurement, from Station R27+60.65, said point also lying South 81° 15' 10" West, 60.04 feet from the Southwest corner of Parcel 1 of LAND PARTITION PLAT NUMBER 93-P0315 as platted and recorded in the Lane County Oregon Plat Records; thence along said Westerly margin of Roberts Road, North 06° 33' 13" West, 947.73 feet to a point on the Southern margin of that Bargain and Sale Deed from Pape Properties, Inc. to Oregon Department of Transportation recorded on June 25, 2012, Reception No. [2012-031732](#), Lane County Deeds and Records; thence leaving said Westerly margin of Roberts Road, and along said Southern margin North 44° 27' 10" West, 37.23 feet; thence continuing along last said margin South 89° 03' 22" West, 99.49 feet to an angle point; thence continuing along last said margin North 87° 41' 15" West, 177.83 feet to the centerline of Muddy Creek; thence along said centerline South 15° 47' 34" East, 1032.88 feet, more or less, to a point lying South 81° 15' 10" West, 131.85 feet from the point of beginning; thence North 81° 15' 10" East, 131.85 feet, more or less, returning to the point of beginning, in Lane County, Oregon.

EXCEPT THEREFROM: Those portions described in deeds to the State of Oregon, by and through its Department of Transportation, recorded June 25, 2012, Reception Nos. 2012-031732 and 2012-031733, Lane County Deeds and Records, in Lane County, Oregon.



LEGEND

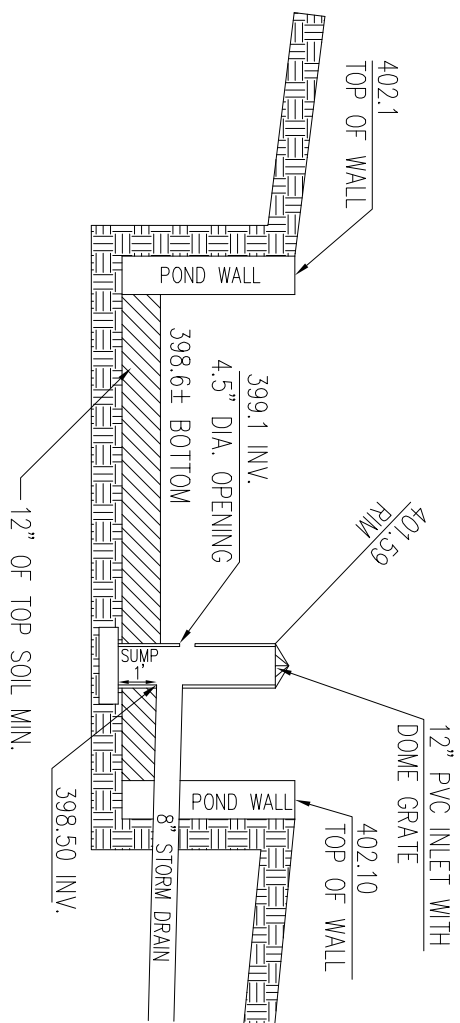
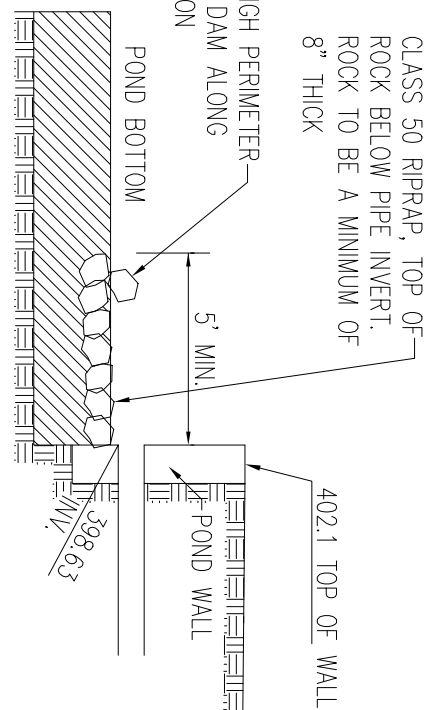
- | | |
|------------|---------------------------------------|
| 402 | EXISTING MAJOR CONTIGOR AND ELEVATION |
| 402 | EXISTING MAJOR CONTIGOR |
| EX. 127.50 | EXISTING STORM DRAIN AND SIZE |
| EX. 8" W. | EXISTING WATER WATER FORCE MAIN |
| EX. 8" W. | EXISTING WATER LINE AND SIZE |
| GAS | EXISTING NATURAL GAS |
| CP | EXISTING POWER POLE |
| FF | EXISTING FIRE HYDRANT |
| W | EXISTING WATER METER |
| | EXISTING CHAIN LINK FENCE |

CONSTRUCTION NOTES

- (30) INSTALL 8" PVC 3034 SANITARY SEWER PIPE
- (31) INSTALL 6" PVC 3034 SANITARY SEWER PIPE
- (32) INSTALL 4" PVC 3034 SANITARY SEWER PIPE
- (33) INSTALL 2" DIAMETER PIPE ASTM D3035, D4111 SANITARY SEWER SERVICE LATERAL PER CITY OF COBORO STANDARD DETAIL 3.07
- (34) CONSTRUCT SANITARY CLEANOUT PER OREGON STANDARD R0362
- (35) INSTALL 2 - 3000 GALLON SEPTIC TANKS, 1500 GALLON TANK AND PUMPS PER SUPPLIER'S DRAWINGS (TO BE INSTALLED UNDER A SEPARATE PERMIT)
- (36) INSTALL SEPTIC TANK CONTROL PANEL
- (37) CONNECT TO EXISTING WASTEWATER FORCE MAIN
- (40) INSTALL 4" PVC 3034 STORM DRAIN PIPE
- (41) INSTALL 6" PVC 3034 STORM DRAIN PIPE
- (42) INSTALL 8" PVC 3034 STORM DRAIN PIPE
- (43) INSTALL 10" PVC 3034 STORM DRAIN PIPE
- (44) INSTALL 2" X 2" INLET
- (45) CONSTRUCT POND PER DETAIL HEREON
- (46) INSTALL 10" OF 4" PVC 3034 PERFORATED STORM DRAIN PIPE LEVEL SPREADER
- (50) INSTALL 1.5" WATER LINE
- (51) INSTALL 1" WATER LINE
- (52) INSTALL 1.5" BACKFLOW PREVENTER PER SPRINGFIELD UTILITY BOARD DETAIL W202 HEREON
- (53) INSTALL 1.5" WATER METER BOX
- (54) INSTALL 1.5" WATER SERVICE AND TAP INTO EXISTING WATER LINE

RIP RAP APRON DETAILS
NO SCALE

NO SCALE

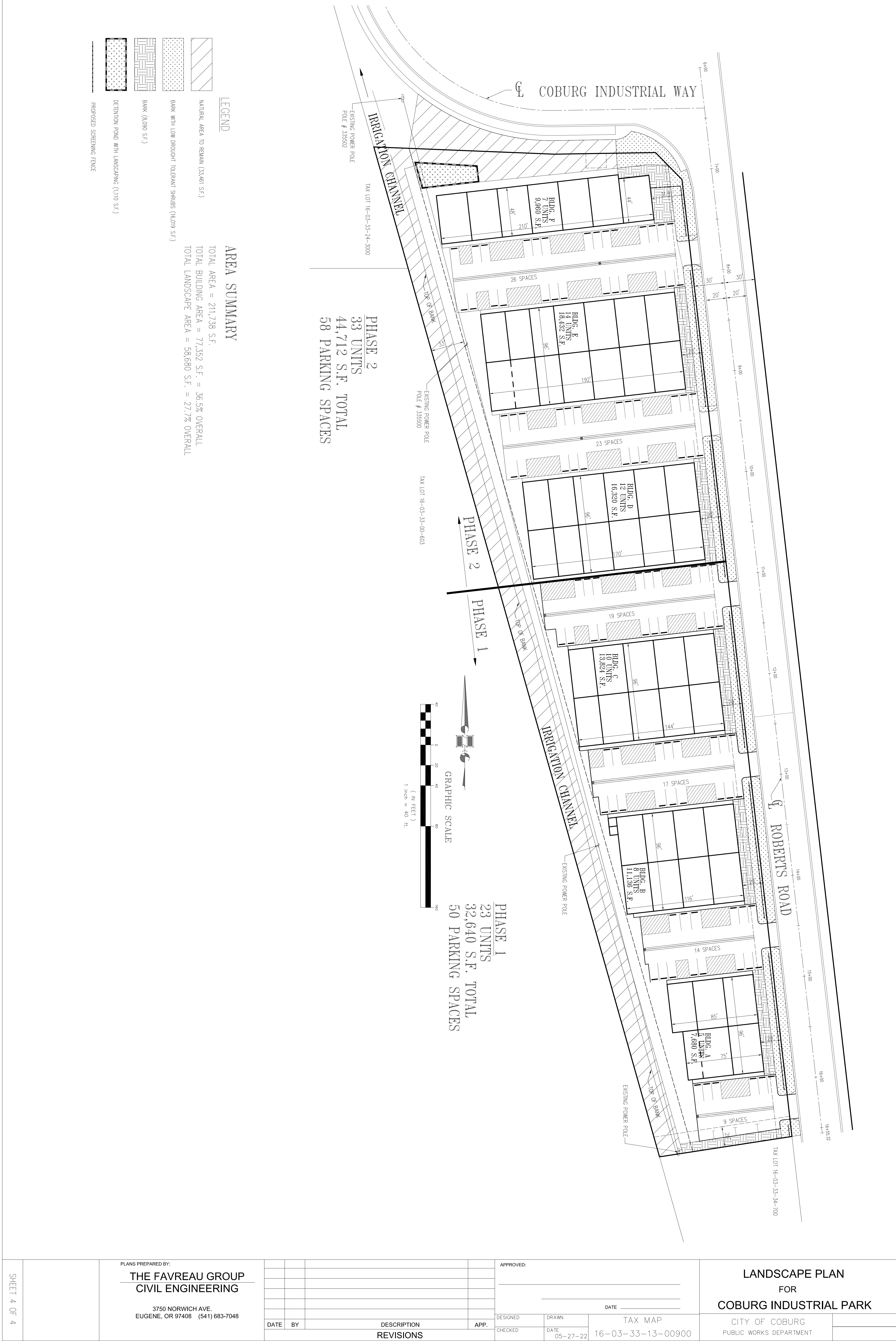


1. THE THICKNESS OF THE CONSTRUCTED MEDIUM INCLUDING OR IN ADDITION TO THE GROWING MEDIUM AT THE BASE OF THE POND SHALL BE A MINIMUM OF 12 INCHES OR HX.
2. THE BASE OF THE POND SHALL INCLUDE A CONSTRUCTED MEDIUM COMPRISING A MIXTURE OF SAND, NATIVE SOIL, LOAM, AND COMPOST. THE FRACTION OF ORGANIC CARBON (FOC) IN THE CONSTRUCTED MEDIUM SHALL BE A MINIMUM FOC OF 0.20 (IE, 40-50% ORGANIC MATTER). IF THE GROWING MEDIUM DOES NOT CONFORM TO THIS MINIMUM FOC REQUIREMENT, THEN THE CONSTRUCTED MEDIUM WOULD BE PLACED IN ADDITION TO THE REQUIRED GROWING MEDIUM.

INFILTRATION POND DETAIL

NO SCALE

[illegible]



DESIGN CRITERIA

Controlling Code: Oregon Structural Specialty Code, 2014 ed.
Wind: 120 mph, Exp. B Snow Load: 25 psf Dead Load: Actual
Live Load: 25 psf, storage=25 psf, collected per ASCE 7
Seismic: Seismicity Risk Category: II, Ss = 0.25g Site Class D
Building Type: II-B
Occupancy: Manufacturing F-1

GENERAL NOTES

- Site shall be graded in accordance with the approved grading plans. Contractor shall obtain a grading permit prior to commencing work.
- If the ground area to be disturbed exceeds one acre, a 1000-C Erosion Control Permit will be required prior to beginning construction. Local codes may require erosion control plans for smaller areas.
- If soil or expansive clay soils are encountered during site preparation, the contractor shall contact the engineer before proceeding with grading, settling or foundation forming.
- All fill shall be granular crushed rock or approved containing less than 7% passing the number 200 sieve and shall be free of organic material.
- All fill and backfill shall be compacted to 95% of maximum dry density as determined by ASTM D-1557.
- All sites including highway edges shall bear on minimum 4" of crushed rock 3/4" or less in least dimension.
- All utility lines shall be located as shown on the approved utility or site plan. On site utilities shall conform to the requirements of the local building code. Off site utilities shall conform to the requirements of the state, local government and utility that will assume ownership of the utility line.
- Construction shall meet the requirements of the current edition of the Oregon State Structural Specialty Code.

BUILDING MATERIALS

- Concrete shall be portland cement and shall have a 28 day compressive strength of at least 2500 psi and shall contain minimum 3/4" aggregate.
 - Steel for concrete reinforcement shall have a minimum yield strength of 40,000 psi.
 - Reinforcing wall anchor bolts shall be 1/2" x 5" Titen HD by Simpson, Min 5" edge distance, 4 1/2" embedment, 45 O.C. Max.
 - Interior wall anchors shall be Titen "HD".
 - Steel Exterior siding shall be higher "T80", 80 ksi yield, .020" unless noted otherwise.
 - Steel Roof Sheathing shall be higher "T80", 80 ksi yield, .020" unless noted otherwise.
 - Steel Interior Sheathing shall be higher "Tonguegrade", 80 ksi yield, .015" unless noted otherwise.
 - Steel framing members including but not limited to studs, columns, purlins, girts and poles shall conform to the requirements of the Light Gauge Steel Institute for shape, thickness, yield strength and corrosion protection.
 - Steel framing members shall be galvanized and shall conform to ASTM A-653 grade 33 steel for all sections .043" and thicker U.O.N.
 - Steel framing members shall be galvanized and shall conform to ASTM A-653, grade 50 steel for all sections .034" and thicker U.O.N.
 - Steel framing members shall conform to ASTM A-594 galvanizing specification.
 - Steel framing members shall comply with ASTM A-1003.
 - All metal to metal screws shall be Corrosion-Tecton, Type 2 point unless noted otherwise. Sheathing screws shall have neoprene washers.
 - All gypsum wall board shall be Type X unless noted otherwise under "Fire Wall Assemblies".
 - Insulation, where called for, shall be fiberglass batt unless noted otherwise.
- FOUNDATION NOTES
- Perimeter anchor bolts shall be Titen "HD" size as called on FNDN plans.

FRAMING NOTES

- All exterior steel sheathing shall be oriented vertically and attached to purlins and studs with #12/14 X 1" screws at 12" O.C. unless noted otherwise.
- Steel sheathing for all interior partition walls shall be applied vertically and fastened w/ #2x14 screws @ 12" O.C. poles and columns.
- Screws shall be #8/ 5/8" x 1" or #12/14 x 1" or as noted.
- Where firewalls are called on the plans, construct in accordance with standard firewall assemblies called out on this sheet. Gypsum wall board shall be attached with minimum #6 X 1" screws (longer for multiple layers as noted) set @ 6" O.C. at sheet edges and 12" O.C. in field.
- All roof sheathing shall be attached to purlins and exterior walls with #12/14 X 1" screws, on the following schedule:
6" O.C. within 8 feet of end walls
12" O.C. on interior field of roof.
- Columns supporting purlins shall be anchored to slab and attached to base track as shown on "Base Attachment Schedule" and details Sheet SD1.
- Eave Wall Stud/Track Connectors are 2 EA #8/32 X 1/2" screws @ ea. stud of portal panels use 2 ea #12/26 X 1" screws at each stud supporting O/H door Headers.
- Corner columns shall be Double xxxS200-33 Studs and shall be attached to plates with 4 each side #8/32 X 3/8" screws, anchor with 1 EA 3/8" x 3" Titen "HD" anchor in each plate see SD-1.
- Place all screws as follows – Unless noted otherwise:
Edge Distance on Plate = 1"
C-C Spacing = 1" (Load Direction)
Row-Row = 1"
- Purlins shall be sized & connected per Purlin Schedule on Sheet SD1. No. of screws shown are per purlin, per end (i.e. use 6 screws for 12' span of column supporting two purlin spans).
- Columns supporting purlins shall be back to back xxxS162-33 unless noted otherwise. Fasten components as noted on details.
- All base plates shall be 600S200-430. All top plates shall be 600S200-43 unless noted otherwise. Base with is 3 5/8" or 6", see floor plan, detail. Base

plates shall be connected per base attachment schedule.

- Door headers shall be sized and connected per details on Sheets SD1 & SD2

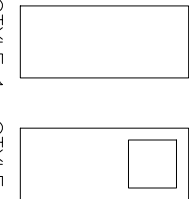
FIRE WALL ASSEMBLIES (WHERE SHOWN ON PLANS)

- 1 Hour** Generic Assembly GA File No. WP107Z. One layer 5/8" Type X gypsum wall board or gypsum veneer base applied parallel to each side of steel studs 24" O.C. with 1" long Type S drywall screws 6" O.C. at vertical joints and floor and ceiling runners, 12" O.C. at intermediate studs. Joints staggered 24" on opposite sides of walls.
- 2 Hour** Proprietary Assembly USG Fire No. UL Dera U423 or U425. Two layers of 5/8" Type X gypsum wall board applied parallel to each side of steel studs 24" O.C. with 1" long Type S drywall screws 36" O.C. (max). Face layer 1/2" Type X gypsum wall board applied parallel or right angles to each side with 1-5/8" long Type S drywall screws 24" O.C. (max). Face layer 1/2" Type X gypsum wall board applied parallel or right angles to each side with 2-1/4" Type S drywall screws 12" O.C. and 1-1/2" Type C drywall screws midway between studs 1-1/2" above and below horizontal joints. Joints staggered 24" each layer and side.
- Approved proprietary OMB brands and styles are:
American Gypsum Co. 1/2" FireBloc TYPE C
Gyp-B America, Inc. 1/2" FireBloc
Gyp-B Gypsum Panels 1/2" FireBlock
USG Gypsum 1/2" FireBlock
PABCO Gypsum 1/2" Flame OMB Shear "C"
Temple Inland Forest Prod. Corp 1/2" TG-C

NOTE: Screw spacing on base layer is to be the closer of Firewall Assembly spacing or Shear Panel spacing (4" O.C. at sheet edges and 4" O.C. in sheet field.

DOOR SCHEDULE						
DOOR NO.	SIZE	SWING	JAMB	HARDWARE	STYLE	FINISH
1	3'-0"x6'-8"	RH	STEEL	GROUP 1	1	STEEL
2	3'-0"x6'-8"	LH	STEEL	GROUP 1	1	STEEL
3	3'-0"x6'-8"	RH	STEEL	GROUP 2	2	STEEL
4	3'-0"x6'-8"	RH	STEEL	GROUP 2	2	STEEL
5	3'-0"x6'-8"	RH	STEEL	GROUP 2	1	STEEL
6	3'-0"x6'-8"	LH	STEEL	GROUP 3	1	STEEL

FINISH: 1. PAINT W/ EXT. LATEX ENAMEL
2. STAIN & LAQUER



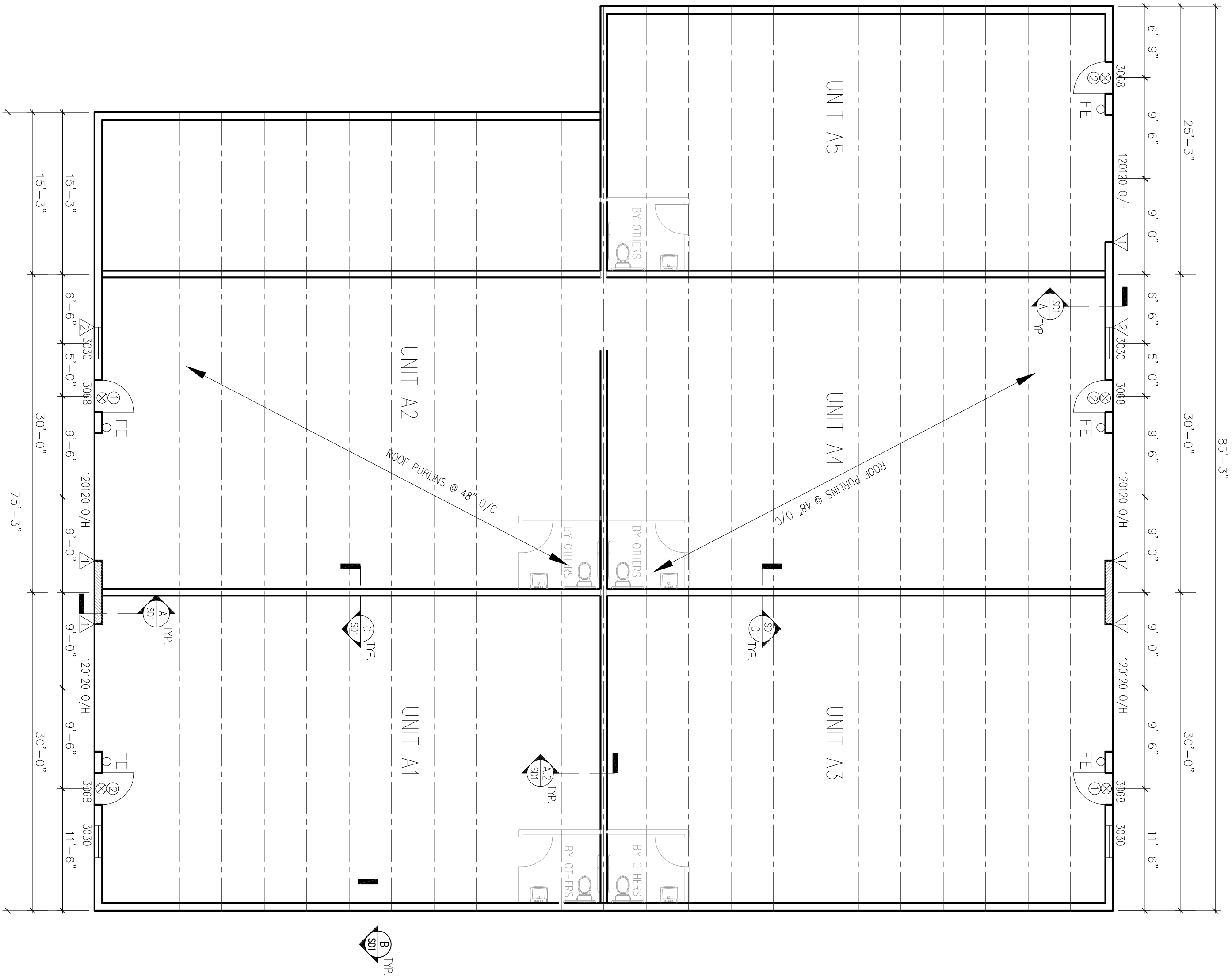
GROUP 1				STYLE 1		STYLE 2	
3	EA	BUTTS SC3P101TF619E	ST				
1	EA	MORTISE LOCKSET LEVER ACTION	SCH				
1	EA	THRESHOLD 2710 36IN	P				
1	EA	DOOR BOTTOM 216DV 36IN	P				
1	EA	GASKET PS074 17FT	STE				
GROUP 2							
3	EA	BUTTS SC3P101TF619E	ST				
1	EA	MORTISE LOCKSET LEVER ACTION	SCH				
GROUP 3							
3	EA	BUTTS SC3P101TF619E	SCH				
1	EA	MORTISE LOCKSET LEVER ACTION	SCH				
1	EA	THRESHOLD 2710 36IN	P				
1	EA	DOOR BOTTOM 216DV 36IN	P				
1	EA	GASKET PS074 17FT	STE				

INDEX

- SHEET NO.
T1 TITLE SHEET
A1 BUILDING A
A2 BUILDING B
A3 BUILDING C
A4 BUILDING C FOUNDATION PLAN AND DETAILS
SD1 BUILDING DETAILS

DATE: 08-26-21	
T1	

TITLE SHEET
FOR
COBURG BUSINESS PARK
CITY OF COBURG



FLOOR PLAN

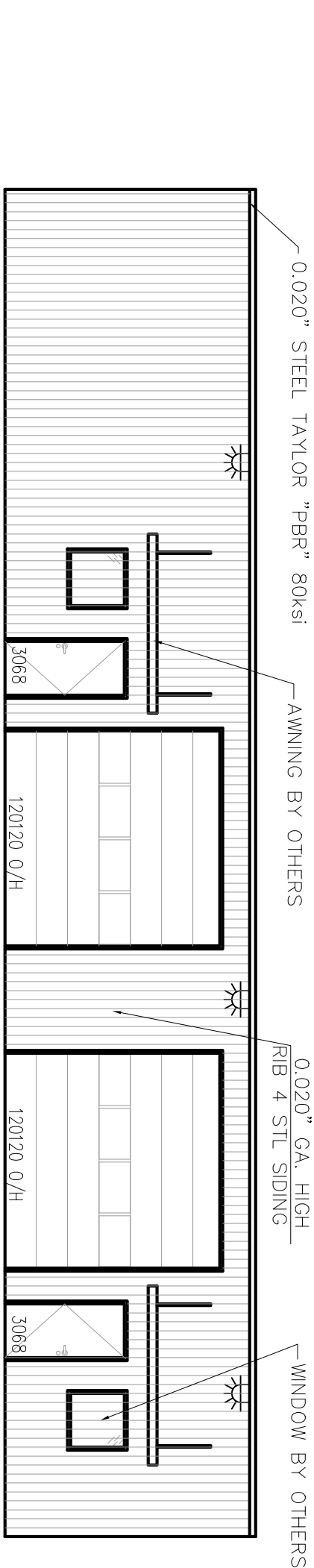
NOTE: RESPONSES ARE TO BE PLUMED & FINISHED AT THE DISCRETION OF THE LESSEE

Scale: 1/8" = 1'-0"

△ - SHEAR PANEL HOLD DOWN
5/8" x 6" TITEN "HD" 5" EDGE, 4 5/8" EMBED ON 3"x3"x 1/4" STEEL PLATE WASHER
FD - FIRE EXTINGUISHER, TYPE: 2A-10B-C
FD - FLOOR DRAIN
⊗ - EXIT LIGHT- LITHONIA E02 LED M12

NORTH ELEVATION

Scale: 1/8" = 1'-0"

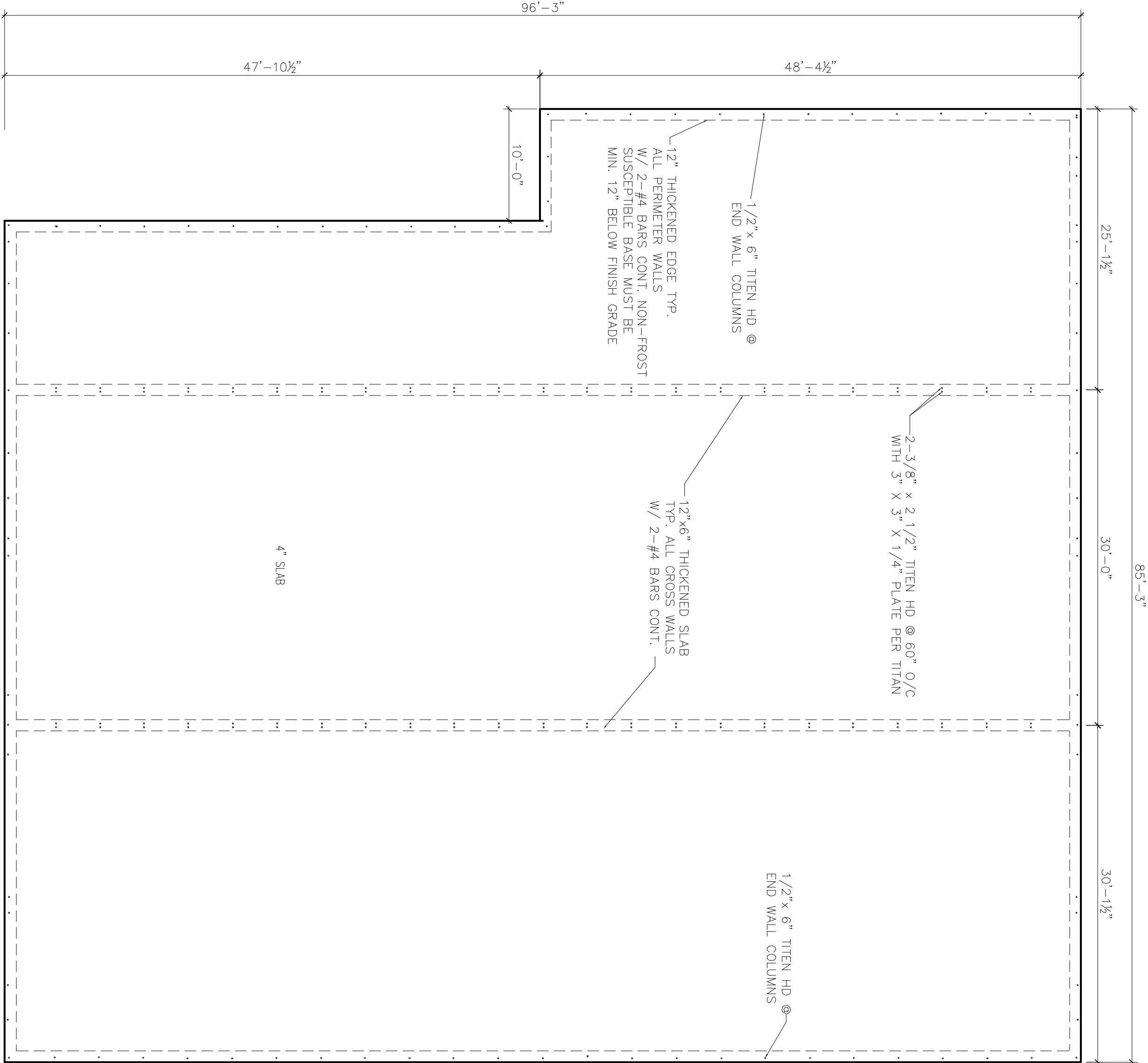


SOUTH ELEVATION

Scale: 1/8" = 1'-0"

FOUNDATION PLAN

Scale: 1/8" = 1'-0"



EAST & WEST SIDE ELEVATION

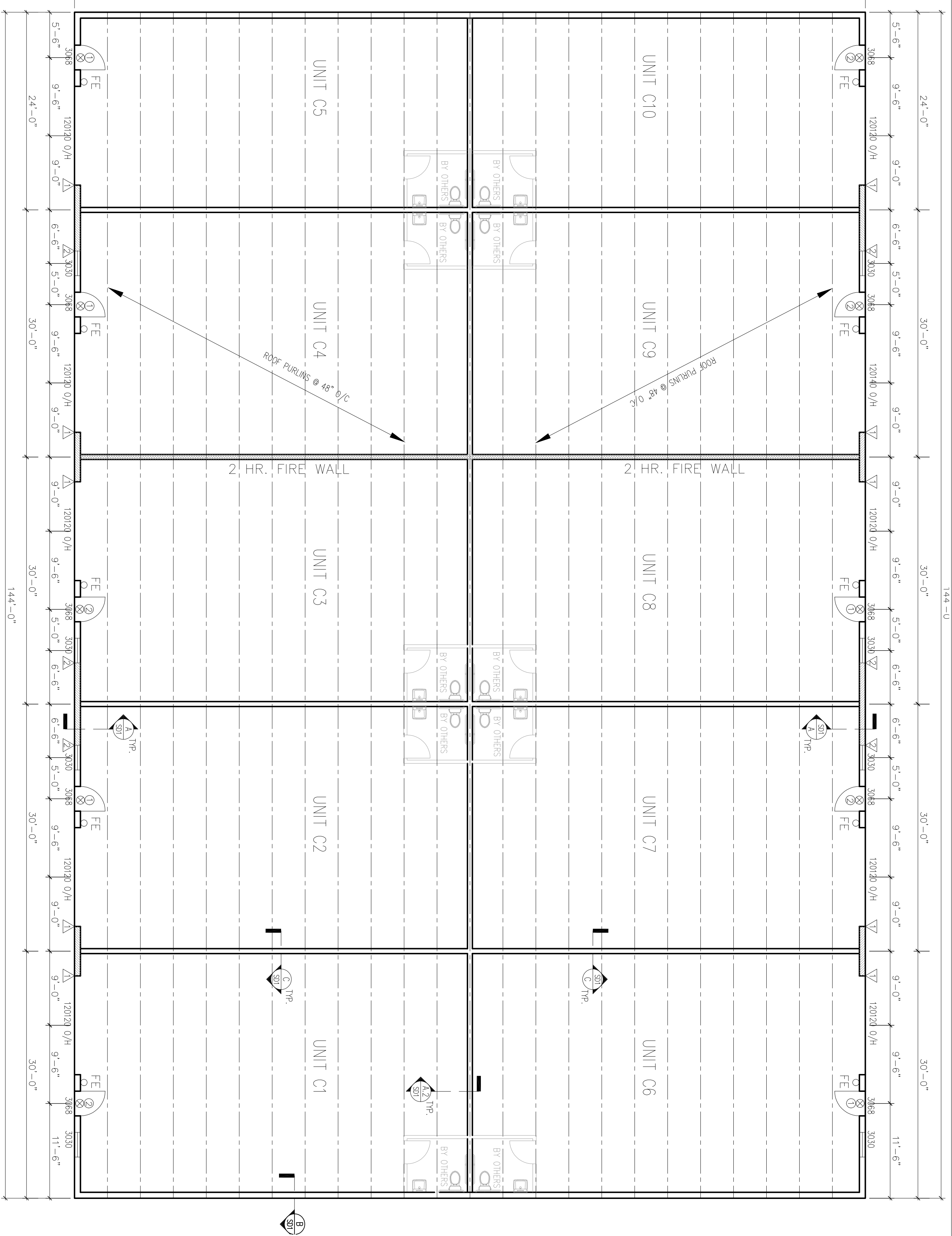
Scale: 1/8" = 1'-0"



BUILDING A
FOR
COBURG BUSINESS PARK
CITY OF COBURG

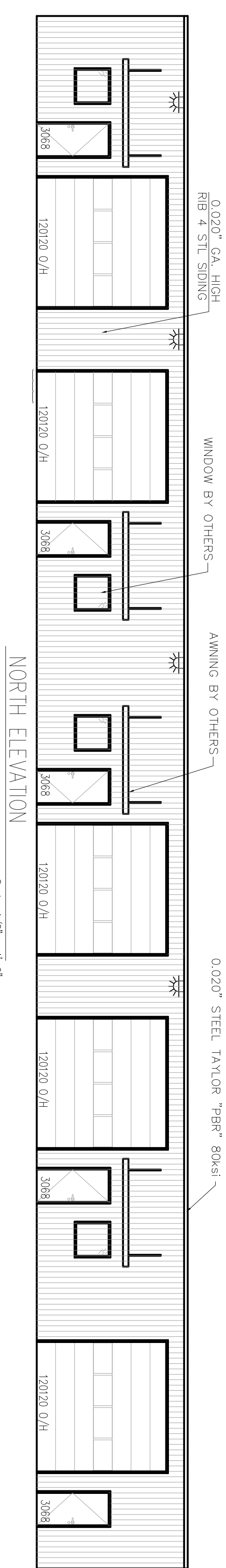
DATE: 08-26-21

A1



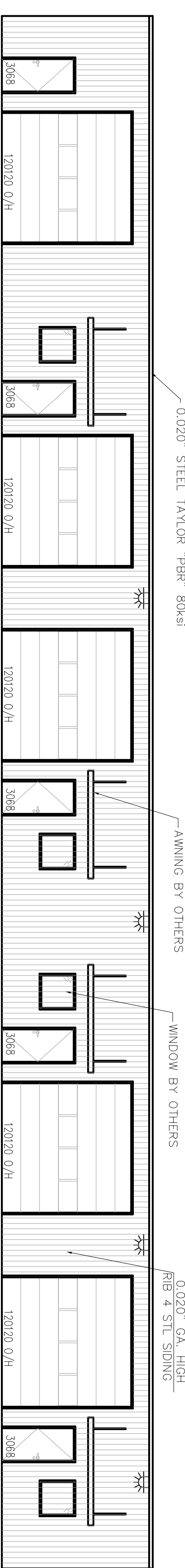
FLOOR PLAN

- Scale: 1/8" = 1'-0"
- △ - SHEAR PANEL HOLD DOWN
 - 3/4"x6" TITEN "H"O" 5" EDGE, 4 5/8" EMBED ON 3"x3"x8" STEEL PLATE WASHER
 - △ - SHEAR PANEL HOLD DOWN
 - 5/8"x6" TITEN "H"O" 5" EDGE, 4 5/8" EMBED ON 3"x3"x8" STEEL PLATE WASHER
 - FE - FIRE EXTINGUISHER, TYPE: 2A-10B-C
 - FD - FLOOR DRAIN
 - EXIT LIGHT - LITHONIA EU2 LED M12



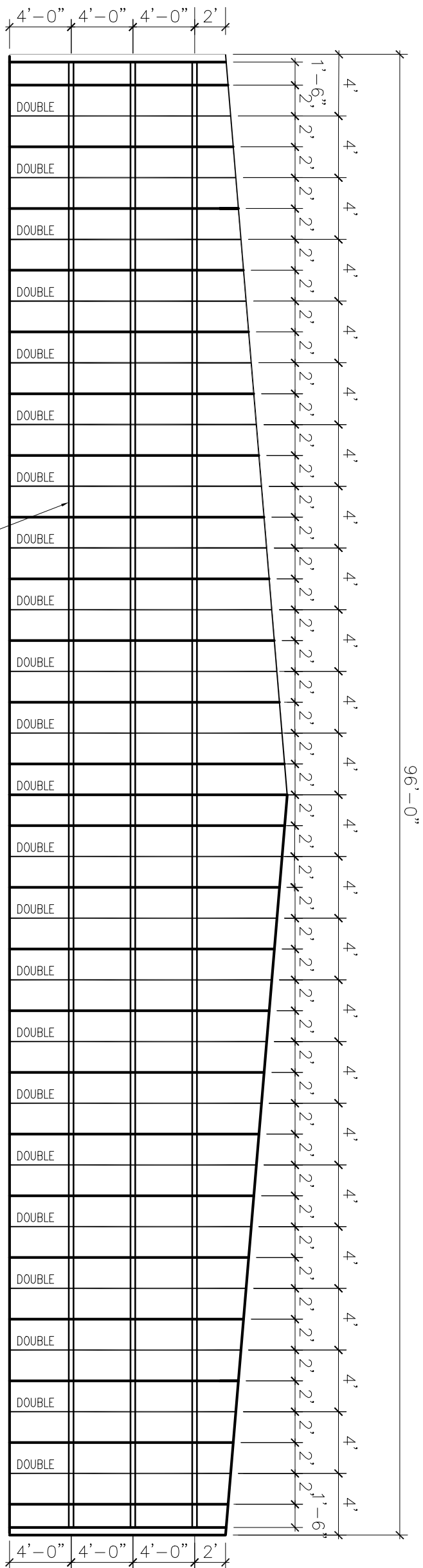
NORTH ELEVATION

Scale: 1/8" = 1'-0"



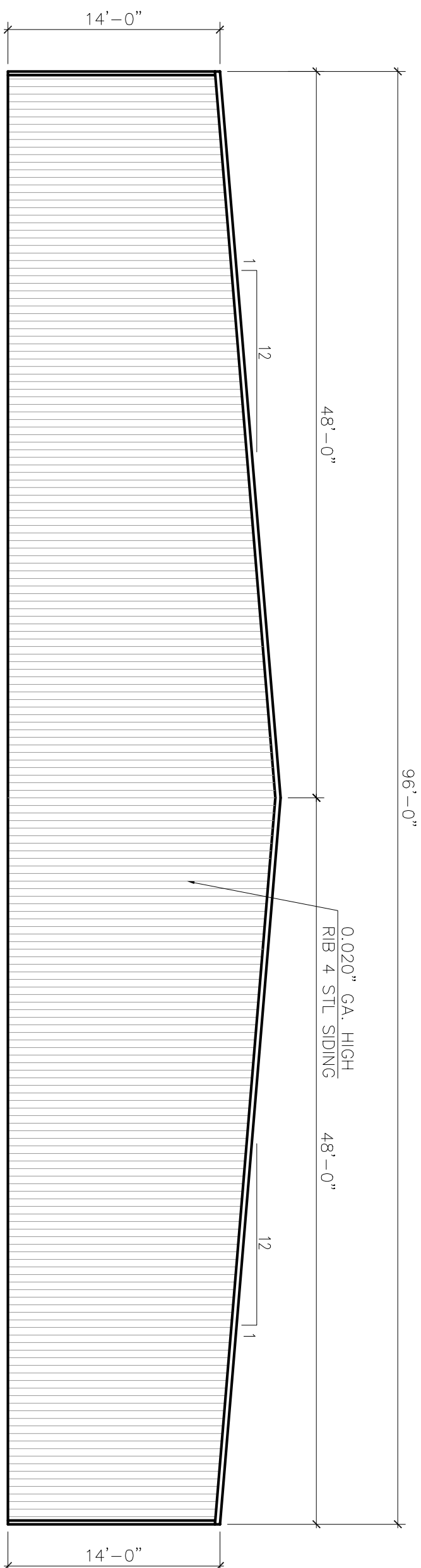
SOUTH ELEVATION

Scale: 1/8" = 1'-0"



END WALL FRAMING

Scale: 1/8" = 1'-0"



EAST & WEST SIDE ELEVATION

Scale: 1/8" = 1'-0"

DOOR SCHEDULE

DOOR NO.	SIZE	SWING	JAMB	HARDWARE	STYLE	FINISH	MAT'L	RATING	COMMENTS
1	3'-0"x6'-8"	RH	STEEL	GROUP 1	1	1	STEEL	NONE	
2	3'-0"x6'-8"	LH	STEEL	GROUP 1	1	1	STEEL	NONE	
3	3'-0"x6'-8"	RH	STEEL	GROUP 2	2	1	STEEL	NONE	
4	3'-0"x6'-8"	LH	STEEL	GROUP 2	2	1	STEEL	NONE	
5	3'-0"x6'-8"	RH	STEEL	GROUP 3	1	1	STEEL	NONE	
6	3'-0"x6'-8"	LH	STEEL	GROUP 3	1	1	STEEL	NONE	

FINISH: 1. PAINT W/ EXT. LATEX ENAMEL

2. STAIN & LAQUER

GROUP 1

3. EA. BUTTS SC3P101TF619E

1. EA. MORTISE LOCKSET LEVER ACTION

1. EA. MORTISE LOCKSET LEVER ACTION

1. EA. MORTISE LOCKSET LEVER ACTION

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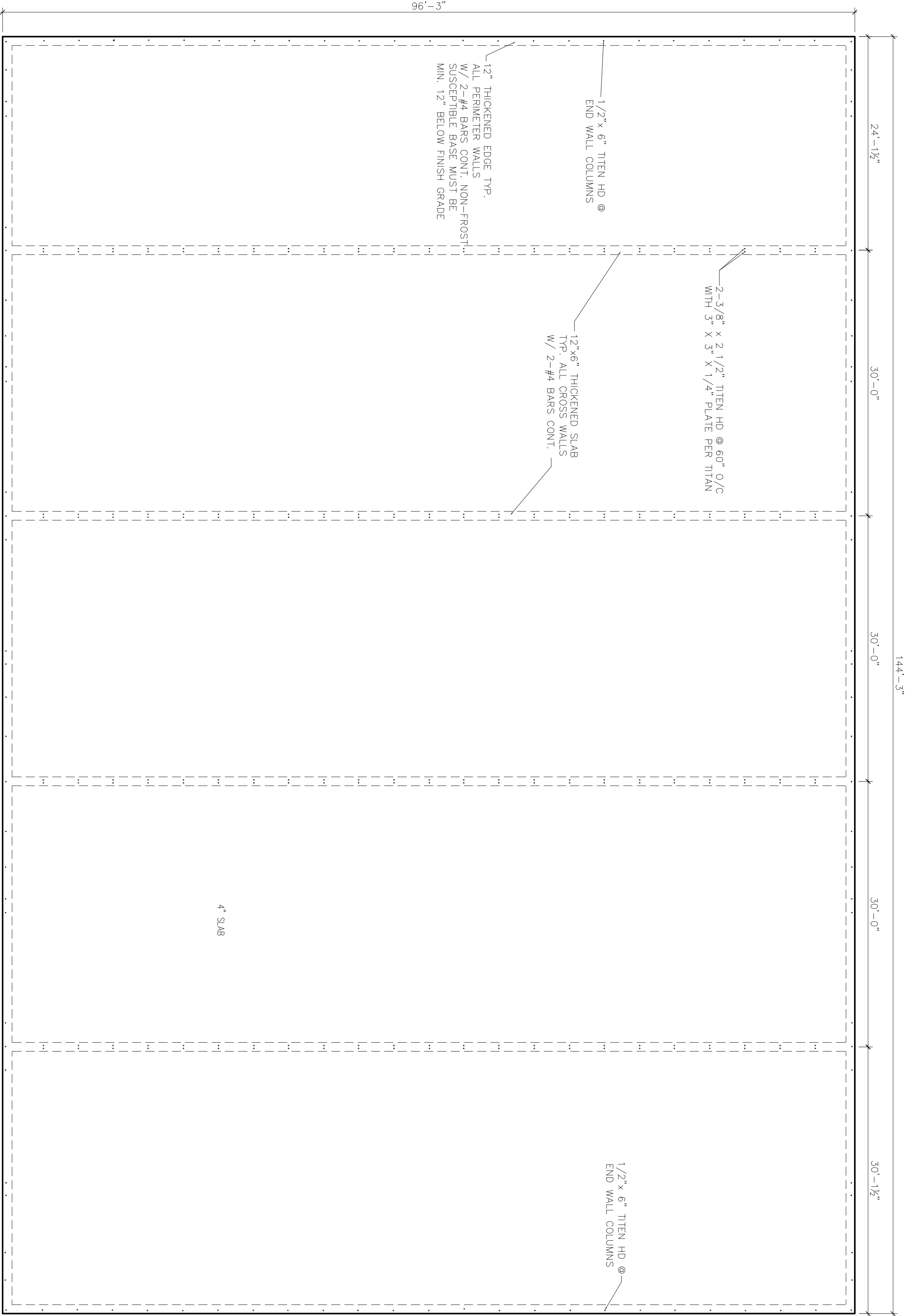
1. EA. MORTISE LOCKSET LEVER ACTION

1. EA. MORTISE LOCKSET LEVER ACTION

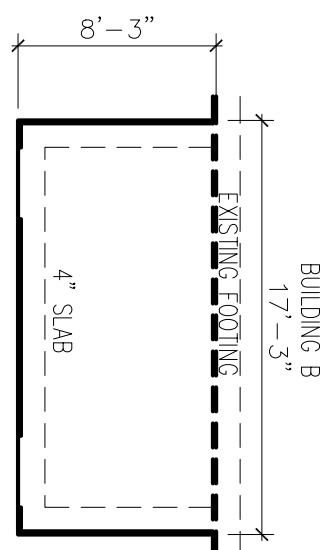
DATE: 08-26-21

BUILDING C
FOR
COBURG BUSINESS PARK
CITY OF COBURG

A3

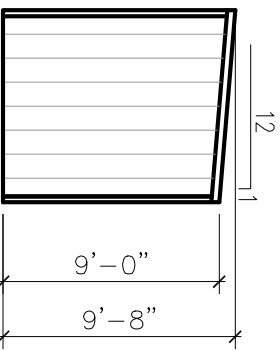


FOUNDATION PLAN BUILDING C
Scale: 1/8" = 1'-0"



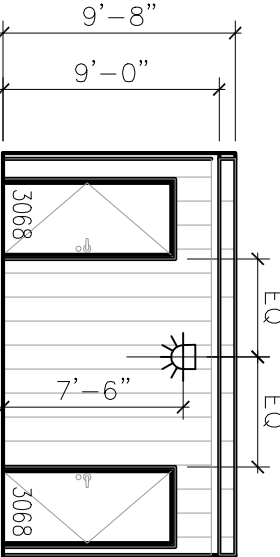
FOUNDATION PLAN

Scale: 1/8" = 1'-0"



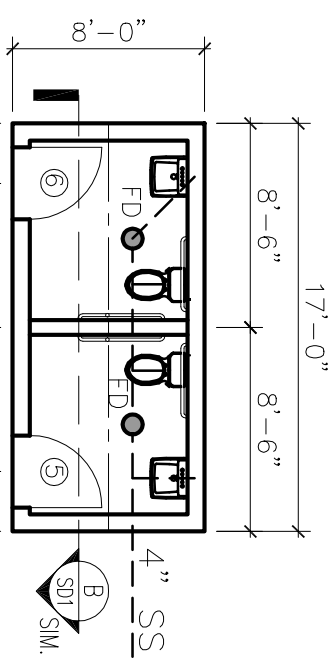
SIDE ELEVATION

Scale: 1/8" = 1'-0"



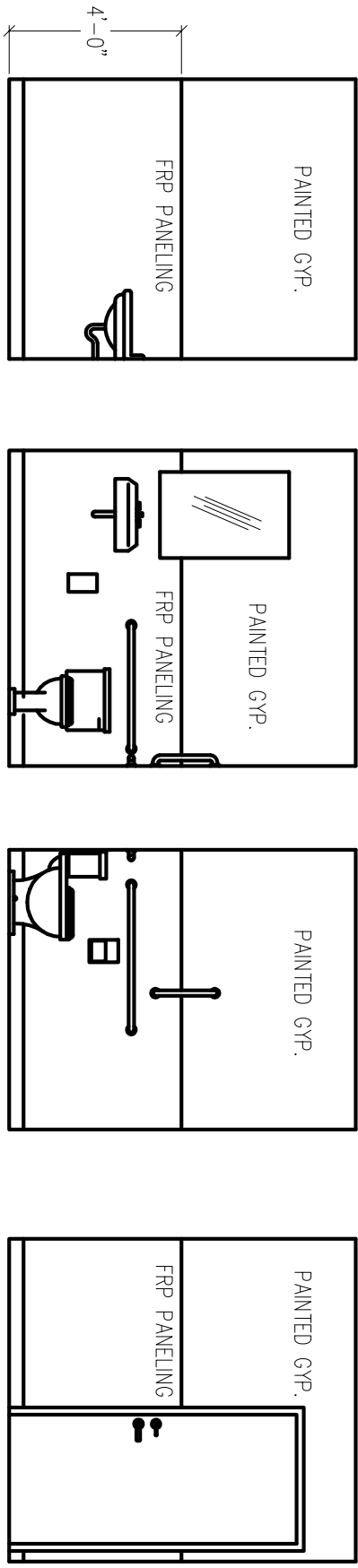
FRONT ELEVATION

Scale: 1/8" = 1'-0"



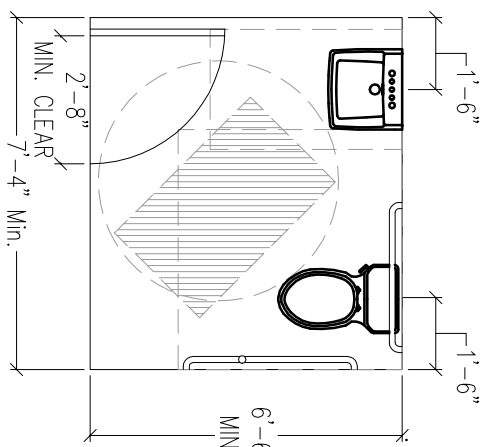
FLOOR PLAN

Scale: 1/8" = 1'-0"



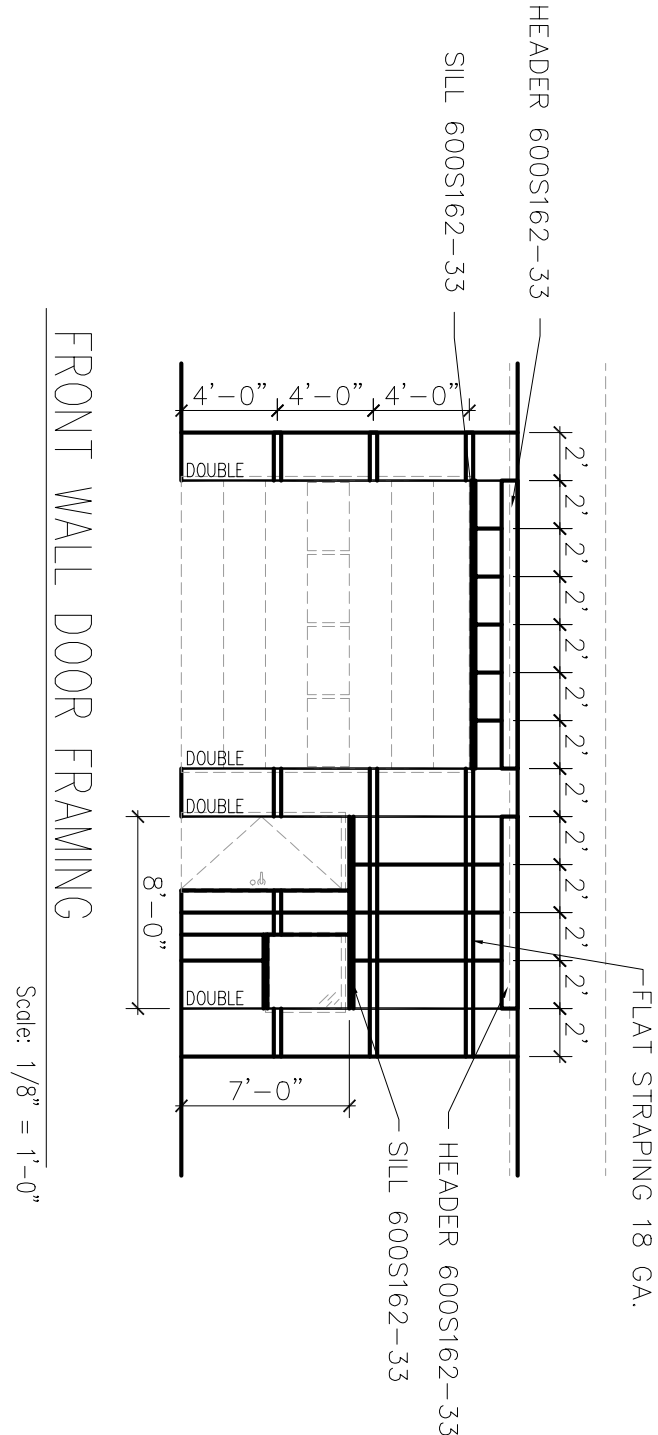
UNISEX ADA RESTROOM ELEVATIONS

Scale: 1/4" = 1'-0"



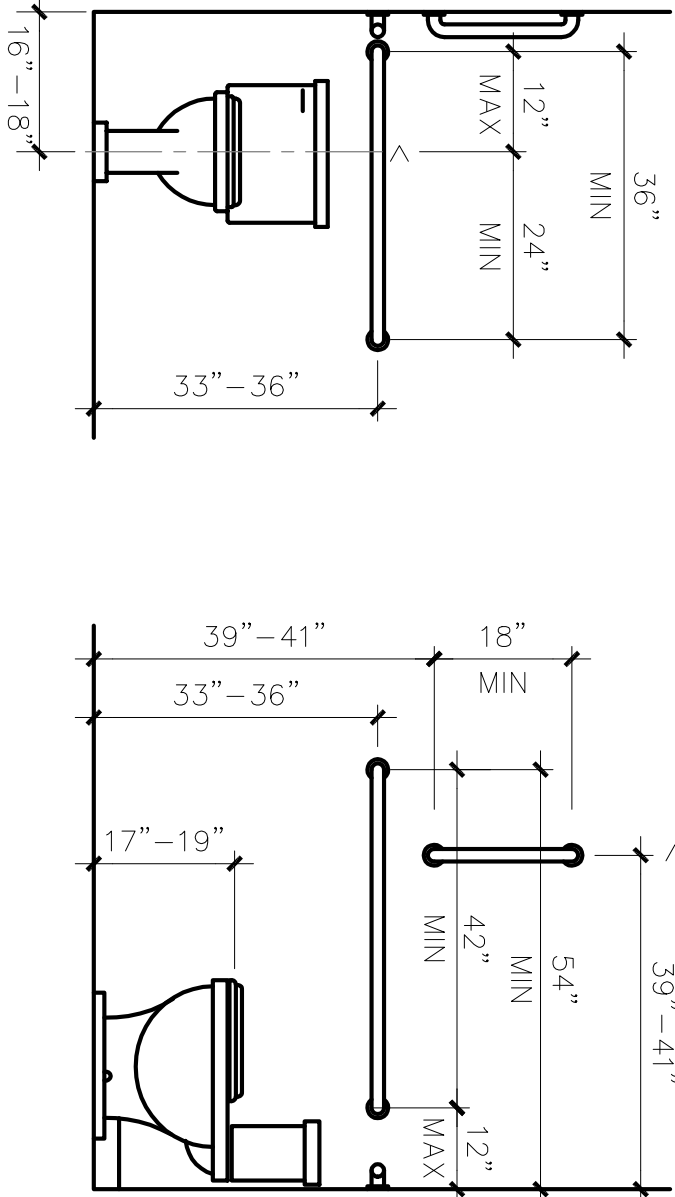
FLOOR ADA CLEAR SPACE

Scale: 1/4" = 1'-0"



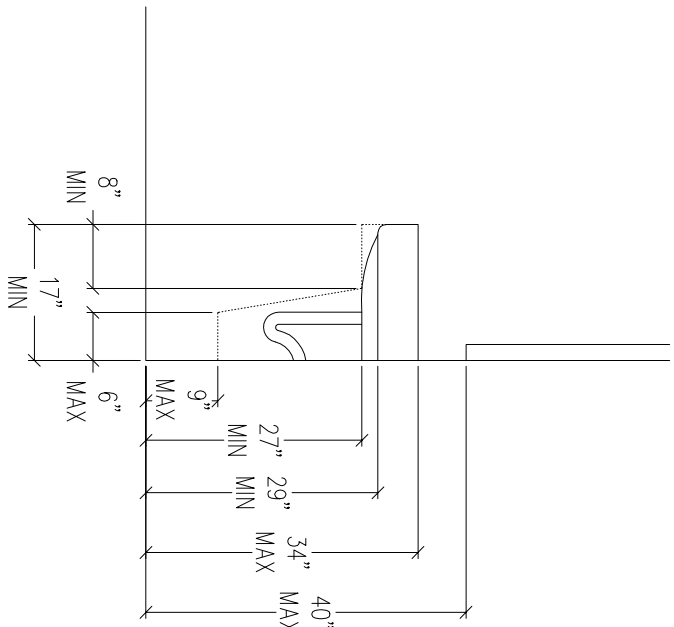
FRONT WALL DOOR FRAMING

Scale: 1/8" = 1'-0"



ADA W.C. LAYOUT

Scale: 1/2" = 1'-0"



ADA SINK LAYOUT

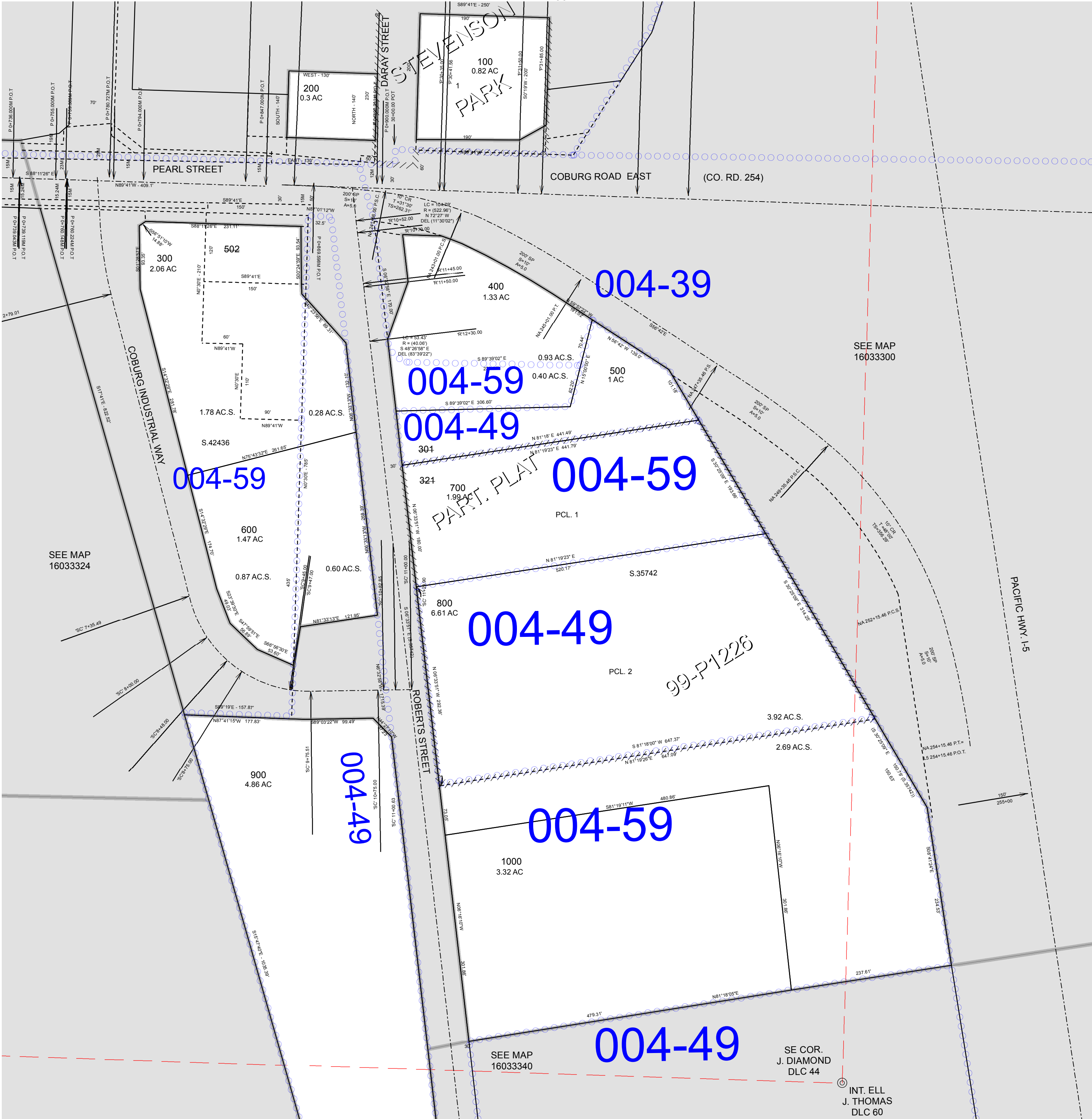
Scale: 1/2" = 1'-0"

DATE: 08-26-21

BUILDING C & DETAILS
FOR
COBURG BUSINESS PARK
CITY OF COBURG

A4

CANCELLED



TRAFFIC IMPACT ANALYSIS

ROBERTS INDUSTRIAL PARK Coburg, Oregon

May 27, 2022

160 Madison Street, Suite A
Eugene, Oregon 97402
541.513.3376

SANDOW
ENGINEERING

Traffic Impact Analysis

Roberts Road Industrial Park



Coburg, Oregon
May 27, 2021

Kelly Sandow PE

**SANDOW
ENGINEERING**
160 Madison Street, Suite A
Eugene Oregon 97402
541.513.3376
sandowengineering.com
project # 5980

EXECUTIVE SUMMARY

This report provides the Traffic Impact Analysis and findings prepared for the proposed Roberts Industrial Park in Coburg, Oregon. The subject site is located on Assessor's Map 16-03-33-13 tax lot 900. The applicant is proposing to construct a 77,500 sf Industrial Park containing separate leasable spaces.

The analysis evaluates the transportation impacts as per the City of Coburg and Lane County criteria, evaluating adjacent roadway and intersection operations with the addition of development traffic PM peak hour conditions with and without the development in place. The analysis follows City of Coburg and Lane County criteria for evaluating the Level of Service and queuing conditions utilizing the HCM6 methodology.

The following report recommendations are based on the information and analysis documented in this report.

FINDINGS

- All studied intersections operate within the mobility standards with and without the development traffic.
- The addition of development traffic does not substantially increase queuing conditions.
- The existing crash patterns do not indicate a need for roadway safety improvements.

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APPENDIX C: CRASH DATA

APPENDIX D: TRAFFIC VOLUMES

APPENDIX E: SYNCHRO OUTPUTS

APPENDIX F: QUEUING OUTPUTS

1.0 BACKGROUND

1.1 SITE INFORMATION

This report provides the Traffic Impact Analysis and findings prepared for the proposed Roberts in Coburg, Oregon. The subject site is located on Assessor's Map 16-03-33-13 tax lot 900. The 4.86-acre site is currently vacant and is zoned Light Industrial. Current access to the site is via an improved access connection.

The development proposal is 77,500 square feet of multi-tenant leasable space contained within 5 buildings, built over two phases. The first phase, estimated to be completed in the year 2023, is the southern portion of the development containing approximately 32,640 sf over 23 units and will construct 4 access connections. The second phase, estimated to be completed in the year 2025, is the northern portion of the site containing approximately 44,712 sf over 33 units and will construct the 2 northern access points. The proposal, once fully completed, will contain approximately 77,500 sf and 56 individual leasable spaces for uses allowed within the zoning. The site will provide a total of 6 access connections to Roberts Road. Appendix A contains the site plan.

1.2 ANALYSIS SCOPE

The traffic study is performed in accordance with the City of Coburg and Lane County standards and criteria. A turning movement/intersection analysis was performed for the adjacent intersections anticipated to be most impacted by the development. The following intersections are included in the study:

- Robert Road @ Coburg Industrial Way

The operational analysis was performed at the study area intersections for the PM peak hour (4-6 PM). The City requested an evaluation of conditions at the completion of phase 2/total development. The operational analysis is performed for the following conditions:

- Existing conditions, the year 2022
- Year of completion of the total development, the year 2025, with and without the proposed development

Appendix B contains the Scopes of Work from the City of Coburg and Lane County

2.0 EXISTING ROADWAY CONDITIONS

2.1 STREET NETWORK

Streets included in the study are Roberts Road and Coburg Industrial Way. The roadway characteristics within the study area are included in Table 1. Figure 1 provides a map of the

site location and study area. Figure 2 illustrates the study area intersection geometry and access control. Figure 3 provides the adjacent roadway street classification.

TABLE 1: ROADWAY CHARACTERISTICS WITHIN STUDY AREA

Characteristic	Roberts Road	Coburg Industrial Way
Jurisdiction	City of Coburg	City of Coburg
Functional Classification	Local/Collector	Collector
Lanes per Direction	1	1
Center Left Turn lane	None	None
Restrictions in the Median	None	None
Bikes Lanes Present	None	None
Sidewalks Present	No	Yes
Transit Route	No	North of Pearl St
On-Street Parking	Yes	No
Vertical or Horizontal Sight Limitations	None	None

2.2 CRASH ANALYSIS

A crash estimation was performed for the study area intersections. The analysis investigates crash data available for the most recent 5 years, 1/1/2016-12/31/2020, to determine a crash rate in crashes per million entering vehicles and the type of crashes that occurred. The crash rate is compared to the crash rate of 1.0. The crash data is provided in Appendix C. The data is summarized in Table 2.

TABLE 2: INTERSECTION CRASH RATES

Location	Number of Crashes	Types of Crashes						ADT	Crash Rate*
		Head	Rear	Side	Turn	Other	Pedestrian/Bike		
Roberts Rd at Coburg Industrial Way	0	0	0	0	0	0	0	2,200	0.00

*(crashes/million entering vehicles)

There were no reported crashes at the intersection of Roberts Road at Coburg Industrial Way in the previous 5 years.

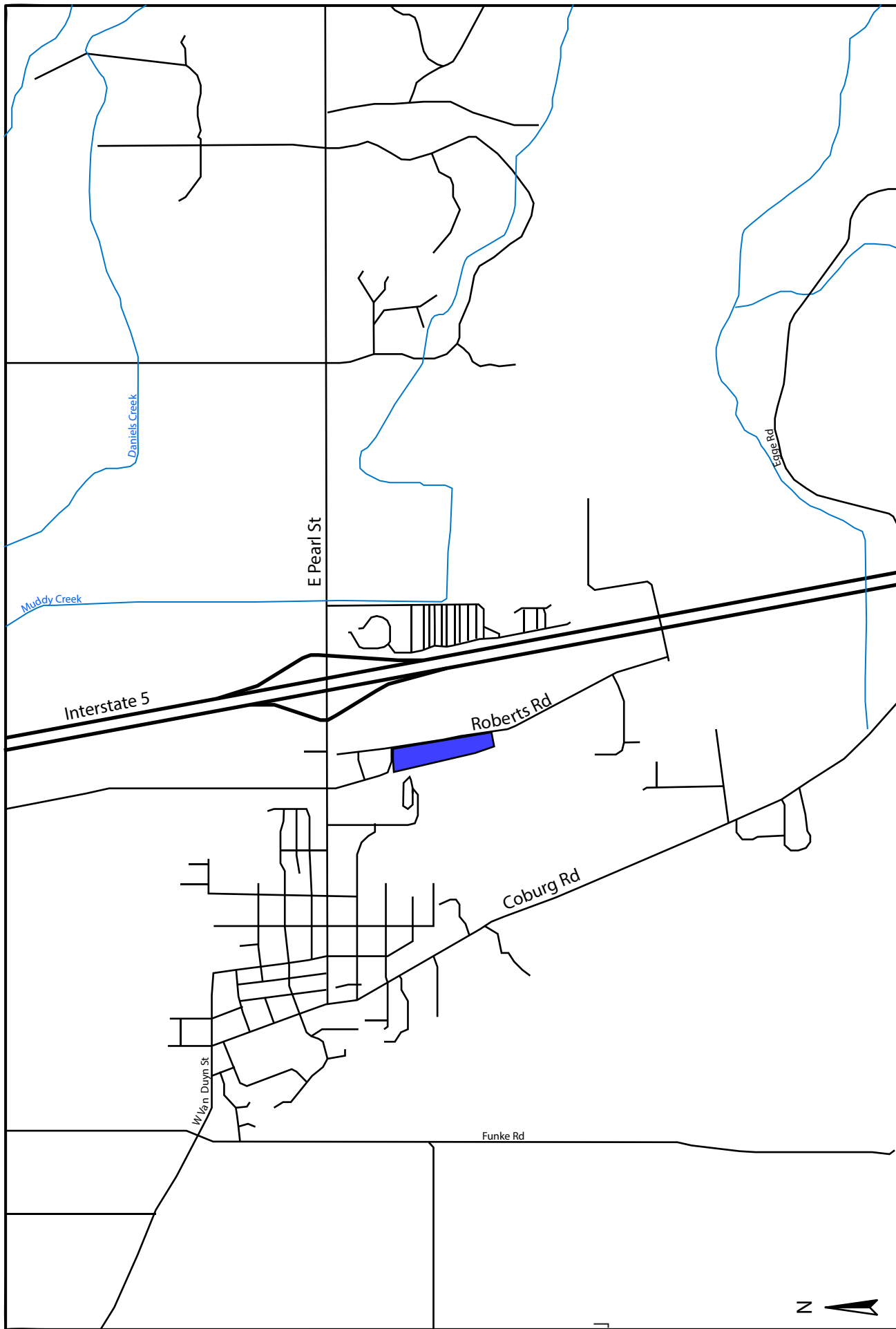


Figure 1: Site Location and Vicinity Map

Roberts Road Industrial Park, Coburg, Oregon

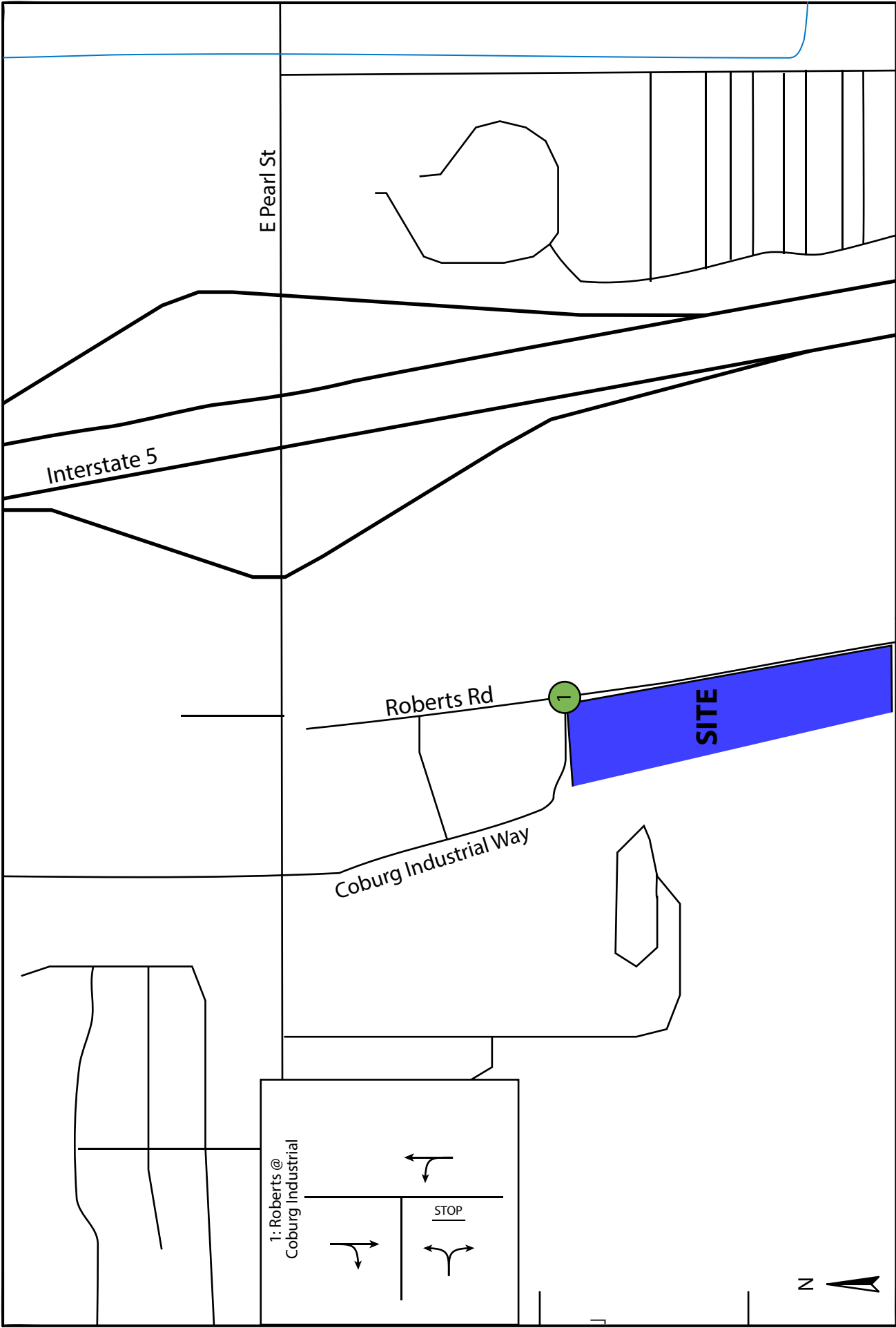
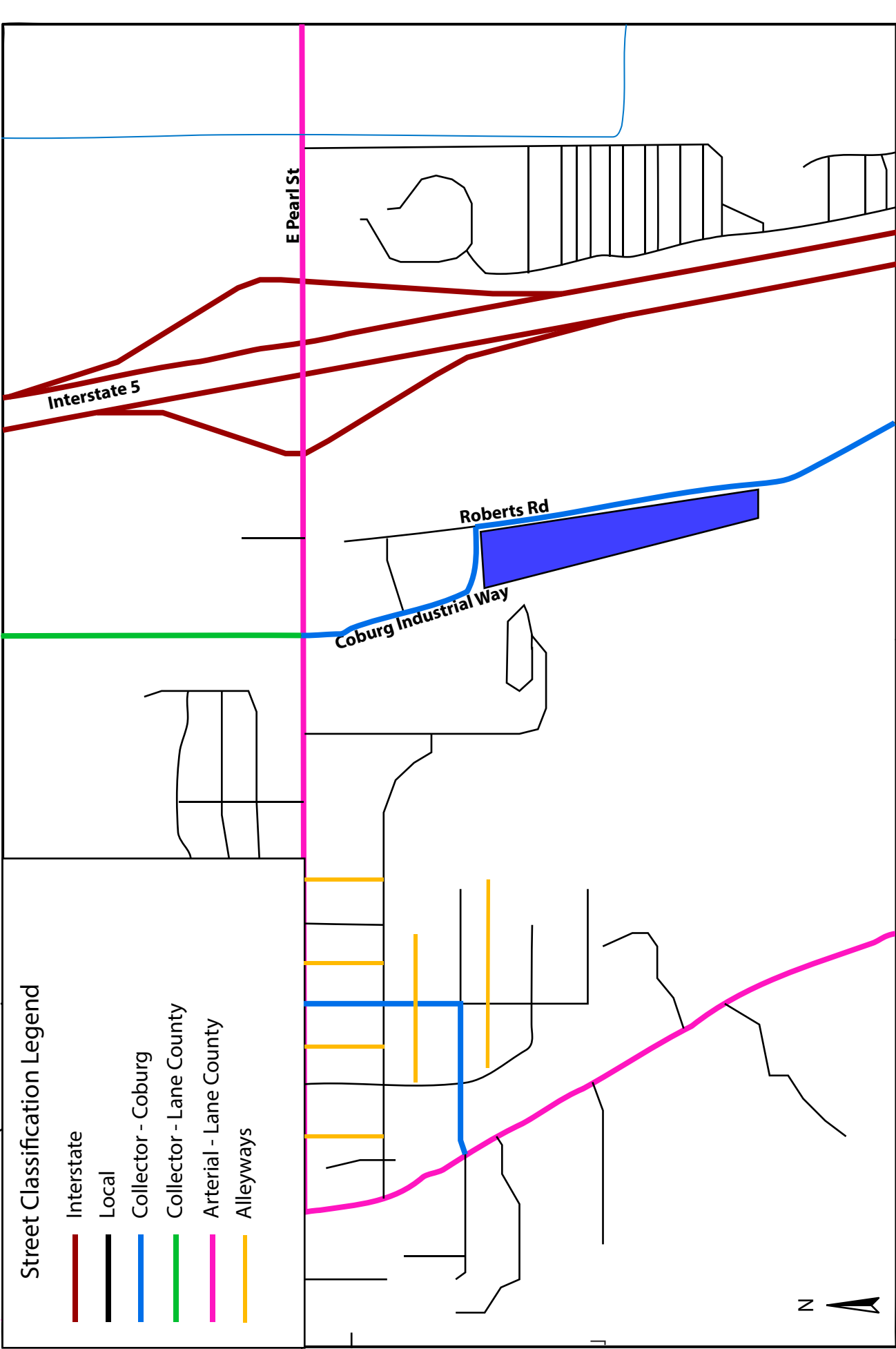


Figure 2: Existing Lane Configuration and Traffic Control

Roberts Road Industrial Park, Coburg, Oregon



Roberts Road Industrial Park, Coburg, Oregon

Figure 3: Street Classification

3.0 FUTURE IMPROVEMENTS

The City of Coburg will be modifying the intersection control at Roberts Road and Coburg Industrial Way to:

- Stop control for the southbound approach
- Eastbound right turn permitted without stopping
- Eastbound left turn stop control
- All northbound movements are free

4.0 DEVELOPMENT TRIP GENERATION AND DISTRIBUTION

The trips anticipated to be generated by the proposed development are estimated using the ITE Trip Generation Manuals 11th Edition. The ITE Land Use data for 130-Industrial Park and 770-Business Park were considered for this study. In general, a business park considers a higher percentage of office and commercial space (including restaurant uses) than what is anticipated for this site. The anticipated uses are more closely aligned with the uses typically found in 130- Industrial Park. Therefore, 130-Industrial Park is used.

The AM Peak Hour, PM Peak Hour, and Average Daily trip generation is illustrated in Table 3.

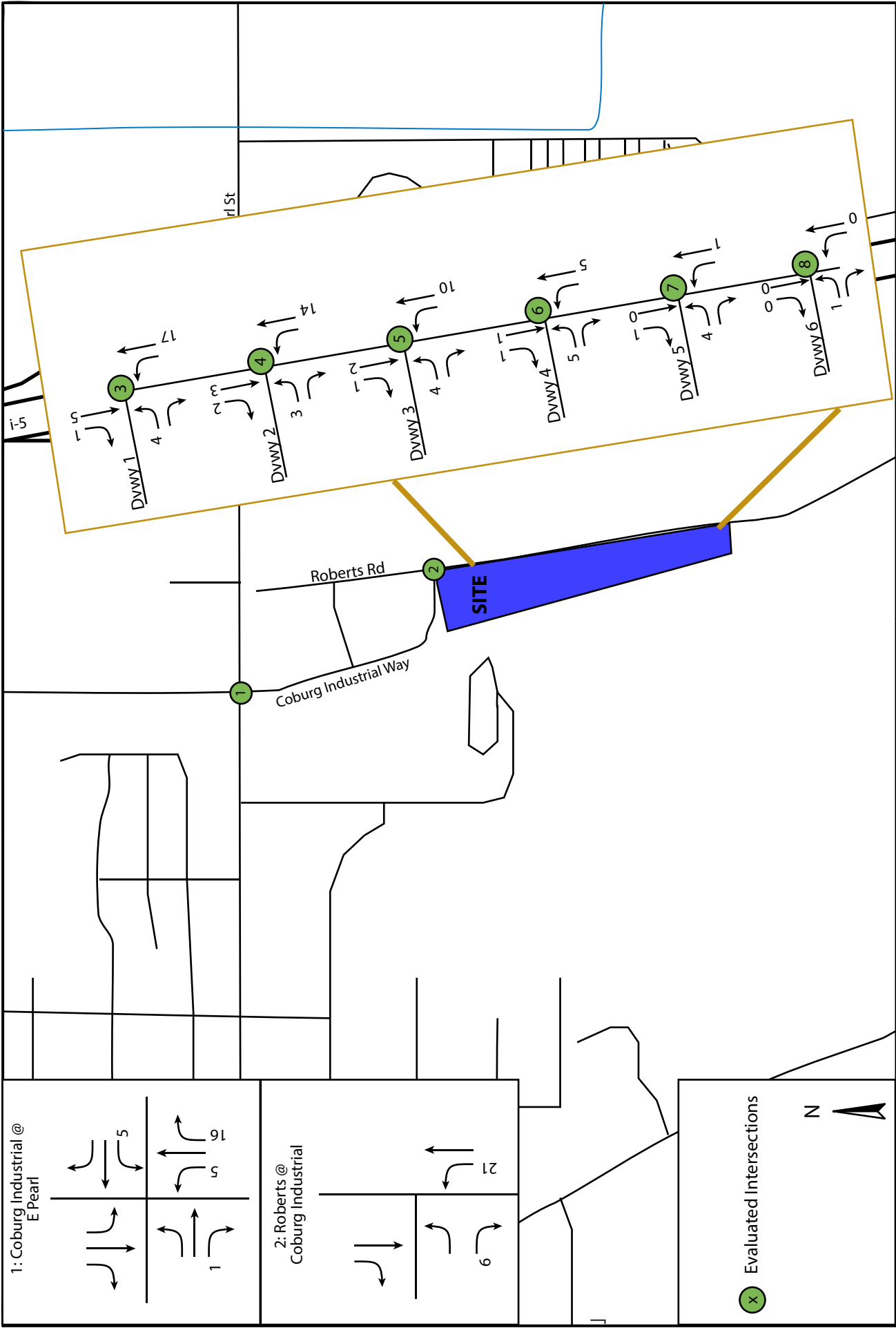
TABLE 3: TRIP GENERATION PEAK HOUR

ITE Land Use	Size	Trip Generation					
		Rate	Trips	%IN	%OUT	IN	OUT
AM Peak Hour Trips							
130- Industrial Park	77.5	0.34	26	81%	29%	21	5
AM Peak Hour Trips							
130- Industrial Park	77.5	0.34	26	22%	78%	5	21
Daily Trips							
130- Industrial Park	77.5	$\ln(T)=0.52*\ln(x)+4.45$	882	50%	50%	411	411

The existing travel patterns from the traffic counts are used to estimate how the development trips will use the surrounding transportation system to access the site. The trips are distributed through the study area based on those existing travel patterns as described below:

- 25% to/from West via Pearl
- 75% to/from east via I-5

The traffic volumes were distributed within the study area according to the percentages above and are illustrated in Figure 4 for the PM peak hour.



Roberts Road Industrial Park, Coburg, Oregon

Figure 4: PM Peak Hour Development Trips

5.0 BACKGROUND TRAFFIC VOLUMES

5.1 INTERSECTION COUNTS

As part of the analysis, peak hour turning movement counts were collected at the intersections. Traffic counts were performed for the weekday peak period of 4:00 PM to 6:00 PM. The turning movement counts illustrate that the peak of the count periods occurred between 4:15 PM and 5:15 PM.

The traffic volumes are included in Appendix D.

5.2 VOLUME ADJUSTMENT

The turning movement count at Roberts Road and Coburg Industrial Way was collected on January 27, 2021. During this time, traffic volumes were generally affected by Covid-19 shutdowns. Therefore, the traffic volumes are adjusted to represent traffic levels during pre-Covid-19 times. ODOT has been collecting traffic volumes on state highways during the Covid-19 shutdowns and comparing the traffic volumes to pre Covid-19 data. Statewide the current volumes are, on average, 11% lower during the count times than at the same time in the year 2020 (pre-Covid-19). Therefore, a factor of 1.11 was applied to the counted data to represent pre-Covid-19 volumes.

5.3 GROWTH RATES

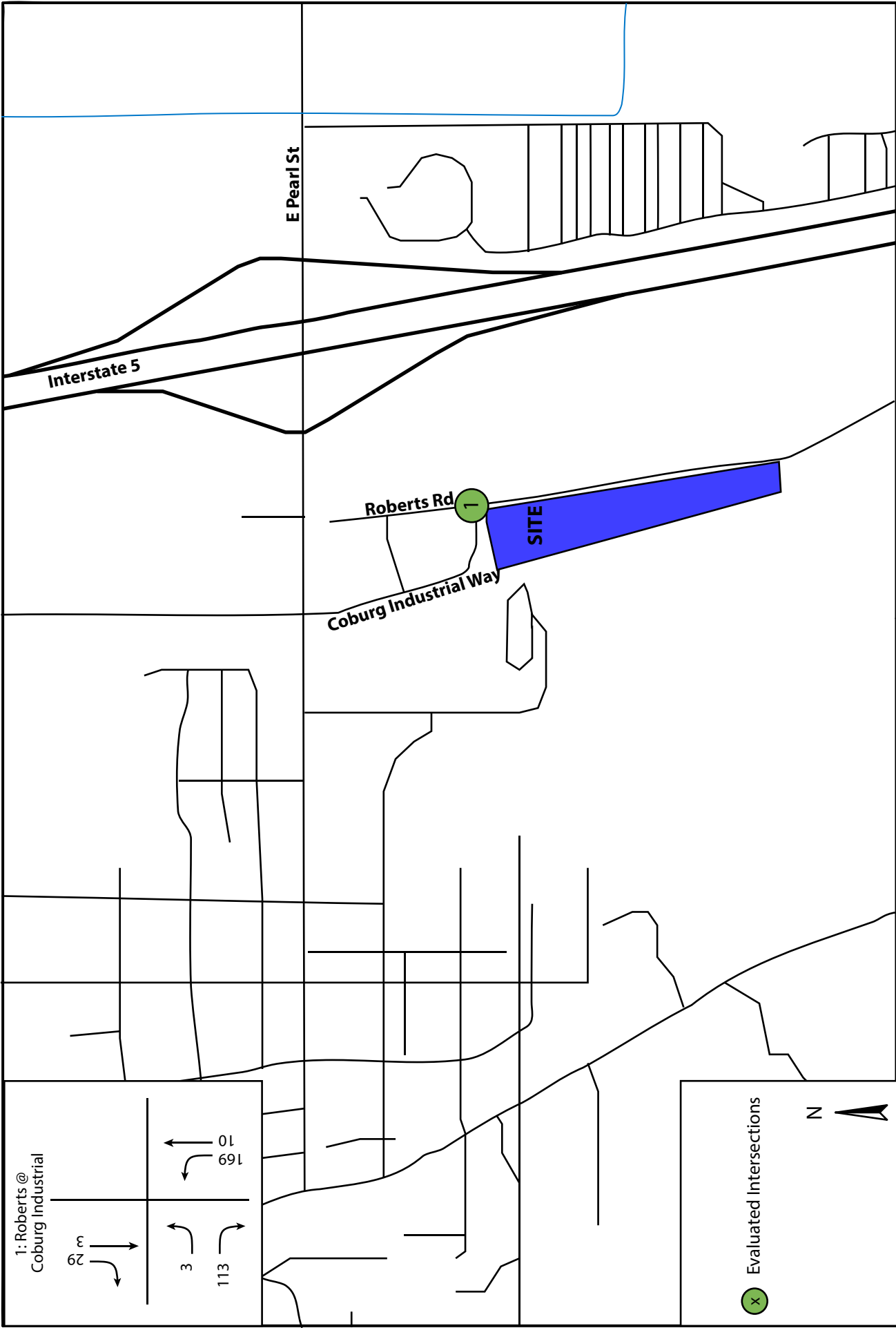
The proposed site development is projected to be completed by the year 2025. Consistent with the traffic impact analysis criteria, the intersections were evaluated for the year of completion, the year 2025. To account for naturally occurring traffic increases between the count year and the future analysis year an annual growth rate was applied. The growth rate was determined using the EMME/2 outputs from LCOG. The Emme/2 outputs illustrated a growth rate of 3.5 % for the study area.

5.4 PIPELINE TRIPS

As stated previously, the traffic counts for Roberts Road at Coburg Industrial Park were collected in January of 2021. Kendall Collision, located on Roberts Road south of this project site, has been approved and constructed after the counts were taken. The development trips from the Kendall Collision TIA were added to the background trips.

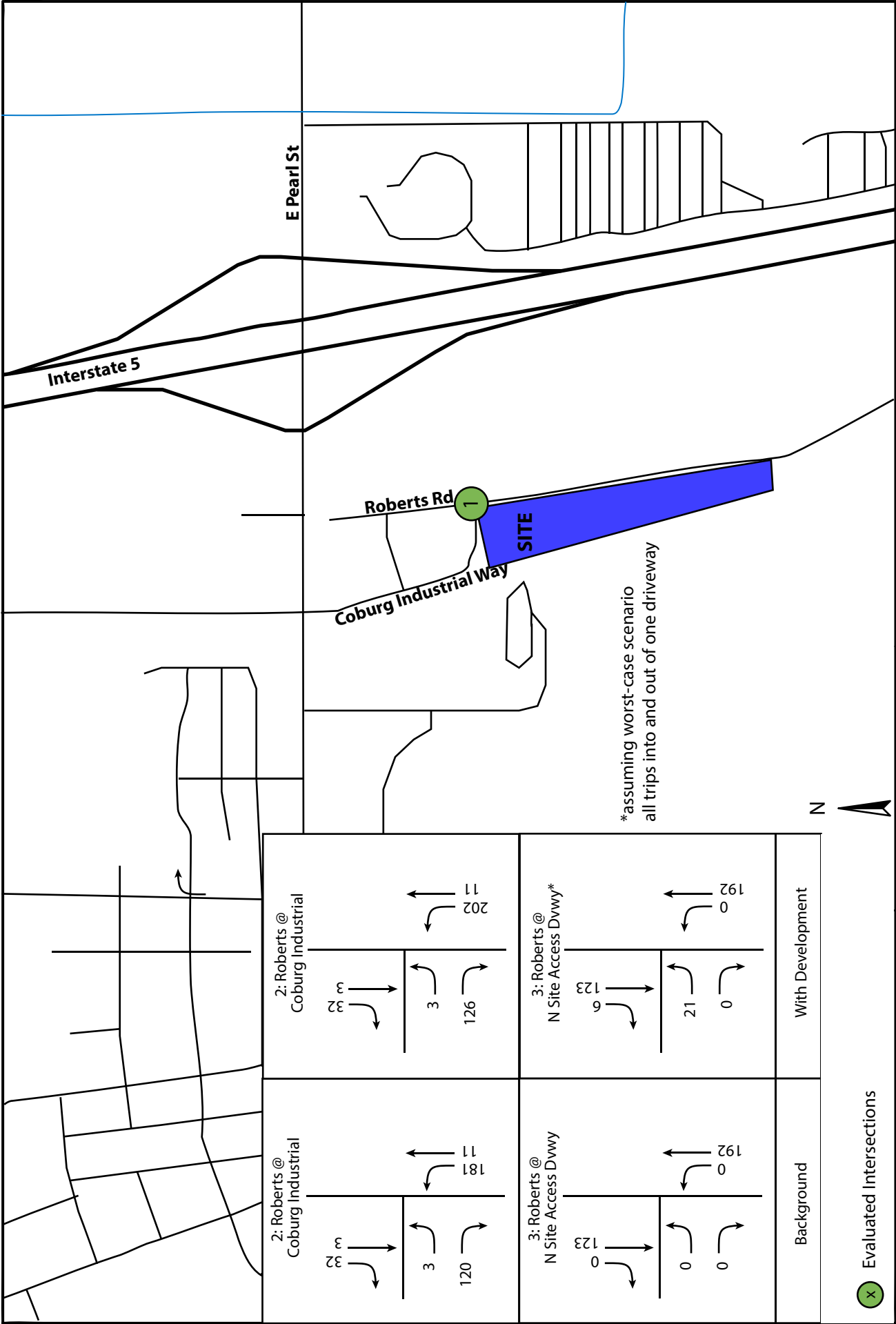
5.5 FINAL TRAFFIC VOLUMES

The existing traffic volumes were adjusted according to the methodology described above. Appendix D provides the traffic volume calculations. The development trips are added to the background traffic to volume to represent the build conditions. Figure 5 illustrates the year 2022 PM Peak hour background traffic volumes. Figure 6 illustrates the year 2025 PM peak hour background and with development traffic volumes.



Roberts Road Industrial Park, Coburg, Oregon

Figure 5: Year 2022 Peak Hour Background Traffic Volumes



Roberts Road Industrial Park, Coburg, Oregon

Figure 6: Year 2025 Peak Hour Traffic Volumes

6.0 INTERSECTION ANALYSIS

6.1 PERFORMANCE MEASURES

The measure of performance for intersections in this analysis is based on the Highway Capacity Manual (HCM) defined level of service (LOS). LOS is a concept developed to quantify the degree of comfort (including such elements as travel time, number of stops, total amount of stopped delay, and impediments caused by other vehicles) afforded to drivers as they travel through an intersection or along a roadway segment. It was developed to quantify the quality of service of transportation facilities.

LOS is based on average delay, defined as the average total elapsed time from when a vehicle stops at the end of a queue until the vehicle departs from the stop line. The average delay is measured in seconds per vehicle per hour and then translated into a grade or “level of service” for each intersection. LOS ranges from A to F, with A indicating the most desirable condition and F indicating the most unsatisfactory condition.

The LOS criteria, as defined by the Highway Capacity Manual for intersections, are provided in Table 4.

TABLE 4: HCM LEVEL OF SERVICE FOR INTERSECTIONS

	Stopped Delay Per Vehicle (Seconds per Vehicle)	
	Unsignalized Intersections	Signalized Intersections
A	≤ 10.0	≤ 10
B	> 10.0 and ≤ 15.0	> 10 and ≤ 20
C	> 15.0 and ≤ 25.0	> 20 and ≤ 35
D	> 25.0 and ≤ 35.0	> 35 and ≤ 55
E	> 35.0 and ≤ 50.0	> 55 and ≤ 80
F	> 50.0	> 80

The City of Coburg has a mobility standard of LOS D for intersections within their jurisdiction.

6.2 ANALYSIS METHODOLOGY

The intersection of Roberts Road at Coburg Industrial way evaluates conditions using the Highway Capacity Manual 6th ed methodology found within Synchro 10. The HCM methodology has a limitation in the ability to calculate nonstandard stop-control at T-intersections. The proposed stop control reconfiguration to a free eastbound right, a stopped eastbound left, stopped southbound approach, and free northbound approach is considered nonstandard. The LOS cannot be estimated using the HCM6 methodology. The ODOT Analysis Procedures Manual 2nd ed. provides guidance on how to modify the intersection evaluation when this condition exists. The recommendation as per Section 12.3.3 of the APM, the

“workaround” is to model the intersection as a standard T-intersection with the leg of the T stop-controlled, to model as an all-way stop control, and to average the results of the two. This recommendation of averaging the two analysis methodologies was performed for this intersection.

The site is proposing 6 access connections. Several of the access connections are anticipated to have very few development trips during the PM peak hour. Therefore, in lieu of analyzing all 6 access connections with the trips distributed amongst them, the trips were analyzed using a worst-case scenario of all trips into one access connection during the peak time.

6.3 INTERSECTION ANALYSIS RESULTS

A performance analysis was conducted for the studied intersections for the Year 2022 and year 2025 PM peak hour. The intersection evaluation was performed using Synchro 10. The results are shown in Table 5. The SYNCHRO outputs are provided in Appendix E.

TABLE 5: INTERSECTION PERFORMANCE: WEEKDAY AM AND PM PEAK HOUR

Intersection	Mobility Standard LOS, v/c	2022 Background	2025 Background	2025 Build
PM				
Roberts Rd @ Coburg Industrial Way*	D	A	A	A
Roberts Rd @ Driveway**	D	N/A	N/A	B

*Results reported for critical movement

**in lieu of analyzing the trips distributed over the 6 access connections, the worst-case scenario of all trips into one access during the PM peak hour was analyzed.

As illustrated in Table 5, the addition of development trips does not impact the operation of the studied intersections.

7.0 QUEUE ANALYSIS

A queuing analysis was conducted for the studied intersections. The analysis was performed using SimTraffic 10, a microsimulation software tool that uses the HCM defined criteria to estimate the queuing of vehicles within the study area. The average and 95th percentile queuing results are illustrated in Table 6 PM peak hour. All results are rounded to 25 feet to represent the total number of vehicles in the queue, as one vehicle typically occupies 25 feet of space. The SimTraffic outputs are provided in Appendix F.

TABLE 6: INTERSECTION QUEUING: WEEKDAY AM PEAK HOUR

Intersection			Available Storage (Feet)	2022 Background (Feet)		2025 Background (Feet)		2025 Build (Feet)	
				Average	95 th	Average	95 th	Average	95 th
Roberts Rd @ Coburg Industrial Way	EB	LTR	500+	50	75	50	75	50	75
	NB	LTR	500+	25	50	25	50	25	50
	SB	LTR	480	0	25	25	50	25	50
Roberts Rd @ Access*	NB	TR	500+	N/A	N/A	N/A	N/A	0	0
	SB	LT	500+	N/A	N/A	N/A	N/A	0	25
	EB	LR	100	N/A	N/A	N/A	N/A	25	50

**in lieu of analyzing the trips distributed over the 6 access connections, the worst-case scenario of all trips into one access during the PM peak hour was analyzed.

As demonstrated in Table 6, the addition of development traffic does not increase the queuing conditions at the studied intersections.

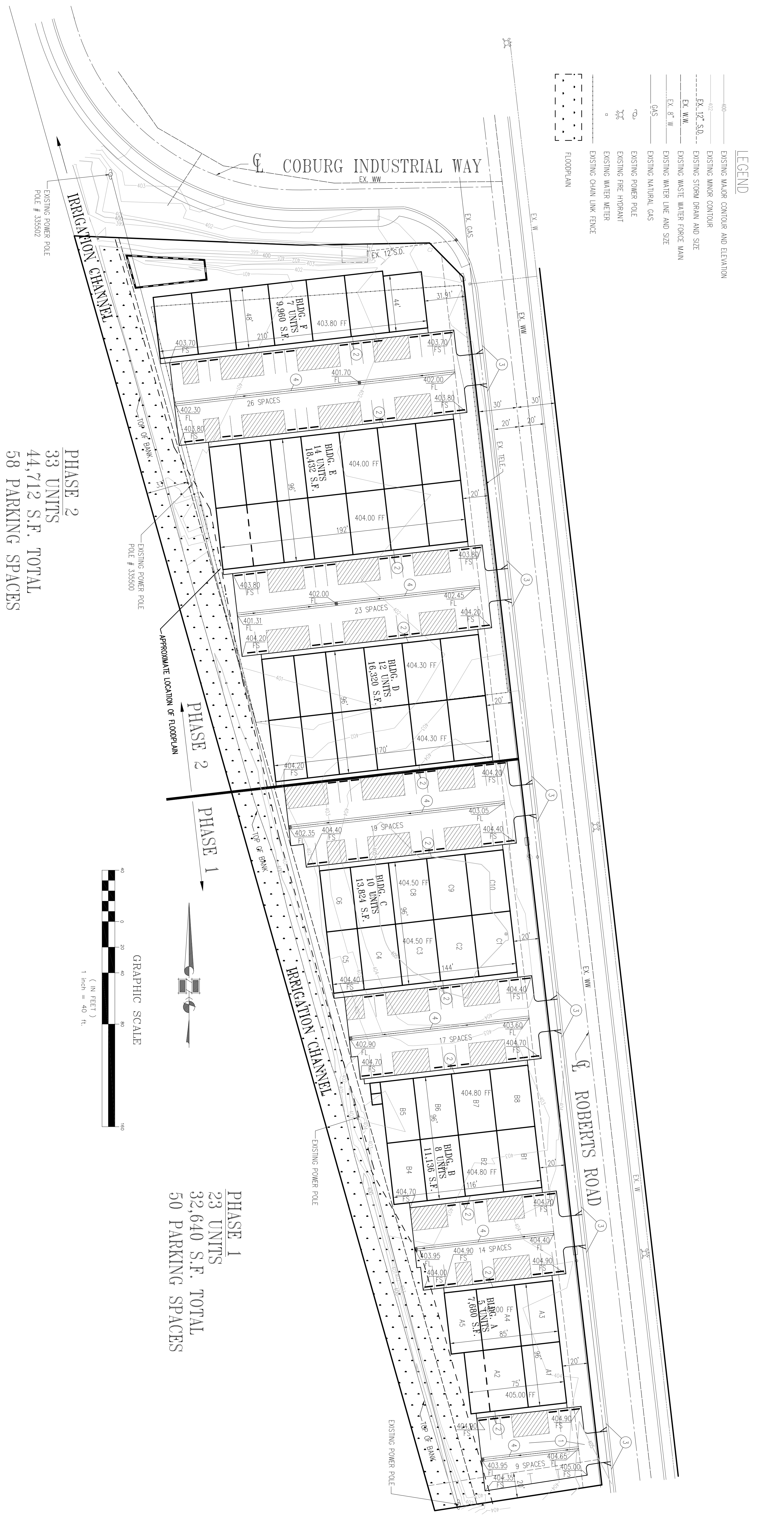
8.0 CONCLUSION

This report provides the Traffic Impact Analysis and findings prepared for the proposed Roberts Road Industrial Park for the PM peak hour conditions with and without the development in place. The analysis follows City of Coburg and Lane County criteria for evaluating LOS and queuing conditions utilizing the HCM6 methodology.

FINDINGS

- All studied intersections operate within the mobility standards with and without the development traffic.
- The addition of development traffic does not substantially increase queuing conditions.
- The existing crash patterns do not indicate a need for roadway safety improvements

Roberts Road Industrial Park



CONSTRUCTION NOTES

- ① CONSTRUCT 4" AC OVER 12" OF CRUSHED ROCK
- ② CONSTRUCT 6" THICK CONCRETE SIDEWALK
- ③ CONSTRUCT 6" THICK, 24" WIDE DRIVEWAY PER OREGON STANDARD RD 50, OPTION M
- ④ CONSTRUCT 6" THICK, 3" WIDE DRIVEWAY VALET CUTTER

PHASE 2
33 UNITS
44,712 S.F. TOTAL
58 PARKING SPACES

PHASE 1
23 UNITS
32,640 S.F. TOTAL
50 PARKING SPACES

[illegible]

GRADING PLAN FOR COBURG INDUSTRIAL PARK

CITY OF COBURG
PUBLIC WORKS DEPARTMENT

DATE _____

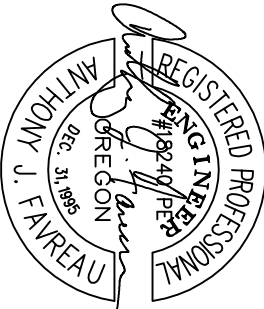
TAX MAP

16-03-33-13-00900

PLANS PREPARED BY:

THE FAVREAU GROUP
CIVIL ENGINEERING

3750 NORWICH AVE.
EUGENE, OR 97408 (541) 683-7048



Roberts Road Industrial Park

kellysandow@sandowengineering.com

From: LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>
Sent: Thursday, May 26, 2022 11:56 AM
To: kellysandow@sandowengineering.com
Cc: damieng@branchengineering.com; 'Dan H'; BAJRACHARYA Shashi
Subject: RE: Scope of work Roberts Industrial Park Coburg Oregon

Hi Kelly,

Lane County is in agreement with the requirements Dan Haga requested. Further, we hope you will include a timing evaluation at Pearl St & Coburg Industrial Way. This would include updated turning movement counts of all vehicle combinations expected to travel this route. Let us know if you have any further questions or concerns.

Thanks,

Alycia

Alycia Lenzen-Hammerel, LSIT
 Engineering Associate
 Transportation Engineering Services
 Lane County Public Works
 3040 N Delta Hwy, Eugene, OR 97408
 Office: 541.682.6955



From: kellysandow@sandowengineering.com <kellysandow@sandowengineering.com>
Sent: Wednesday, May 25, 2022 1:38 PM
To: 'Dan H' <danh@branchengineering.com>; LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>
Cc: 'Damien G' <damieng@branchengineering.com>
Subject: RE: Scope of work Roberts Industrial Park Coburg Oregon

[EXTERNAL ⚠]

Thank you Dan.

Kelly

KELLY SANDOW PE
SANDOWENGINEERING

Cell: 541.513.3376

Email: kellysandow@sandowengineering.com

Office: 160 Madison St. Suite A Eugene, Oregon 97402

From: Dan H <danh@branchengineering.com>

Sent: Wednesday, May 25, 2022 1:17 PM

To: kellysandow@sandowengineering.com; 'LENZEN-HAMMEREL Alycia B' <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>

Cc: Damien G <>

Subject: RE: Scope of work Roberts Industrial Park Coburg Oregon

Hi Kelly,

I had a chance to share and discuss your scoping request with Damien, who is the current City Engineer of Record for Coburg. It sounds like Damien and Tony Favreau have discussed this site previously, and I have seen the site plan for it previously as well. The proposed use doesn't appear to be a significant traffic generating use, or at least not during peak hour conditions. With the other traffic studies in the area that we have seen recently, I don't see there being a significant benefit to studying a number of intersections for this one. Per your trip numbers and the Coburg Development Code, it looks like we do need a TIA to satisfy City Code criteria. For the City's purposes, analysis of the crash history and performance for the intersection at Roberts Rd and S. Industrial during the PM peak hour conditions for the anticipated build-out year of phase 2 with all site traffic should be sufficient for the traffic study. Please include the pipeline trips from the Kendall Collision Center with your background conditions (if it's not, or wasn't built-out when you collect(ed) traffic data). The County and/or ODOT may have additional scoping requirements, so I would defer to them for any scoping of their facilities. It looks like you've already cc'd Alycia, so please contact Ariel Ferber at ODOT to see if they have any interest in scoping. The site is within the ODOT-Coburg IAMP area, but I'm sure you're fully aware of that.

We are currently in the process of changing the stop control configuration of the intersection of Roberts Rd at S. Industrial Way. The change will make the southbound approach stop controlled and the eastbound right-turn movement will be permitted without stopping. The stop condition will remain for other eastbound movements, and the free movements will remain at the northbound approach, so please include this configuration in your background and build model study conditions.

When I looked at the site previously for Damien, I looked at Business Park and Industrial Park ITE categories of use, and I believe Damien discussed that with Tony. We don't have a preference for the category of use, but please make sure the TIA addresses the land use you go with consistent with what the land use and building permit applications will state the use as, so there isn't a hiccup with the occupancy class, zoning compliance and/or parking ratios down the road.

Thanks,

DAN HAGA, P.E.

Project Engineer

BRANCH ENGINEERING, INC.

310 5th Street, Springfield, OR 97477

p_ 541.746.0637 ext. 113

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From: kellysandow@sandowengineering.com <kellysandow@sandowengineering.com>
Sent: Tuesday, May 24, 2022 4:24 PM
To: Dan H <danh@branchengineering.com>; 'LENZEN-HAMMEREL Alycia B' <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>
Subject: Scope of work Roberts Industrial Park Coburg Oregon

Good afternoon, I am working on a project in Coburg that triggers a TIA. The site is illustrated below, found of Roberts Road. The site is a 77,500 sf industrial park. Using ITE trip generation rates the trips are 822 ADT, 26 AM and 26 PM peak hour. The preliminary trip distribution is shown below. Can you please provide me with a scope of work for this project. The preliminary site plan is attached for your reference.

Thank you,
 Kelly



KELLY SANDOW PE

SANDOWENGINEERING

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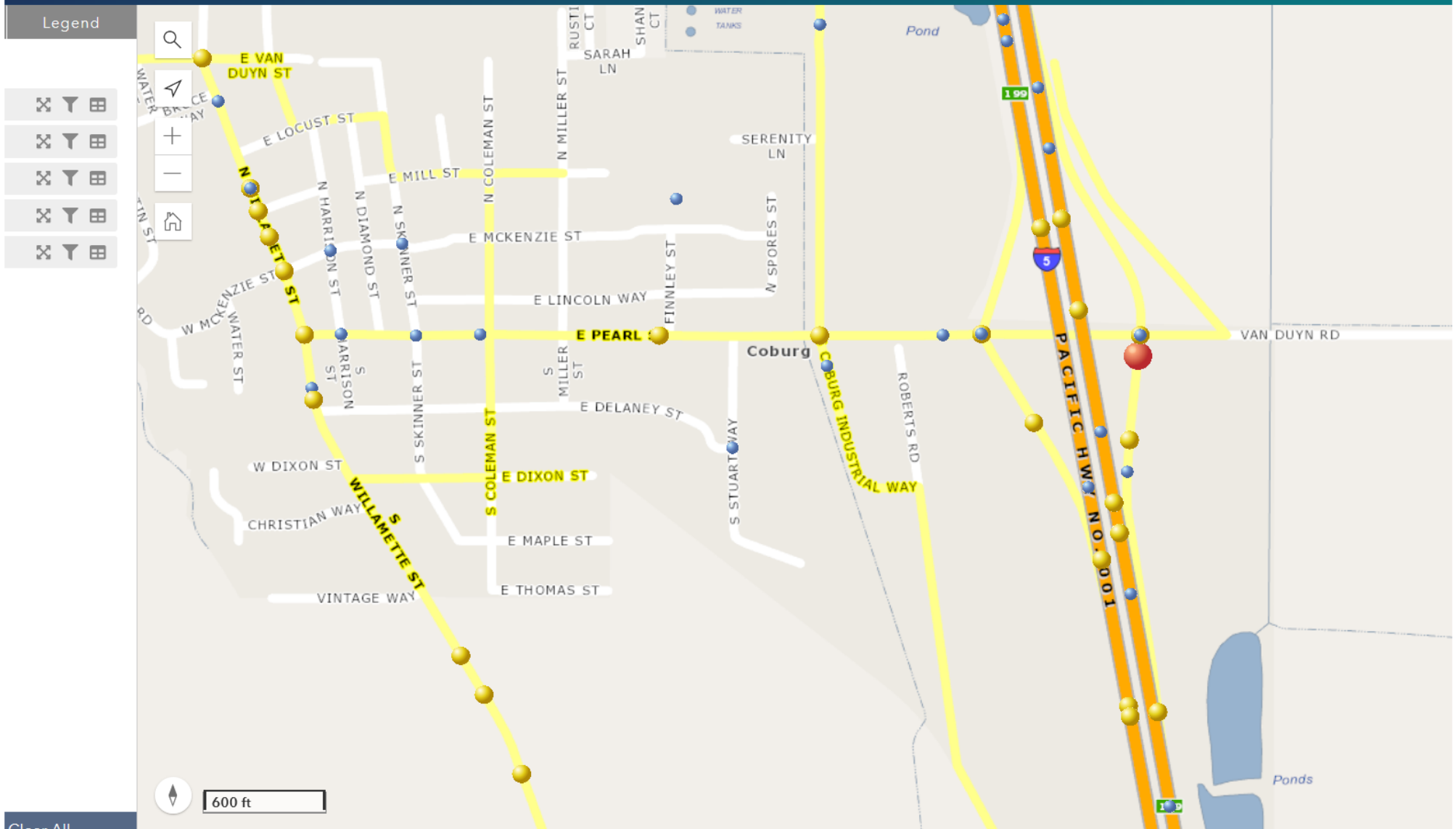
Web: sandowengineering.com

Oregon DBE/WBE/ESB Certified: #8760

Roberts Road Industrial Park

ODOT TransGIS

[METADATA](#) [HELP](#) [ABOUT](#) [CONTACT](#)



Roberts Road Industrial Park

2		Intersection: 2: Roberts Rd @ Coburg Industrial				City: Coburg, OR																	
		Counter: Sandow Engineering				Date: Wednesday, January 27, 2021																	
		Total of All Vehicles																					
Time Period		Southbound				Westbound				Northbound				Eastbound				15 Minute Volume	Hourly Volume	Pedestrians			
		Right	Thru	Left	Approach Total	Right	Thru	Left	Approach Total	Right	Thru	Left	Approach Total	Right	Thru	Left	Approach Total			SB	WB	NB	EB
16:00	16:15	2	0	0	2	0	0	0	0	0	0	17	17	8	0	0	8	27		0	0	0	0
16:15	16:30	2	0	0	2	0	0	0	0	0	1	11	12	11	0	1	12	26		0	0	0	0
16:30	16:45	11	2	0	13	0	0	0	0	0	3	14	17	13	0	2	15	45		0	0	0	0
16:45	17:00	8	1	0	9	0	0	0	0	0	2	31	33	17	0	0	17	59	157	0	0	0	0
17:00	17:15	4	0	0	4	0	0	0	0	0	3	46	49	16	0	0	16	69	199	0	0	0	0
17:15	17:30	2	0	0	2	0	0	0	0	0	2	8	10	11	0	0	11	23	196	0	0	0	0
17:30	17:45	0	0	0	0	0	0	0	0	0	3	1	4	3	0	0	3	7	158	0	0	0	0
17:45	18:00	0	0	0	0	0	0	0	0	0	0	4	4	3	0	0	3	7	106	0	0	0	0
18:00	18:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0
18:15	18:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0
18:30	18:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0
18:45	19:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0
Count Period Total		29	3	0		0	0	0		0	14	132		82	0	3		263		0	0	0	0
PM Peak Hour Count Summary																							
Peak Volumes	Southbound				Westbound				Northbound				Eastbound				15 Minute Volume	Hourly Volume	Pedestrians				
	Right	Thru	Left	Approach	Right	Thru	Left	Approach	Right	Thru	Left	Approach	Right	Thru	Left	Approach			SB	WB	NB	EB	
	25	3	0	28	0	0	0	0	0	9	102	111	57	0	3	60			199	0	0	0	0
PHF	0.57	0.38	0.00	0.54	0.00	0.00	0.00	0.00	0.00	0.75	0.55	0.57	0.84	0.00	0.38	0.88	0.72						
Trucks	0	0	0		0	0	0		0	0	6		6	0	0								
% Trucks	0%	0%	0%		0%	0%	0%		0%	0%	6%		11%	0%	0%								

Seasonally Adjusted Peak Hour																	
207	141		Eastbound	%	Ped	0											
	←→			4.55%	L →	3											
				0.00%	T →	0											
	66			95.45%	R ↓	63											
2																	
44																	
31		↓	↑	13													
Southbound																	
90.32%		9.68%		0.00%		%											
R ←	T ↓	L ↓	L →	PED													
28	3	0	0														
2: Roberts Rd @ Coburg Industrial																	
0		↑	R	#DIV/0!	Westbound	0											
0		←	T	#DIV/0!		←→		0									
0		↓	L	#DIV/0!													
0		Ped		%		0											
0																	
Ped		L ←	T ↑	R →													
%		91.9%		8.1%		0.0%											
Northbound																	
66		↓	↑	123													
189																	
220																	
Adjustment Factor 1.110																	

2: Roberts Rd @ Coburg Industrial

Pedestrians and Cars

Time Period	Southbound					Westbound					Northbound					Eastbound					15 Minute Volume	Hourly Volume
	Peds	Right	Thru	Left		Peds	Right	Thru	Left		Peds	Right	Thru	Left		Peds	Right	Thru	Left			
4:00 PM		2	0									0	17			8		0			27	
4:15 PM		2	0									1	11			11		1			26	
4:30 PM		11	2									3	14			13		2			45	
4:45 PM		8	1									2	31			17		0			59	157
5:00 PM		4										3	40			10					57	187
5:15 PM		2										2	5			6					15	176
5:30 PM		0										3	0			2					5	136
5:45 PM												0	3			2					5	82
6:00 PM																					0	25
6:15 PM																					0	10
6:30 PM																					0	5
6:45 PM																					0	0
Total	0	29	3	0		0	0	0	0		0	0	14	121		0	69	0	3			
Peak Hour	0	25	3	0	0	0	0	0	0	0	0	0	9	96	0	0	51	0	3	0	187	344

Trucks

Time Period	Southbound				Westbound				Northbound				Eastbound				15 Minute Volume	Hourly Volume
	Right	Thru	Left		Right	Thru	Left		Right	Thru	Left		Right	Thru	Left			
4:00 PM																	0	
4:15 PM																	0	
4:30 PM																	0	
4:45 PM																	0	0
5:00 PM											6		6				12	12
5:15 PM											3		5				8	20
5:30 PM											1		1				2	22
5:45 PM											1		1				2	24
6:00 PM																	0	12
6:15 PM																	0	4
6:30 PM																	0	2
6:45 PM																	0	0
Total	0	0	0		0	0	0		0	0	11		13	0	0			
Peak Hour	0	0	0	0	0	0	0	0	0	0	6	0	6	0	0	0	12	12

Bikes

Time Period	Southbound				Westbound				Northbound				Eastbound				SB	WB	NB	EB
	Right	Thru	Left		Right	Thru	Left		Right	Thru	Left		Right	Thru	Left					
4:00 PM																	0	0	0	0
4:15 PM																	0	0	0	0
4:30 PM																	0	0	0	0
4:45 PM																	0	0	0	0
5:00 PM																	0	0	0	0
5:15 PM																	0	0	0	0
5:30 PM																	0	0	0	0
5:45 PM																	0	0	0	0
6:00 PM																	0	0	0	0
6:15 PM																	0	0	0	0
6:30 PM																	0	0	0	0
6:45 PM																	0	0	0	0
Total	0	0	0		0	0	0			0	0	0			0	0				
Peak Hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0

Pedestrians

Time Period	NE				NW				SW				SE				SB	WB	NB	EB
	Left	Right	Total		Left	Right	Total		Left	Right	Total		Left	Right	Total					
4:00 PM			0				0				0				0		0	0	0	0
4:15 PM			0				0				0				0		0	0	0	0
4:30 PM			0				0				0				0		0	0	0	0
4:45 PM			0				0				0				0		0	0	0	0
5:00 PM			0				0				0				0		0	0	0	0
5:15 PM			0				0				0				0		0	0	0	0
5:30 PM			0			1	1				0				0		1	0	0	0
5:45 PM			0				0				0				0		0	0	0	0
6:00 PM			0				0				0				0		0	0	0	0
6:15 PM			0				0				0				0		0	0	0	0
6:30 PM			0				0				0				0		0	0	0	0
6:45 PM			0				0				0				0		0	0	0	0
Total	0	0	0		0	1	1		0	0	0		0	0	0	1	0	0	0	0
Peak Hour	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2021		240				24			
		R	T	L	PED				
	1	42	12	186	0				
Ped	0	1: Coburg Industrial @ Pearl St				16	R		345
300	5					204	T		
						125	L		564
245	36					0	Ped		
		0	54	3	174				
		Ped	L	T	R				
		173		231					

2021		31				13			
		R	T	L	PED				
	2	28	3	0	0				
Ped	0	2: Roberts Rd @ Coburg Industrial				0	R		0
141	3					0	T		
						0	L		0
66	63					0	Ped		
		0	113	10	0				
		Ped	L	T	R				
		66		123					

EDIT Highlighted	
Base Year	2021
Target Year	2022
Years of Growth	1
Growth Rate Per Year	0.035
Growth Factor	1.04

2022 PM Volumes Background

		248				25			
		R	T	L	PED				
	1	43	12	193	0				
Ped	0	1: Coburg Industrial @ Pearl St				17	R		400
316	5					211	T		
						172	L		631
259	42					0	Ped		
		0	61	3	227				
		Ped	L	T	R				
		227		291					

		32				13			
		R	T	L	PED				
	1	29	3	0	0				
Ped	0	2: Roberts Rd @ Coburg Industrial				0	R		0
198	3					0	T		
						0	L		0
116	113					0	Ped		
		0	169	10	0				
		Ped	L	T	R				
		116		179					

EDIT Highlighted			
Base Year		2021	
Target Year		2025	
Years of Growth		4	
Growth Rate Per Year	0.035		
Growth Factor	1.14		

2025 PM Volumes Background

			274			27			
			R	T	L		PED		
		1	48	14	212		0		
	Ped	0						18	R
347	L	6	1: Coburg Industrial @ Pearl St					233	T
	T	233						186	L
284	R	46						0	Ped
			0	67	3	245			
			Ped	L	T	R			
				245		315			

				35			15		
			R	T	L		PED		
		1	32	3	0		0		
	Ped	0						0	R
213	L	3	2: Roberts Rd @ Coburg Industrial					0	T
	T	0						0	L
123	R	120						0	Ped
			0	181	11	0			
			Ped	L	T	R			
				123		192			

ODOT Covid table

1.11 Covid factor

Date	Corridor	2021 Volumes		2020 Volumes		2019 Volumes	
		Average Weekday	Average Weekend	Average Weekday	Average Weekend	Average Weekday	Average Weekend
Week 3 Jan 11-17, 2021	I-5	507,038	426,720	556,810	486,137	554,363	
	I-205	214,940	176,106	227,728	191,463	250,019	
	I-405	108,821	81,586	130,873	101,455	137,314	
	I-84	291,907	254,334	306,083	269,589	314,197	
	US 97	130,299	103,343	119,900	97,346	130,708	
	US197	2,462	2,022	2,143	1,655	2,359	
	US20	20,960	19,172	19,445	16,728	20,748	
	US26	41,382	46,008	38,656	43,455	43,756	
	US30	9,982	9,820	8,881	8,347	9,965	
	US395	22,540	16,678	21,450	17,913	27,294	
	OR18	15,555	21,707	12,239	17,296	14,197	
	OR22	27,159	20,963	26,999	21,009	28,069	
	US101	65,700	65,830	64,015	59,399	68,823	
Statewide Average		298,371	251,704	321,517	279,000	387,223	
Week 4 Jan 18-24, 2021	I-5	516,523	405,508	589,181	498,062	565,165	
	I-205	219,425	177,727	236,728	197,396	249,612	
	I-405	110,619	56,998	133,415	104,080	135,553	
	I-84	299,553	237,084	327,003	286,307	325,588	
	US 97	125,881	90,133	135,928	104,449	135,782	
	US197	2,506	1,911	2,499	1,916	2,620	
	US20	21,773	18,043	21,279	17,234	21,191	
	US26	44,449	42,857	44,746	43,311	45,746	
	US30	10,413	9,035	10,293	9,627	10,306	
	US395	21,594	16,000	24,781	17,787	26,077	
	OR18	17,362	20,699	15,058	17,142	15,225	
	OR22	27,439	20,777	28,191	21,808	27,860	
	US101	66,431	54,503	66,549	56,168	70,000	
Statewide Average		303,933	237,199	341,004	288,454	334,183	

mes 2021 as % of 2020

Average Weekend	Weekday Diff	Weekend Diff
471,889	(0.09)	(0.12)
199,730	(0.06)	(0.08)
101,804	(0.17)	(0.20)
265,519	(0.05)	(0.06)
97,810	0.09	0.06
1,953	0.15	0.22
16,345	0.08	0.15
43,118	0.07	0.06
8,815	0.12	0.18
20,930	0.05	(0.07)
17,567	0.27	0.26
20,089	0.01	(0.00)
62,252	0.03	0.11
274,360	(0.07)	(0.10)

491,281	(0.12)	(0.19)
205,575	(0.07)	(0.10)
106,953	(0.17)	(0.45)
277,736	(0.08)	(0.17)
106,798	(0.07)	(0.14)
2,041	0.00	(0.00)
18,648	0.02	0.05
46,469	(0.01)	(0.01)
9,928	0.01	(0.06)
18,732	(0.13)	(0.10)
19,776	0.15	0.21
21,594	(0.03)	(0.05)
65,239	(0.00)	(0.03)
286,415	(0.11)	(0.18)

Roberts Road Industrial Park

HCM 6th TWSC

5: Roberts Rd & Coburg Industrail Way

05/23/2022

Intersection

Int Delay, s/veh 7.3

Movement	EBL	EBR	NBL	NBT	SBT	SBR
----------	-----	-----	-----	-----	-----	-----

Lane Configurations						
---------------------	---	--	--	---	---	--

Traffic Vol, veh/h	3	115	169	10	3	29
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Future Vol, veh/h	3	115	169	10	3	29
-------------------	---	-----	-----	----	---	----

Conflicting Peds, #/hr	0	0	0	0	0	0
------------------------	---	---	---	---	---	---

Sign Control	Stop	Stop	Free	Free	Free	Free
--------------	------	------	------	------	------	------

RT Channelized	-	None	-	None	-	None
----------------	---	------	---	------	---	------

Storage Length	0	-	-	-	-	-
----------------	---	---	---	---	---	---

Veh in Median Storage, #	0	-	-	0	0	-
--------------------------	---	---	---	---	---	---

Grade, %	0	-	-	0	0	-
----------	---	---	---	---	---	---

Peak Hour Factor	72	72	72	72	72	72
------------------	----	----	----	----	----	----

Heavy Vehicles, %	0	11	6	0	0	0
-------------------	---	----	---	---	---	---

Mvmt Flow	4	160	235	14	4	40
-----------	---	-----	-----	----	---	----

Major/Minor	Minor2	Major1	Major2
-------------	--------	--------	--------

Conflicting Flow All	508	24	44
----------------------	-----	----	----

Stage 1	24	-	-
---------	----	---	---

Stage 2	484	-	-
---------	-----	---	---

Critical Hdwy	6.4	6.31	4.16
---------------	-----	------	------

Critical Hdwy Stg 1	5.4	-	-
---------------------	-----	---	---

Critical Hdwy Stg 2	5.4	-	-
---------------------	-----	---	---

Follow-up Hdwy	3.5	3.399	2.254
----------------	-----	-------	-------

Pot Cap-1 Maneuver	528	1027	1539
--------------------	-----	------	------

Stage 1	1004	-	-
---------	------	---	---

Stage 2	624	-	-
---------	-----	---	---

Platoon blocked, %		-	-
--------------------	--	---	---

Mov Cap-1 Maneuver	447	1027	1539
--------------------	-----	------	------

Mov Cap-2 Maneuver	447	-	-
--------------------	-----	---	---

Stage 1	849	-	-
---------	-----	---	---

Stage 2	624	-	-
---------	-----	---	---

Approach	EB	NB	SB
----------	----	----	----

HCM Control Delay, s	9.3	7.3	0
----------------------	-----	-----	---

HCM LOS	A		
---------	---	--	--

Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
-----------------------	-----	-----	-------	-----	-----

Capacity (veh/h)	1539	-	994	-	-
------------------	------	---	-----	---	---

HCM Lane V/C Ratio	0.153	-	0.165	-	-
--------------------	-------	---	-------	---	---

HCM Control Delay (s)	7.8	0	9.3	-	-
-----------------------	-----	---	-----	---	---

HCM Lane LOS	A	A	A	-	-
--------------	---	---	---	---	---

HCM 95th %tile Q(veh)	0.5	-	0.6	-	-
-----------------------	-----	---	-----	---	---

HCM 6th TWSC

5: Roberts Rd & Coburg Industrail Way

05/23/2022

Intersection

Int Delay, s/veh 7.4

Movement	EBL	EBR	NBL	NBT	SBT	SBR
----------	-----	-----	-----	-----	-----	-----

Lane Configurations						
---------------------	---	--	--	---	---	--

Traffic Vol, veh/h	3	120	181	11	3	32
--------------------	---	-----	-----	----	---	----

Future Vol, veh/h	3	120	181	11	3	32
-------------------	---	-----	-----	----	---	----

Conflicting Peds, #/hr	0	0	0	0	0	0
------------------------	---	---	---	---	---	---

Sign Control	Stop	Stop	Free	Free	Free	Free
--------------	------	------	------	------	------	------

RT Channelized	-	None	-	None	-	None
----------------	---	------	---	------	---	------

Storage Length	0	-	-	-	-	-
----------------	---	---	---	---	---	---

Veh in Median Storage, #	0	-	-	0	0	-
--------------------------	---	---	---	---	---	---

Grade, %	0	-	-	0	0	-
----------	---	---	---	---	---	---

Peak Hour Factor	72	72	72	72	72	72
------------------	----	----	----	----	----	----

Heavy Vehicles, %	0	11	6	0	0	0
-------------------	---	----	---	---	---	---

Mvmt Flow	4	167	251	15	4	44
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Major/Minor	Minor2	Major1	Major2
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Conflicting Flow All	543	26	48
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Stage 1	26	-	-
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Stage 2	517	-	-
---------	-----	---	---

Critical Hdwy	6.4	6.31	4.16
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Critical Hdwy Stg 1	5.4	-	-
---------------------	-----	---	---

Critical Hdwy Stg 2	5.4	-	-
---------------------	-----	---	---

Follow-up Hdwy	3.5	3.399	2.254
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Pot Cap-1 Maneuver	504	1024	1534
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Stage 1	1002	-	-
---------	------	---	---

Stage 2	603	-	-
---------	-----	---	---

Platoon blocked, %		-	-
--------------------	--	---	---

Mov Cap-1 Maneuver	421	1024	1534
--------------------	-----	------	------

Mov Cap-2 Maneuver	421	-	-
--------------------	-----	---	---

Stage 1	837	-	-
---------	-----	---	---

Stage 2	603	-	-
---------	-----	---	---

Approach	EB	NB	SB
----------	----	----	----

HCM Control Delay, s	9.4	7.4	0
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HCM LOS	A		
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Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
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Capacity (veh/h)	1534	-	989	-	-
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HCM Lane V/C Ratio	0.164	-	0.173	-	-
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HCM Control Delay (s)	7.8	0	9.4	-	-
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HCM Lane LOS	A	A	A	-	-
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HCM 95th %tile Q(veh)	0.6	-	0.6	-	-
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HCM 6th AWSC
5: Roberts Rd & Coburg Industrail Way

Item 2.

05/27/2022

Intersection

Intersection Delay, s/veh 9
Intersection LOS A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	3	120	181	11	3	32
Future Vol, veh/h	3	120	181	11	3	32
Peak Hour Factor	0.72	0.72	0.72	0.72	0.72	0.72
Heavy Vehicles, %	0	11	6	0	0	0
Mvmt Flow	4	167	251	15	4	44
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	8	9.9	7.3
HCM LOS	A	A	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	94%	2%	0%
Vol Thru, %	6%	0%	9%
Vol Right, %	0%	98%	91%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	192	123	35
LT Vol	181	3	0
Through Vol	11	0	3
RT Vol	0	120	32
Lane Flow Rate	267	171	49
Geometry Grp	1	1	1
Degree of Util (X)	0.336	0.193	0.054
Departure Headway (Hd)	4.53	4.062	4.015
Convergence, Y/N	Yes	Yes	Yes
Cap	784	888	892
Service Time	2.622	2.065	2.036
HCM Lane V/C Ratio	0.341	0.193	0.055
HCM Control Delay	9.9	8	7.3
HCM Lane LOS	A	A	A
HCM 95th-tile Q	1.5	0.7	0.2

HCM 6th TWSC

5: Roberts Rd & Coburg Industrial way

05/23/2022

Intersection

Int Delay, s/veh 7.5

Movement	EBL	EBR	NBL	NBT	SBT	SBR
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Lane Configurations						
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Traffic Vol, veh/h	3	126	202	11	3	32
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Future Vol, veh/h	3	126	202	11	3	32
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Conflicting Peds, #/hr	0	0	0	0	0	0
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Sign Control	Stop	Stop	Free	Free	Free	Free
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RT Channelized	-	None	-	None	-	None
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Storage Length	0	-	-	-	-	-
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Veh in Median Storage, #	0	-	-	0	0	-
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Grade, %	0	-	-	0	0	-
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Peak Hour Factor	72	72	72	72	72	72
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Heavy Vehicles, %	0	11	6	0	0	0
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Mvmt Flow	4	175	281	15	4	44
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Major/Minor	Minor2	Major1	Major2
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Conflicting Flow All	603	26	48
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Stage 1	26	-	-
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Stage 2	577	-	-
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Critical Hdwy	6.4	6.31	4.16
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Critical Hdwy Stg 1	5.4	-	-
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Critical Hdwy Stg 2	5.4	-	-
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Follow-up Hdwy	3.5	3.399	2.254
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Pot Cap-1 Maneuver	465	1024	1534
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Stage 1	1002	-	-
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Stage 2	566	-	-
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Platoon blocked, %			
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Mov Cap-1 Maneuver	379	1024	1534
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Mov Cap-2 Maneuver	379	-	-
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Stage 1	817	-	-
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Stage 2	566	-	-
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Approach	EB	NB	SB
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HCM Control Delay, s	9.5	7.5	0
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HCM LOS	A		
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Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
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Capacity (veh/h)	1534	-	985	-	-
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HCM Lane V/C Ratio	0.183	-	0.182	-	-
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HCM Control Delay (s)	7.9	0	9.5	-	-
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HCM Lane LOS	A	A	A	-	-
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HCM 95th %tile Q(veh)	0.7	-	0.7	-	-
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HCM 6th AWSC
5: Roberts Rd & Coburg Industrial way

Item 2.

05/27/2022

Intersection

Intersection Delay, s/veh	9.4
Intersection LOS	A

Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Vol, veh/h	3	126	202	11	3	32
Future Vol, veh/h	3	126	202	11	3	32
Peak Hour Factor	0.72	0.72	0.72	0.72	0.72	0.72
Heavy Vehicles, %	0	11	6	0	0	0
Mvmt Flow	4	175	281	15	4	44
Number of Lanes	1	0	0	1	1	0

Approach	EB	NB	SB
Opposing Approach		SB	NB
Opposing Lanes	0	1	1
Conflicting Approach Left	SB	EB	
Conflicting Lanes Left	1	1	0
Conflicting Approach Right	NB		EB
Conflicting Lanes Right	1	0	1
HCM Control Delay	8.2	10.5	7.3
HCM LOS	A	B	A

Lane	NBLn1	EBLn1	SBLn1
Vol Left, %	95%	2%	0%
Vol Thru, %	5%	0%	9%
Vol Right, %	0%	98%	91%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	213	129	35
LT Vol	202	3	0
Through Vol	11	0	3
RT Vol	0	126	32
Lane Flow Rate	296	179	49
Geometry Grp	1	1	1
Degree of Util (X)	0.382	0.206	0.055
Departure Headway (Hd)	4.65	4.133	4.071
Convergence, Y/N	Yes	Yes	Yes
Cap	778	869	878
Service Time	2.65	2.154	2.105
HCM Lane V/C Ratio	0.38	0.206	0.056
HCM Control Delay	10.5	8.2	7.3
HCM Lane LOS	B	A	A
HCM 95th-tile Q	1.8	0.8	0.2

HCM 6th TWSC

8: Site Access & Roberts Rd

05/23/2022

Intersection

Int Delay, s/veh 0.7

Movement	EBL	EBR	NBL	NBT	SBT	SBR
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Lane Configurations						
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Traffic Vol, veh/h	21	0	0	192	123	6
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Future Vol, veh/h	21	0	0	192	123	6
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Conflicting Peds, #/hr	0	0	0	0	0	0
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Sign Control	Stop	Stop	Free	Free	Free	Free
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RT Channelized	-	None	-	None	-	None
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Storage Length	0	-	-	-	-	-
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Veh in Median Storage, #	0	-	-	0	0	-
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Grade, %	0	-	-	0	0	-
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Peak Hour Factor	72	72	72	72	72	72
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Heavy Vehicles, %	0	0	0	0	8	0
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Mvmt Flow	29	0	0	267	171	8
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Major/Minor	Minor2	Major1	Major2
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Conflicting Flow All	442	175	179
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Stage 1	175	-	-
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Stage 2	267	-	-
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Critical Hdwy	6.4	6.2	4.1
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Critical Hdwy Stg 1	5.4	-	-
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Critical Hdwy Stg 2	5.4	-	-
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Follow-up Hdwy	3.5	3.3	2.2
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Pot Cap-1 Maneuver	577	874	1409
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Stage 1	860	-	-
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Stage 2	782	-	-
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Platoon blocked, %			
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Mov Cap-1 Maneuver	577	874	1409
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Mov Cap-2 Maneuver	577	-	-
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Stage 1	860	-	-
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Stage 2	782	-	-
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Approach	EB	NB	SB
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HCM Control Delay, s	11.6	0	0
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HCM LOS	B		
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Minor Lane/Major Mvmt	NBL	NBT	EBLn1	SBT	SBR
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Capacity (veh/h)	1409	-	577	-	-
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HCM Lane V/C Ratio	-	-	0.051	-	-
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HCM Control Delay (s)	0	-	11.6	-	-
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HCM Lane LOS	A	-	B	-	-
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HCM 95th %tile Q(veh)	0	-	0.2	-	-
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Roberts Road Industrial Park

Intersection: 5: Roberts Rd & Coburg Industrail Way, Interval #1

Movement	EB	NB
Directions Served	LR	LT
Maximum Queue (ft)	66	58
Average Queue (ft)	40	14
95th Queue (ft)	64	53
Link Distance (ft)	953	256
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: Roberts Rd & Coburg Industrail Way, Interval #2

Movement	EB	NB
Directions Served	LR	LT
Maximum Queue (ft)	86	58
Average Queue (ft)	37	7
95th Queue (ft)	67	33
Link Distance (ft)	953	256
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: Roberts Rd & Coburg Industrail Way, All Intervals

Movement	EB	NB
Directions Served	LR	LT
Maximum Queue (ft)	88	71
Average Queue (ft)	38	9
95th Queue (ft)	66	39
Link Distance (ft)	953	256
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Network Summary

Network wide Queuing Penalty, Interval #1: 1
Network wide Queuing Penalty, Interval #2: 1
Network wide Queuing Penalty, All Intervals: 1

Intersection: 5: Roberts Rd & Coburg Industrail Way, Interval #1

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	70	66	4
Average Queue (ft)	42	16	1
95th Queue (ft)	70	44	6
Link Distance (ft)	953	256	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrail Way, Interval #2

Movement	EB	NB
Directions Served	LR	LT
Maximum Queue (ft)	61	77
Average Queue (ft)	34	9
95th Queue (ft)	56	46
Link Distance (ft)	953	256
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Intersection: 5: Roberts Rd & Coburg Industrail Way, All Intervals

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	72	82	4
Average Queue (ft)	36	11	0
95th Queue (ft)	60	46	3
Link Distance (ft)	953	256	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Network Summary

Network wide Queuing Penalty, Interval #1: 6
Network wide Queuing Penalty, Interval #2: 2
Network wide Queuing Penalty, All Intervals: 3

Intersection: 5: Roberts Rd & Coburg Industrail Way, Interval #1

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	69	79	35
Average Queue (ft)	46	53	22
95th Queue (ft)	79	82	45
Link Distance (ft)	953	256	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrail Way, Interval #2

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	67	83	40
Average Queue (ft)	36	45	20
95th Queue (ft)	61	74	44
Link Distance (ft)	953	256	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrail Way, All Intervals

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	73	87	45
Average Queue (ft)	38	47	21
95th Queue (ft)	66	76	44
Link Distance (ft)	953	256	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrial way, Interval #1

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	83	89	34
Average Queue (ft)	44	50	24
95th Queue (ft)	77	96	45
Link Distance (ft)	953	200	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrial way, Interval #2

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	78	90	35
Average Queue (ft)	38	46	19
95th Queue (ft)	68	78	43
Link Distance (ft)	953	200	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrial way, All Intervals

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	89	101	39
Average Queue (ft)	39	47	20
95th Queue (ft)	70	83	43
Link Distance (ft)	953	200	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrial way, Interval #1

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	69	54	9
Average Queue (ft)	49	18	1
95th Queue (ft)	76	57	10
Link Distance (ft)	953	200	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrial way, Interval #2

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	72	50	6
Average Queue (ft)	35	9	0
95th Queue (ft)	59	36	5
Link Distance (ft)	953	200	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Roberts Rd & Coburg Industrial way, All Intervals

Movement	EB	NB	SB
Directions Served	LR	LT	TR
Maximum Queue (ft)	74	60	14
Average Queue (ft)	38	11	0
95th Queue (ft)	65	42	6
Link Distance (ft)	953	200	233
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 8: Site Access & Roberts Rd, Interval #1

Movement	EB
Directions Served	LR
Maximum Queue (ft)	40
Average Queue (ft)	20
95th Queue (ft)	47
Link Distance (ft)	453
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 8: Site Access & Roberts Rd, Interval #2

Movement	EB
Directions Served	LR
Maximum Queue (ft)	31
Average Queue (ft)	12
95th Queue (ft)	37
Link Distance (ft)	453
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 8: Site Access & Roberts Rd, All Intervals

Movement	EB
Directions Served	LR
Maximum Queue (ft)	40
Average Queue (ft)	14
95th Queue (ft)	40
Link Distance (ft)	453
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

Network Summary

Network wide Queuing Penalty, Interval #1: 6
Network wide Queuing Penalty, Interval #2: 3
Network wide Queuing Penalty, All Intervals: 3

SANDOW ENGINEERING

160 Madison Street, Suite A
Eugene, Oregon 97402
541.513.3376
sandowengineering.com

RE: Coburg Agency Referral SR 02-22 Industrial Park
LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>
Thu 6/23/2022 10:32 AM
To:

- WINNER Megan <Megan.Winner@ci.coburg.or.us>

Cc:

- VARTANIAN Sasha L <sasha.vartanian@lanecountyor.gov>

Hi Megan,

Thanks for the extension. After discussing with our traffic team – we really don't have any comments. Since this development doesn't directly impact a Lane County transportation facility we really don't have much concern. We originally requested for timing evaluations/recommendations from Sandow Engineering which wasn't directly addressed in the TIA. However, post development we are willing to do our own evaluations and modifications to the traffic light at Pearl St & Coburg Industrial Way if the need is apparent.

Thanks,

Alycia

From: WINNER Megan <Megan.Winner@ci.coburg.or.us>
Sent: Tuesday, June 21, 2022 4:17 PM
To: LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>
Subject: Re: Coburg Agency Referral SR 02-22 Industrial Park

[EXTERNAL △]

No worries, Alycia! Looking forward to hearing back from you all.

Thank you and hope you enjoy the beautiful evening!

Best,
Megan

From: LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>
Sent: Tuesday, June 21, 2022 3:50 PM
To: WINNER Megan <Megan.Winner@ci.coburg.or.us>
Subject: RE: Coburg Agency Referral SR 02-22 Industrial Park

Hi Megan,

My apologies, it was – and just buried so I must've skipped past it. Thanks for chatting with me and allowing the extension. We should have comments to you by Friday!

Alycia

From: WINNER Megan <Megan.Winner@ci.coburg.or.us>
Sent: Tuesday, June 21, 2022 3:36 PM
To: LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>
Subject: Re: Coburg Agency Referral SR 02-22 Industrial Park

[EXTERNAL △]

Hi Alycia,

Please find attached the TIA that was submitted with the application for the Roberts Rd Industrial Park site review. I thought this was included in the original email I sent out and I apologize if you did not receive it. Please let me know if I can provide anything further.

Best,
Megan

From: LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>

Sent: Tuesday, June 21, 2022 3:23 PM

To: WINNER Megan <Megan.Winner@ci.coburg.or.us>

Subject: RE: Coburg Agency Referral SR 02-22 Industrial Park

Hi Megan,

I believe our comments would solely be based on the TIA that Sandow Engineering should provide. Has she been able to complete this yet/present you or Dan Haga with findings?

Alycia

From: WINNER Megan <Megan.Winner@ci.coburg.or.us>

Sent: Monday, June 6, 2022 4:28 PM

To: WINNER Megan <Megan.Winner@ci.coburg.or.us>; MINTER Chad (SMTP) <coburgfire@nu-world.com>; BELL Amber R <amber.bell@lanecountyor.gov>; EICHNER Lindsey A <lindsey.eichner@lanecountyor.gov>; JOHNSTON BILL (LCOG List) <Bill.W.JOHNSTON@odot.state.or.us>; ODOTR2PLANMGR@odot.state.or.us; FERBER Arielle <Arielle.FERBER@odot.state.or.us>; VARTANIAN Sasha L <sasha.vartanian@lanecountyor.gov>; LENZEN-HAMMEREL Alycia B <Alycia.LENZEN-HAMMEREL@lanecountyor.gov>; TAYLOR Becky <becky.taylor@lanecountyor.gov>; CUSIMANO Jenna L <Jenna.CUSIMANO@lanecountyor.gov>; Anthony.ramos@nwnatural.com; elke.vath@pacificorp.com; sacoe@epud.org; Pilon, Luke <Luke.Pilon@lumen.com>; info@coburgsanitary.com; Damien G <damieng@branchengineering.com>; HARMON Brian <brian.harmon@ci.coburg.or.us>; burke.hanson@ci.coburg.or.us; tway@dfn.net; Jason.miller@dfn.net; EGBERT Sammy <sammy.egbert@ci.coburg.or.us>; permit@cottagegrove.org; buildingofficial@cottagegrove.org; HEARLEY Henry O <HHEARLEY@Lcog.org>

Subject: Coburg Agency Referral SR 02-22 Industrial Park

[EXTERNAL △]

Greetings,

I'm reaching out to share the agency referral for a site review for a light industrial park in Coburg. The application proposes developing a parking lot/open field into a light industrial building facility in the light industrial zoning district. Feel free to reach out with questions. Comments are due by June 21st.

Thank you and hope your week is off to a marvelous start!

Best,

Megan Winner
Planner
City of Coburg
541.682.7862

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Item 2.

*****WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution*****

*****WARNING: This email has been sent from OUTSIDE the City of Coburg. Please proceed with caution*****



Oregon

Kate Brown, Governor

Item 2.

Department of Transportation

Region 2 Tech Center

455 Airport Road SE, Building A

Salem, Oregon 97301-5397

Telephone (503) 986-2990

Fax (503) 986-2839

DATE: June 10, 2022

TO: Douglas Baumgartner, PE
Development Review Coordinator

FROM: Arielle Ferber, PE
Traffic Analysis Engineer

SUBJECT: Roberts Road Industrial Park Development (Coburg, OR) – Outright Use
TIA Review Comments

ODOT Region 2 Traffic has completed our review of the submitted traffic impact analysis (dated May 27, 2021) to address traffic impacts due to development on the southwest quadrant of Roberts Road at Coburg Industrial Way in the city of Coburg, with respect to consistency and compliance with ODOT's Analysis Procedures Manual, Version 2 (APM). The APM was most recently updated in April 2022. The current version is published online at: <http://www.oregon.gov/ODOT/TD/TP/Pages/APM.aspx>. As a result, we submit the following comments for the City's consideration:

Analysis items to note:

1. The proposed site will generate 5 arriving PM trips. However, it appears 6 arriving trips (one extra trip) have been identified to access the site, per Figure 4. This will have a negligible impact on the operational analysis and no impact on the results of the analysis.
2. The 2022 Background PM analysis incorrectly analyzed the EBR movement with 115 vehicles when it should be 113 vehicles. This will have a negligible impact on the operational analysis and no impact on the results of the analysis.

Proposed mitigation comments:

3. No mitigation measures have been proposed. This conclusion appears reasonable for this proposed development.

Thank you for the opportunity to review this traffic impact analysis. As the analysis software files were not provided, Region 2 Traffic has only reviewed the submitted report.

This traffic impact study has been, for the most part, prepared in accordance with ODOT analysis procedures and methodologies. No further analysis work should be required. However, if the City

determines any of the above comments will merit the need for reanalysis, we would be willing and able to assist with a second round of review.

If there are any questions regarding these comments, please contact me at (971) 208-1290 or Arielle.Ferber@ODOT.state.or.us



Agency Referral

June 6, 2022

Enclosed please find application materials for a Site Review (SR 02-22) at **Assessor's Map and tax lot 16-03-33-13-00900. The proposal includes developing a parking lot/open field into a light industrial park.** This application will be reviewed by the Coburg Planning Commission as a Type II land use application. I will incorporate your comments on these plans if you return them by **Tuesday, June 21, 2022.** If you have additional questions, please feel free to contact Megan Winner at Megan.Winner@ci.coburg.or.us.

Notice to adjacent property owners will be sent pursuant to the Coburg Development Code.

Regards,

Megan Winner
Planner
City of Coburg
P.O. Box 8316
541-682-7862

P.S. Emailed comments are the preferred method, but any format is acceptable.

CC:

Branch Engineering
Coburg Public Works
Building Official
Building Department
Lane County Planning
Coburg Rural Fire District
Oregon Department of Transportation

NW Natural
PacifiCorp
EPUD
Century Link
Douglas Fast Net
Coburg Sanitary
File



Dear Property Owner: As a property owner within 300-feet of site described below, the City is required to notify you of this pending limited land use action and invite you to provide written testimony on this matter.

Notice to mortgagee, lien holder, vendor, or seller: The City of Coburg Development Code requires that if you receive this notice, it shall be promptly forwarded to the purchaser.

NOTICE OF A LAND USE REQUEST FOR SITE REVIEW

APPLICATION NUMBER: SR 02-22

APPLICANT: Dakota Group, LLC

REQUEST: Site Design Review

PROPERTY LOCATION: Assessor's Map and Tax Lot 160331300900; Situs Address: 90950 Roberts Road, Coburg, OR 97408

ZONING: Light Industrial (LI) (Architecturally Controlled Overlay)

PLAN DESIGNATION: Light Industrial (LI)

APPLICABLE CRITERIA: Article XI Land Use Review and Site Design Review; Light Industrial District Regulations; Article VIII Supplementary District Regulations.

MAILING DATE: July 7, 2022

The proposal is for a site design review for the construction of a light industrial building facility. The paved portion of the site will serve as required off-street parking and outdoor vehicle storage.

The subject property is zoned Light Industrial and contains a Comprehensive Plan Map designation of Light Industrial. The subject property contains existing access and frontage onto Roberts Road. The west property line of the subject property abuts tax lots 16-03-33-00-603 and 16-03-33-24-3000, which are both zoned Highway Commercial. The south property line of the subject property abuts tax lot 16-03-33-34-700, which is zoned Light Industrial. The subject

property presently is occupied on the north 2+ acres by a gravel lot that houses a Honey Bucket gravel yard. The south 2+acres is a vacant field.

The proposed project will be constructed in two phases. The first phase will be on the south 2+ acres and construct three building totaling 32,640 square feet of light industrial shops, with 50 paved off-street parking spaces. The second phase will be on the north 2+ acres and construct three building totaling 44,712 square feet of light industrial shops, with 58 paved off-street parking spaces.

As a TYPE III application, a public hearing is required in front of Planning Commission. You are invited to submit written comments on the Site Design Review or attend the remote public hearing via Zoom.

Written comments must be received at Coburg City Hall by **July 20th, 2022 at 3PM**. Oral testimony is allowed and encouraged at the public hearing. Testimony must raise issues of sufficient specificity to enable the Planning Commission to respond to the issue.

Coburg Planning Commission will hold a public hearing **July 20th, 2022 7:00p.m.** This will be a hybrid meeting with options to attend in-person at Coburg City Hall or remotely via Zoom. In addition, the meeting will be live streamed on the City's website at <https://www.coburgoregon.org/>. To present oral testimony to the Planning Commission, you must sign up with the City Recorder by **July 20 at 3PM**. To sign up contact Sammy Egbert at 541-682-7852 or Sammy.egbert@ci.coburg.or.us.

Registered participants who want to attend remotely will be emailed information and directions on how to participate on the day of the hearing. To submit written testimony, you may send a letter to City Hall at 91136 N Willamette Street, PO BOX 8316, Coburg, OR 97408, or submit via email to Sammy.egbert@ci.coburg.or.us. All microphones will be muted, and webcams turned off for presenters and members of the public, until called upon to speak. If participants disrupt the meeting, they will immediately be removed from the meeting.

Planning Commission will be the deciding authority body on the proposal. A decision by Planning Commission is appealable to City Council.

Copies of the application and pertinent Coburg ordinances are available for inspection at the Coburg City Hall. A copy of the staff report and recommendation shall be available for review at no cost seven days prior to the hearing. If you have questions, contact Megan Winner, megan.winner@ci.coburg.or.us, 541.682.7862, 91136 N Willamette St Coburg OR 97408..

The subject property has an address of 90950 Roberts Road Coburg, OR 97408. An easily understood geographic reference to the subject property can be described as the triangular property lying on the east side of Roberts Rd and south of Coburg Industrial Way. See maps below.

The land uses that could be authorized for this property must conform to the zoning designation of the underlying zone. The permitted uses in the Light Industrial District include:

(1) Commercial and Service

- (2) Manufacturing and assembly, and associated sales of products manufactured or assembled on-site
- (3) Processing
- (4) Utilities
- (5) Except where prohibited under subsection c(2) below, wholesaling, warehousing and storage not exceeding 250,000 square feet
- (6) Agricultural, horticultural, and livestock uses that were legally established Prior to September 30, 2005
- (7) Other (i) Accessory buildings and uses normal and incidental to the uses permitted in this district (ii) Animal hospitals and clinics (iii) Public parking areas and structures (iv) Residential structures and uses for on-site security and/or management personnel in conjunction with and as a part of a Light Industrial District permitted use does not exceed 1,000 square feet in total area.
- (8) Transportation facilities, consistent with the City's Transportation System Plan and Parks and Open Space Master Plan
- (9) Mobile food carts subject to obtaining a business license and certain standards in ARTICLE VIII.N.



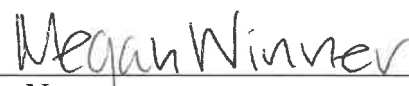
Failure to raise an issue in person, or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals (LUBA).

AFFIDAVIT OF MAILING

CITY OF COBURG
91136 N Willamette Street
PO Box 8316
Coburg, Oregon 97408

I, Megan Winner, Planner, depose and state that I mailed on **July 7, 2022**, a notice for a public hearing for a SITE REVIEW (SR 02-22) at Map and Tax Lot 160331300900 in the City of Coburg to the addresses contained within.



Signature

Print Name



Notice shall be posted on each street frontage of the subject property, in a conspicuous place that is visible from the public right-of-way. If no street abuts the subject property, the notice shall be placed as near as possible to the subject property in a conspicuous place that can be readily seen by the public.

NOTICE OF LAND USE REQUEST FOR SITE REVIEW

The **Coburg Planning Commission** will hold a public hearing **Wednesday, July 20th**, at 7:00 p.m. at, Coburg City Hall, 91069 N Willamette St., Coburg, Oregon, to consider the application and related materials, the staff report, and written comments for a site review request. They will accept oral testimony for and against the proposal and provide the applicant an opportunity to rebut testimony. Planning Commission will take final action on the proposed site review.

APPLICANT:	Dakota Group, LLC
FILE NUMBER:	SR 02-22
REQUEST:	The proposal is for a site design review for the construction of a light industrial building facility.
DATE POSTED:	July 7, 2022
PROPERTY LOCATION:	Assessor's Map 16-03-33-13, Tax Lot 00900
ZONING:	Light Industrial (Architecturally Controlled Area)
PLAN DESIGNATION:	Light Industrial
APPLICABLE CRITERIA:	Article XI Land Use Review and Site Design Review; Light Industrial District Regulations; Article VIII Supplementary District Regulations.
STAFF CONTACT	Megan Winner, Planner, megan.winner@ci.coburg.or.us , 541.682.7862 or Sammy Egbert, City Recorder, Sammy.egbert@ci.coburg.or.us , 541.682.7852

To submit written testimony, you may send a letter to City Hall at 91136 N Willamette Street, PO BOX 8316, Coburg, OR 97408, or submit via email to Sammy.egbert@ci.coburg.or.us. The staff report will be available seven days prior to the hearing; copies can be provided at a reasonable cost.

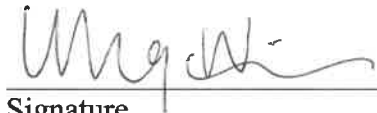
SUBJECT PROPERTY



AFFIDAVIT OF POSTING

CITY OF COBURG
91136 N Willamette Street
PO Box 8316
Coburg, Oregon 97408

I, Megan Winner, Planner, depose and state that I posted on **July 7, 2022**, a notice for a public hearing for a SITE REVIEW (SR 02-22) at Map and Tax Lot 160331300900 in the City of Coburg at four locations including the Coburg Post Office, information kiosk at Pavilion Park, Norma Pfeffer Park and Coburg City Hall.



Signature

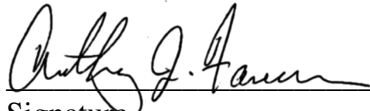


Print Name

AFFIDAVIT OF POSTING

CITY OF COBURG
91136 N Willamette Street
PO Box 8316
Coburg, Oregon 97408

I, Anthony J. Favreau, depose and state that I posted on July 7, 2022, a notice for a public hearing for a SITE REVIEW(SR 02-22) at Map and Tax Lot 160331300900 in the City of Coburg at the situs address 90950 Roberts Rd. Coburg, OR 97408.



Signature

Anthony J. Favreau

Print Name

Public Hearing Notice

APPLICATION:	SR 02-22
APPLICANT:	Dakota Group, LLC
REQUEST:	Site Design Review – Commercial/Industrial
PROPERTY LOCATION:	Assessor's Map 16-03-33-13 Tax Lot 00900
ZONING:	Light Industrial (LI) (Architecturally Controlled Overlay)
PLAN DESIGNATION:	Light Industrial (LI)
APPLICABLE CRITERIA:	Article XI Land Use Review and Site Design Review; Light Industrial District Regulations; Article VIII Supplementary District Regulations.

Coburg Planning Commission will hold a public hearing July 20, 2022, 7:00p.m., Coburg City Hall, 91136 N Willamette St. Failure to raise an issue in person, or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals. Contact Megan Winner, megan.winner@ci.coburg.or.us, 541-682-7862. Additional information including all documents and evidence submitted by or for the applicant, and the applicable criteria and standards can be reviewed at Coburg City Hall at no cost. The staff report and recommendation is available after July 13, 2022. Copies of all materials are available at reasonable cost. Written and verbal testimony accepted.

**CITY OF COBURG PLANNING
PO BOX 8316 Coburg, OR 97408**

**STAFF REPORT – FINDINGS OF FACT
PA 01-22 Zoning Code Amendment**

I. BASIC DATA

APPLICATION NUMBER: PA 01-22
APPLICANT: City of Coburg
PROPERTY OWNER: N/A
REQUEST: Amendment – Coburg Zoning Code
PROPERTY LOCATION: N/A
ZONING: N/A
PLAN DESIGNATION: N/A
APPLICABLE CRITERIA: Coburg Zoning Ordinance A-200-I, Article X.E, Types of Review Procedures, Type IV

II. REQUEST

The request before the Planning Department is for amendments to the Coburg Zoning Code, also known as the Coburg Development Code.

III. STAFF RECOMMENDATION

Staff recommends Planning Commission votes to **recommend APPROVAL** to the Coburg City Council, in accordance with the following finding to ensure that it complies with the Criteria for Land Use District Text Amendments set forth in Article XVI of the Coburg Zoning Ordinance No. A-200-I.

IV. BACKGROUND

In 2020, the City of Coburg contracted with the Urban Collaborative LLC., to conduct a Build-Out Scenario analysis. The Build-Out Scenario project spurred discussion in the community about what is currently allowed in the Zoning Code. From this discussion, an Ad-Hoc Code Review Committee was formed at the direction of the City Council. The Ad-Hoc Code Review Committee comprised of two City Councilors, two Planning Commissioners, two citizens-at-large and one business owner. The Ad-Hoc Code Review Committee met bi-weekly for a period of over 8 months, from February to October of 2021 to review and make recommendations on the proposed amendments. By the end of their meetings, the Committee chose to pursue a form-based code for and prohibit the use of formula-based businesses (also known as chain stores) within the Central Business District zoning district, in addition to other amendments to the code.

The form-based code overlay to the boundaries of the Central Business District is one of the most significant amendments being proposed. One primary purpose of a form-based code is to focus on the built environment and its desired look and feel. The form-based code overlay, including a regulating plan, development checklist and rendering have been reviewed and recommended approval by the Ad-Hoc Code Review Committee.

Other amendments to the code include prohibiting the use of formula-based businesses (also known as chain stores) within the Central Business District, correcting scrivener's errors and other straightforward language changes, the addition of alternative street standards, the addition of a Public Facilities zoning district section, an additional rendering for the Highway Commercial zoning district and other proposed changes as found in the matrix of proposed changes (**Attachment A**). The recommended code amendments will come to Planning Commission for a recommendation and then City Council for final action and adoption.

NO CONDITIONS OF APPROVAL

V. APPROVAL CRITERIA:

ARTICLE X.E TYPES OF REVIEW PROCEDURES, TYPE IV PROCEDURE

E. Type IV Procedure (Legislative).

1. Pre-Application Conference. *A pre-application conference is required for all Type IV applications initiated by a party other than the City of Coburg. The requirements and procedures for a pre-application conference are described in Section F.*

FINDING: The City of Coburg initiated this procedure. This criterion is not applicable.

2. Timing of Requests. *The City accepts legislative requests twice yearly, meeting January and July application timeline requirements. The City Council may initiate its own legislative proposals at any time.*

FINDING: The City of Coburg initiated this procedure. This criterion is met.

3. Application Requirements.

a. Application forms. *Type IV applications shall be made on forms provided by the City Planning Official or designee.*

b. Submittal Information. *The application shall contain:*

- (1) *The information requested on the application form;*
- (2) *A map and/or plan addressing the appropriate criteria and standards in sufficient detail for review and decision (as applicable);*
- (3) *The required fee; and*
- (4) *One copy of a letter or narrative statement that explains how the application satisfies each and all of the relevant approval criteria and standards.*

FINDING: The City of Coburg initiated this procedure. These criteria are not applicable.

4. Notice of Hearing.

- a. Required hearings.** *A minimum of two hearings, one before the Planning Commission and one before the City Council, are required for all Type IV applications, except annexations where only a hearing by the City Council is required.*
- b. Notification requirements.** *Notice of public hearings for the request shall be given by the City Planning Official or designee in the following manner:*

(1) *At least 10 days, but not more than 40 days, before the date of the first hearing on an ordinance that proposes to amend the comprehensive plan or any element thereof, or to adopt an ordinance that proposes to rezone property, a notice shall be prepared in conformance with ORS 227.175 and mailed to:*

- (i) *Each owner whose property would be rezoned in order to implement the ordinance (including owners of property subject to a comprehensive plan amendment shall be notified if a zone change would be required to implement the proposed comprehensive plan amendment);*
- (ii) *Any affected governmental agency;*
- (iii) *Any person who requests notice in writing;*
- (iv) *For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175;*

(2) *At least 10 days before the scheduled Planning Commission public hearing date, and 10 days before the City Council hearing date, public notice shall be published in a newspaper of general circulation in the City.*

(3) *The City Planning Official or designee shall:*

- (i) *For each mailing of notice, file an affidavit of mailing in the record as provided by subsection 1; and*
- (ii) *For each published notice, file in the record the affidavit of publication in a newspaper that is required in subsection 2.*

(4) The Oregon Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 45 days before the first public hearing at which public testimony or new evidence will be received. The notice to DLCD shall include a DLCD Certificate of Mailing.

(5) Notifications for annexation shall follow the provisions of this Chapter.

FINDING: The proposed amendment does not rezone any property in the City. However, Measure 56 notice and Type IV mailing notice was sent to every property owner in Coburg City limits using the Lane County Assessors roll through RLID. Agency referral was sent to affected agencies on May 24, 2022. The notice of public hearings at Planning Commission and City Council was published in the Register Guard. Staff notified DLCD through their online Post Amendment Plan Acknowledgement (PAPA) process in March 2022. These criteria are met.

7. *Decision-Making Criteria.* *The recommendation by the Planning Commission and the decision by the City Council shall be based on the following factors:*

a. Approval of the request is consistent with the Statewide Planning Goals;

FINDING: As explained below, the request is consistent with the Statewide Planning Goals. This criterion is met.

APPLICABLE STATEWIDE PLANNING GOALS:

GOAL 1: Citizen Involvement

FINDING: The Ad-Hoc Code Review Committee held several public meetings and work sessions while reviewing and suggesting new language for the proposed amendments. As part of the adoption process, two public hearings are scheduled, July 20, 2022 with the Planning Commission and July 26, 2022 with the City Council, followed by a second reading of the ordinance at the August 9th City Council meeting.

GOAL 2: Land Use Planning

FINDING: The proposed amendments enhance the Coburg Zoning Code, and are based on the Comprehensive Plan relevant policies as required by Goal 2.

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

FINDING: The proposed amendments preserve the historic architectural character of the Central Business District, which is within Coburg's National Historic District. The intention of the amendments within the Central Business District is to protect the historic assets and special

environment, both natural and manmade, of the community so that the uniqueness of Coburg may flourish without inappropriate changes.

GOAL 9: Economic Development

FINDING: The proposed amendments to the Coburg Zoning Code enhance the code for further economic opportunity in the Central Business district as required by Goal 9. Reducing formula based businesses fosters a more hospitable business environment for small businesses and entrepreneurs.

STATEWIDE PLANNING GOALS 3,4, 6,7,8, 10 -19 are not applicable to this amendment.

CONCLUSION: The proposed amendments to the Coburg Zoning Code meet the necessary requirements of the applicable Statewide Planning Goals. This amendment does not change the priority or inventory of those related requirements. These criteria are met.

b. Approval of the request is consistent with the Comprehensive Plan; and

FINDING: As explained below, the request is consistent with the Comprehensive Plan. This criterion is met.

APPLICABLE COMPREHENSIVE PLAN POLICIES AND GOALS

GOAL 1: Citizen Involvement

FINDING: The Ad-Hoc Code Review Committee held several public meetings and work sessions while reviewing and suggesting new language for the proposed amendments. As part of the adoption process, two public hearings are scheduled, July 20, 2022 with the Planning Commission and July 26, 2022 with the City Council, followed by a second reading of the ordinance at the August 9th City Council meeting. Notice was sent to every property owner in the City. Information and invitations to comment were put in the newsletter and on the City's website.

GOAL 2: Land Use

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.

Finding: The proposed amendments largely affect the Central Business District development regulations in the zoning code. This zone contains vacant properties where development will significantly contribute to the character of the historic downtown corridor. The intention of the proposed amendments within the Central Business District, both the form-based code overlay

and prohibited use of formula-based businesses, is to protect the historic assets and special environment, both natural and manmade, of the community so that the uniqueness of Coburg may flourish without inappropriate changes.

Alternative street standards provide flexibility in the design, repair and construction of streets, particularly in historic neighborhoods.

The proposed amendments provide a way forward for intentional development.

Policy 17: 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.*

Finding: The addition of a Public Facilities section to the Zoning Code will promote and ensure the purpose of the designation.

GOAL 5: Open Spaces, Scenic and Historic Areas, and Natural 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.

Finding: The proposed amendments preserve the historic architectural character of the Central Business District, which is within Coburg’s National Historic District. The intention of the amendments within the Central Business District is to protect the historic assets and special environment, both natural and manmade, of the community so that the uniqueness of Coburg may flourish without inappropriate changes.

GOAL 9: Economy

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

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 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 26: *The City shall utilize design standards for commercial and industrial development uses.*

Finding: The proposed amendments to the Coburg Zoning Code enhance the code for further economic opportunity and vitality in the Central Business district. The form based code overlay will ensure development in the downtown reflects the rural and historic character of the area and provide an attractive, pedestrian-oriented character for the downtown. Reducing formula-based businesses fosters a more hospitable business environment for small businesses and entrepreneurs.

GOAL 11: Public Facilities and Services

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

Finding: The addition of a Public Facilities section to the Zoning Code will promote and ensure the purpose of the designation.

GOAL 12: Transportation

Policy 3: *Improve the aesthetics of streets and streetscapes, especially at City entrance ways such as Interstate 5 interchange area. Aesthetic improvements may address: street design, trees, lighting, utility lines, sidewalks, park strips, noise abatement, etc.*

Finding: Alternative street design standards and meant to provide flexibility, improve aesthetics and preserve the historic character of the community.

GOALS 3,4, 6,7,8, 10, 13, 14 are not applicable to this amendment

CONCLUSION: The proposed amendments to the Coburg Zoning Code support and promote goals, objectives and policies of the Comprehensive Plan. These criteria are met.

c. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such

facilities, services and transportation networks are planned to be provided concurrently with the development of the property.

FINDING: The proposed amendments do not change any physical aspect of any property. This criterion is not applicable.

8. Approval Process and Authority.

a. The Planning Commission shall:

(1) After notice and a public hearing, vote on and prepare a recommendation to the City Council to approve, approve with modifications, approve with conditions, deny the proposed change, or adopt an alternative; and

b. Any member of the Planning Commission who votes in opposition to the Planning Commission's majority recommendation may file a written statement of opposition with the City Planning Official or designee before the Council public hearing on the proposal. The City Planning Official or designee shall send a copy to each Council member and place a copy in the record;

c. If the Planning Commission fails to adopt a recommendation to approve, approve with modifications, approve with conditions, deny the proposed change, or adopt an alternative proposal within 60 days of its first public hearing on the proposed change, the City Planning Official or designee shall:

(1) Report the failure together with the proposed change to the City Council; and

(2) Provide notice and put the matter on the City Council's agenda for the City Council to hold a public hearing make a decision. No further action shall be taken by the Commission.

FINDING: The hearing and approval process and procedure shall be as normal. These findings will be updated following the Planning Commission hearing to reflect the recommendation made. These criteria will be met.

d. The City Council shall:

(1) Approve, approve with modifications, approve with conditions, deny, or adopt an alternative to an application for legislative change, or remand the application to the Planning Commission for rehearing and reconsideration on all or part of the application;

- (2) Consider the recommendation of the Planning Commission; however, the City Council is not bound by the Commission's recommendation; and*
- (3) Act by ordinance, which shall be signed by the Mayor after the Council's adoption of the ordinance.*

FINDING: The hearing and approval process and procedure shall be as normal. These criteria will be met.

9. Vote Required for a Legislative Change.

- a. A vote by a majority of the qualified voting members of the Planning Commission present is required for a recommendation for approval, approval with modifications, approval with conditions, denial or adoption of an alternative.*
- b. A vote by a majority of the qualified members of the City Council present is required to decide any motion made on the proposal.*

FINDING: The hearing and approval process and procedure shall be as normal. These criteria will be met.

10. Notice of Decision. *Notice of a Type IV decision shall be mailed to the applicant, all participants of record, and the Department of Land Conservation and Development, within five business days after the City Council decision is filed with the City Planning Official or designee. The City shall also provide notice to all persons as required by other applicable laws.*

FINDING: Staff shall follow up with correct noticing procedures should the City Council vote to approve the amendments. This criterion will be met.

11. Final Decision and Effective Date. *A Type IV decision, if approved, shall take effect and shall become final as specified in the enacting ordinance, or if not approved, upon mailing of the notice of decision to the applicant.*

FINDING: Should Planning Commission and City Council vote to approve the amendment, the ordinance shall specify an effective date. This criterion will be met.

12. Record of the Public Hearing.

- a. A record of the proceeding shall be made by a minutes recorder, stenographic, mechanical, or electronic means. It is not necessary to transcribe an electronic record. The minutes and other evidence presented as a part of the hearing shall be part of the record;*

b. All exhibits received and displayed shall be marked to provide identification and shall be part of the record;

c. The official record shall include:

- (1) All materials considered by the hearings body;*
- (2) All materials submitted by the City Planning Official or designee to the hearings body regarding the application;*
- (3) The v record made by the minutes recorder, stenographic, mechanical, or electronic means; the minutes of the hearing; and other documents considered;*
- (4) The final ordinance;*
- (5) All correspondence; and*
- (6) A copy of the notices that were given as required by this Chapter.*

FINDING: The City shall follow record procedures as described. These criteria will be met.

VI. ATTACHMENTS

- **Attachment A:** Matrix of proposed amendments
- **Attachment B:** Form based code overlay for Central Business District including regulating plan and development checklist
- **Attachment C:** Highway Commercial rendering
- **Attachment D:** Alternative street standards
- **Attachment E:** Public Facilities section
- **Attachment F:** Recommendation memo from Ad-Hoc Code Review Committee
- **Attachment G:** Notice materials

DECISION: A Type IV decision, if approved, shall take effect and shall become final as specified in the enacting ordinance, or if not approved, upon mailing of the notice of decision to the applicant.

Signed this ____ day of July 2022

Mr. Paul Thompson, Chair, Coburg Planning Commission

CITY OF COBURG PROPOSED CODE AMENDMENT MATRIX (JULY 2022)

Code Section	Current Code Language or Description	Potential Amendments	Page Number
Title Page	<i>City of Coburg Development Code May, 2018 (Amended November, 2019)</i>	Change title to the Coburg, Oregon Zoning Code , as the document is referenced in Article 1. Title (page 1)	Title page
Table of Contents	<i>Ordinance No. A-200-I</i>	Update to current ordinance Ordinance No. A-200-L	i
ARTICLE VII. DISTRICT REGULATIONS			
C. Central Business District	<i>Section C.2.d Prohibited Uses</i>	Add (8) Formula based business (to be defined in Article XXV. Definitions) Renummer (9) All uses not listed as permitted, accessory, or conditional uses	20
	<i>Section C. 3. Building or Structural Height Standards, 4. Lot Dimensions, 5. Maximum Lot Coverage, 6. Minimum Yard Requirements, 7. Parking and Access Requirements, 8. Street Standards, 9. Pedestrian Amenities, 10. Building Orientation, and 11. Historic Building Design</i>	All of these regulations are in the new form-based code overlay (Special Districts Section K.) Building or Structural Height Standards, Lot Dimensions, Maximum Lot Coverage, Minimum Yard Requirements, Parking and Access Requirements, Street Standards, Pedestrian Amenities, Building Orientation, and Historic Building Design	21-23 strikethrough
		Add reference to Article IX. Section K. Form Based Code Overlay: For other regulations and requirements for development in the Central Business District, see Article IX. Special Districts Section K. Form Based Code Overlay for Central Business District (Attachment B)	21

Code Section	Current Code Language or Description	Potential Amendments	Page Number
D. Highway Commercial District	.	Add a new image showing what potential development could look like titled Figure VII.D.14.f Add rendering/illustration Figure VII.D.14.f (Attachment C)	34
E. Light Industrial District	<i>Add Section 2.a(2)(xv)</i>	Add beer and wine as permitted use Section 2.a(2)(xv) Beer and Wine	35
F. Campus Industrial District	<i>F.2.a(2) (2) Manufacturing and Assembly, and including Associated Sales, where the use does not require a permit from an air quality public agency and where any industrial activity occurs within an enclosed building</i>	Remove air quality permit language as recommended by Lane Regional Air Protection Agency (LRAPA) (2) Manufacturing and Assembly, and including Associated Sales, where the use does not require a permit from an air quality public agency and where any industrial activity occurs within an enclosed building.	40 strikethrough
New Section J. Public Facilities	<i>Add new Section. There is no Public Facilities section or regulations currently</i>	Add Section J. Public Facilities. (Attachment E)	51
ARTICLE VIII. SUPPLEMENTARY DISTRICT REGULATIONS			
E. Streets, Alleys and Other Public Way Standards		Add additional street standards. (Attachment D)	60-64
K. Accessory Dwelling Units	<i>1.e Owner/Occupancy Requirements Owner/Occupancy Requirements. Either the primary dwelling or the ADU shall be the principal residence of the property owner. The principal residence must be occupied for a minimum of 6 months of each calendar year by a property owner who is the majority owner of the property as shown in the most recent Lane County Assessor's roll. If there is</i>	Remove 1.e Owner/Occupancy Requirements 1.e Owner/Occupancy Requirements Owner/Occupancy Requirements. Either the primary dwelling or the ADU shall be the principal residence of the property owner. The principal residence must be occupied for a minimum of 6 months of each calendar year by a property owner who is the majority owner of the property as shown in the most recent Lane County Assessor's roll. If there is more than one property	78 strikethrough

Code Section	Current Code Language or Description	Potential Amendments	Page Number
	<i>more than one property owner of record, the owner with the majority interest in the property shall be deemed the property owner. Prior to issuance of a building permit for an ADU, the property owner must provide the City with a copy of the property deed to verify ownership, and two forms of documentation to verify occupancy of the primary residence. Acceptable documentation for this purpose includes voter's registration, driver's license, homeowner's insurance, income tax filing, and/or utility bill. When both the primary and ADU are constructed at the same time, such documentation must be provided prior to final occupancy.</i>	owner of record, the owner with the majority interest in the property shall be deemed the property owner. Prior to issuance of a building permit for an ADU, the property owner must provide the City with a copy of the property deed to verify ownership, and two forms of documentation to verify occupancy of the primary residence. Acceptable documentation for this purpose includes voter's registration, driver's license, homeowner's insurance, income tax filing, and/or utility bill. When both the primary and ADU are constructed at the same time, such documentation must be provided prior to final occupancy.	
	<i>f. Temporary Leave. A property owner may temporarily vacate the principal residence up to one year due to a temporary leave of absence for an employment, educational, volunteer opportunity, or medical need. The property owner must provide the City proof of temporary leave status from the property owner's employer, educational facility, volunteer organization or medical provider, and a notarized statement that the property owner intends to resume occupancy of the principal residence after the one year limit. During the temporary leave, the property owner may rent or lease both units on the property. Leaves in which property owner is temporarily absent shall not be consecutive and shall not occur more than once every 5 years. This</i>	Remove 1.f Temporary Leave f. Temporary Leave. A property owner may temporarily vacate the principal residence up to one year due to a temporary leave of absence for an employment, educational, volunteer opportunity, or medical need. The property owner must provide the City proof of temporary leave status from the property owner's employer, educational facility, volunteer organization or medical provider, and a notarized statement that the property owner intends to resume occupancy of the principal residence after the one year limit. During the temporary leave, the property owner may rent or lease both units on the property. Leaves in which property owner is temporarily absent shall not be consecutive and shall not occur more than once every 5 years. This standard may be adjusted at the discretion of the City.	79 strikethrough

Code Section	Current Code Language or Description	Potential Amendments	Page Number
	<i>standard may be adjusted at the discretion of the City.</i>		
L. Design Standards and Guidelines		Add standard 4.f(iii) to Materials section 4.f(iii) No metal siding on accessory structures over 200 sq. ft.	84
	<i>3.a. Purpose – The purpose statement explains the intent of the standard for use in interpretations and discretionary reviews where the standards are applied. Design Standard – The design standards are clear and objective standards that shall be applied during administrative and/or discretionary reviews. b. Design Guidelines – The design guidelines are encouraged but not required as part of administrative reviews. They may be required as part of discretionary reviews.</i>	“Design Standard” should have its own numbering instead of being tucked in with “a. Purpose”. Indent Design Standard and renumber Design Guideline: 3.a. Purpose – The purpose statement explains the intent of the standard for use in interpretations and discretionary reviews where the standards are applied. b. Design Standard – The design standards are clear and objective standards that shall be applied during administrative and/or discretionary reviews. c. Design Guidelines – The design guidelines are encouraged but not required as part of administrative reviews. They may be required as part of discretionary reviews.	80
	<i>4.a(2)(ii) The minimum finished height of a front porch is 16 inches above grade. The maximum-finished grade for an entry porch in a single-family residential zone is 3 feet above grade.</i>	Reducing the minimum to 13 inches: The minimum finished height of a front porch is 13 inches above grade. The maximum-finished grade for an entry porch in a single-family residential zone is 3 feet above grade.	
	<i>4.b(2)(ii) (ii) No more than 30 percent of the front yard area shall be pavement.</i>	Adding clarification that a driveway is not included in the calculation: (ii) No more than 30 percent of the front yard area shall be pavement. Driveway area is not included in this calculation.	81

Code Section	Current Code Language or Description	Potential Amendments	Page Number
M. Mixed Use	2.b.1 <i>(1) Parking, Garages, and Driveways. All off-street vehicle parking, including surface lots and garages, shall be oriented to alleys or located in parking areas located behind or to the side of the building; except that side-yards facing a street (i.e., corner yards) shall not be used for surface parking. All garage entrances facing a street (e.g., underground or structured parking) shall be recessed behind the front building elevation by a minimum of 4 feet. On corner lots, garage entrances shall be oriented to a side street when access cannot be provided from an alley. These standards do not apply when prevented by existing developments or topography. Each dwelling unit shall provide the required number of parking and bicycle spaces as required in Article VIII.</i>	Strikethrough the recess requirement for garages (1) Parking, Garages, and Driveways. All off-street vehicle parking, including surface lots and garages, shall be oriented to alleys or located in parking areas located behind or to the side of the building; except that side-yards facing a street (i.e., corner yards) shall not be used for surface parking. All garage entrances facing a street (e.g., underground or structured parking) shall be recessed behind the front building elevation by a minimum of 4 feet. On corner lots, garage entrances shall be oriented to a side street when access cannot be provided from an alley. These standards do not apply when prevented by existing developments or topography. Each dwelling unit shall provide the required number of parking and bicycle spaces as required in Article VIII.	92
ARTICLE IX. SPECIAL DISTRICTS			
New Section K. Form Based Code Central Business District Overlay		Add Section K. Form Based Code Overlay to Central Business District boundaries. (Attachment B) <u>Purpose</u> The purposes of the Downtown Coburg Overlay District are to: A. Encourage and direct development within the boundaries of the Downtown Coburg Overlay District; B. Encourage a form of development that will achieve the physical qualities necessary to	103

Code Section	Current Code Language or Description	Potential Amendments	Page Number
		preserve and enhance the downtown area as the historic heart of the community, reflect the small town and historic architectural character of Coburg, and provide an attractive, pedestrian-oriented setting; C. Encourage smaller scale commercial and business facilities, civic buildings and city functions, and mixed use, as stated in the Coburg Comprehensive Plan, Policy 11. <u>Applicability</u> A.The Downtown Coburg Overlay District shall be an overlay district that applies over the existing C-1 zoning district. B. Use and development of land within the Downtown Coburg Overlay District shall be regulated as follows: 1. Any existing use shall be permitted to continue and the use shall be subject to the underlying zoning requirements and not the Downtown Coburg Overlay District. 2. Any alteration to the footprint, height, or massing of the existing building, or alteration of any parcel shall subject the entire building to the requirements of the Downtown Coburg Overlay District and shall be brought into compliance with the requirements of the Downtown Coburg Overlay District to the maximum extent practical, as determined by the Planning Commission.	

Code Section	Current Code Language or Description	Potential Amendments	Page Number
		3. Where a new building is proposed, the site shall be subject to the requirements of the Downtown Coburg Overlay District. C. Development applications within the Downtown Coburg Overlay District shall be required to follow the Review Procedures contained in Article X. D. A Downtown Coburg Overlay District Regulating Plan has been adopted that divides the Downtown Coburg Overlay District into parcel types. Each parcel type designated on the Regulating Plan prescribes requirements for building form, height and massing as follows: See Attachment B for full Section including regulating plan	
ARTICLE X. TYPES OF REVIEW PROCEDURES			
Table X.1	<i>Subdivision – Final Type III</i>	The final plat should be a Type I administrative procedure. It is clear and objective. Update table to: Subdivision – Final Type I	106
E. Type IV Procedure (Legislative).	<i>Type IV</i> <i>(4) The Oregon Department of Land Conservation and Development (DLCD) shall be notified in writing of proposed comprehensive plan and development code amendments at least 45 days before the first public hearing at which public testimony or new evidence will be received. The notice to DLCD shall include a DLCD Certificate of Mailing.</i>	Adjust for “35/45-day” notice rule. DLCD changed notice requirement to 35 days instead of 45 days. Further, notices are now able to be submitted online instead of postal mail. (4) The Oregon Department of Land Conservation and Development (DLCD) shall be notified in writing or through the online PAPA process of proposed comprehensive plan and development code amendments at least 35 days before the first public	119

Code Section	Current Code Language or Description	Potential Amendments	Page Number
		hearing at which public testimony or new evidence will be received. The notice to DLCD shall include a DLCD Certificate of Mailing.	
ARTICLE XI. LAND USE REVIEW AND SITE DESIGN REVIEW			
E. Site Design Review- Application Submission Requirements	<i>Article XI.E.2.j Other information determined by the City Planning Official</i>	Add the development checklist as j. and renumber other information to k. Article XI.E.2.j Development Checklist (Attachment B) required for applications within the Central Business District Article XI.E.2.k Other information determined by the City Planning Official	140
ARTICLE XII. LAND DIVISIONS AND PROPERTY LINE ADJUSTMENTS			
C. Tentative Approval	2(a), 7(bb), 7(bb)(4) <i>a. Process. Applications for tentative partition plan review shall be processed as Type III applications in accordance with ARTICLE X.D.</i> <i>(bb) The proposed partition will:</i> <i>4. The proposed partition provides direct bicycle and pedestrian access to nearby and adjacent residential areas, transit stops, neighborhood activity centers, commercial areas, and employment and industrial areas, and provides safe, convenient and direct transit circulation, provided the City makes findings to demonstrate consistency with constitutional requirements. "Nearby" means uses</i>	There is currently a scrivener's error where "partition" should be replaced with "subdivision". It appears this was a copy and paste error. Replace "partition" with "subdivision" where partition was placed in error 2(a), 7(bb), 7(bb)(4) a. Process. Applications for tentative partition subdivision plan review shall be processed as Type III applications in accordance with ARTICLE X.D. (bb) The proposed partition subdivision will: 4. The proposed partition subdivision provides direct bicycle and pedestrian access to nearby and adjacent	151, 152

Code Section	Current Code Language or Description	Potential Amendments	Page Number
	<i>within 1/4 mile that can reasonably be expected to be used by pedestrians, and uses within 2 miles that can be reasonably expected to be used by bicyclists.</i>	residential areas, transit stops, neighborhood activity centers, commercial areas, and employment and industrial areas, and provides safe, convenient and direct transit circulation, provided the City makes findings to demonstrate consistency with constitutional requirements. "Nearby" means uses within 1/4 mile that can reasonably be expected to be used by pedestrians, and uses within 2 miles that can be reasonably expected to be used by bicyclists.	
ARTICLE XXV. DEFINITIONS			
		Formula based business: a type of retail sales establishment, restaurant, tavern, bar, or take-out food establishment, which is under common control or is a franchise, and is one of ten or more businesses or establishments worldwide maintaining two or more of the following features: (a) Standardized menu or standardized array of merchandise with 50% or more of in-stock merchandise from a single distributor bearing uniform markings. (b) Trademark or service mark, defined as a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs that identifies and distinguishes the source of the goods from one party from those of others, on products or as part of the store design, such as cups, napkins, bags, boxes, wrappers, straws, store signs or advertising devices. (c) Standardized signage and color scheme used throughout the interior of the establishment.	212

Code Section	Current Code Language or Description	Potential Amendments	Page Number
		(d) Standardized uniform, including but not limited to, aprons, pants, shirts, smocks or dresses, hat and pins (other than name tags). (e) Standardized façade, signage or color scheme used on the exterior of the establishment.	

Downtown Coburg Overlay District

1. **Intent.** The intent of the Downtown Coburg Overlay District is to:
 - a. Encourage and direct development within the boundaries of the Downtown Coburg Overlay District;
 - b. Encourage a form of development that will achieve the physical qualities necessary to preserve and enhance the downtown area as the historic heart of the community, reflect the small town and historic architectural character of Coburg, and provide an attractive, pedestrian-oriented setting; and
 - c. Encourage smaller-scale commercial and business facilities, civic building and city functions, and mixed use, as stated in the Coburg Comprehensive Plan, Policy 11.
2. **Applicability.**
 - a. The Downtown Coburg Overlay District shall be an overlay district that applies over the existing C-1 zoning district.
 - b. Use and development of land within the Downtown Coburg Overlay District shall be regulated as follows:
 - (1) Any existing use shall be permitted to continue and the use shall be subject to the underlying zoning requirements and not the Downtown Coburg Overlay District.
 - (2) Any alteration to the footprint, height, or massing of the existing building, or alteration of any parcel shall subject the entire building to the requirements of the Downtown Coburg Overlay District and shall be brought into compliance with the requirements of the Downtown Coburg Overlay District to the maximum extent practical, as determined by the Planning Commission.
 - (3) Where a new building is proposed, the site shall be subject to the requirements of the Downtown Coburg Overlay District.
 - c. Development applications within the Downtown Coburg Overlay District shall be required to follow the Review Procedures contained in Article X.
3. **Regulating Plan.**
 - a. **Purpose and Applicability**
 - (1) A Downtown Coburg Overlay District Regulating Plan has been adopted that divides the Downtown Coburg Overlay District into parcel types. Each parcel type designated on the Regulating Plan prescribes requirements for building form, height and massing which ensures that future growth helps meet the community's goals and vision for the district.
 - (2) All new development, redevelopment, alteration to the footprint, height, or massing of an existing building, and improvement to parcels within the Downtown Coburg Overlay District must comply with regulations for the applicable Parcel Type as well as applicable regulations in the City of Coburg Development Code.

b. Parcel Types. The following list defines the intent of each Parcel Type.

(1) Downtown Core Parcel Type

- (i) The primary intent of this parcel type is to create a vibrant, high density, pedestrian-oriented Main Street along N Willamette St.
- (ii) The mixed-use character of this parcel type is reflected in the verticality of its buildings, where each floor typically hosts a different use. Typically along streetfronts, retail or service uses are located on the ground floor of the building, and residential (lofts), office, retail, trade or service uses are located on the upper floor(s).

(2) Downtown Flex Parcel Type

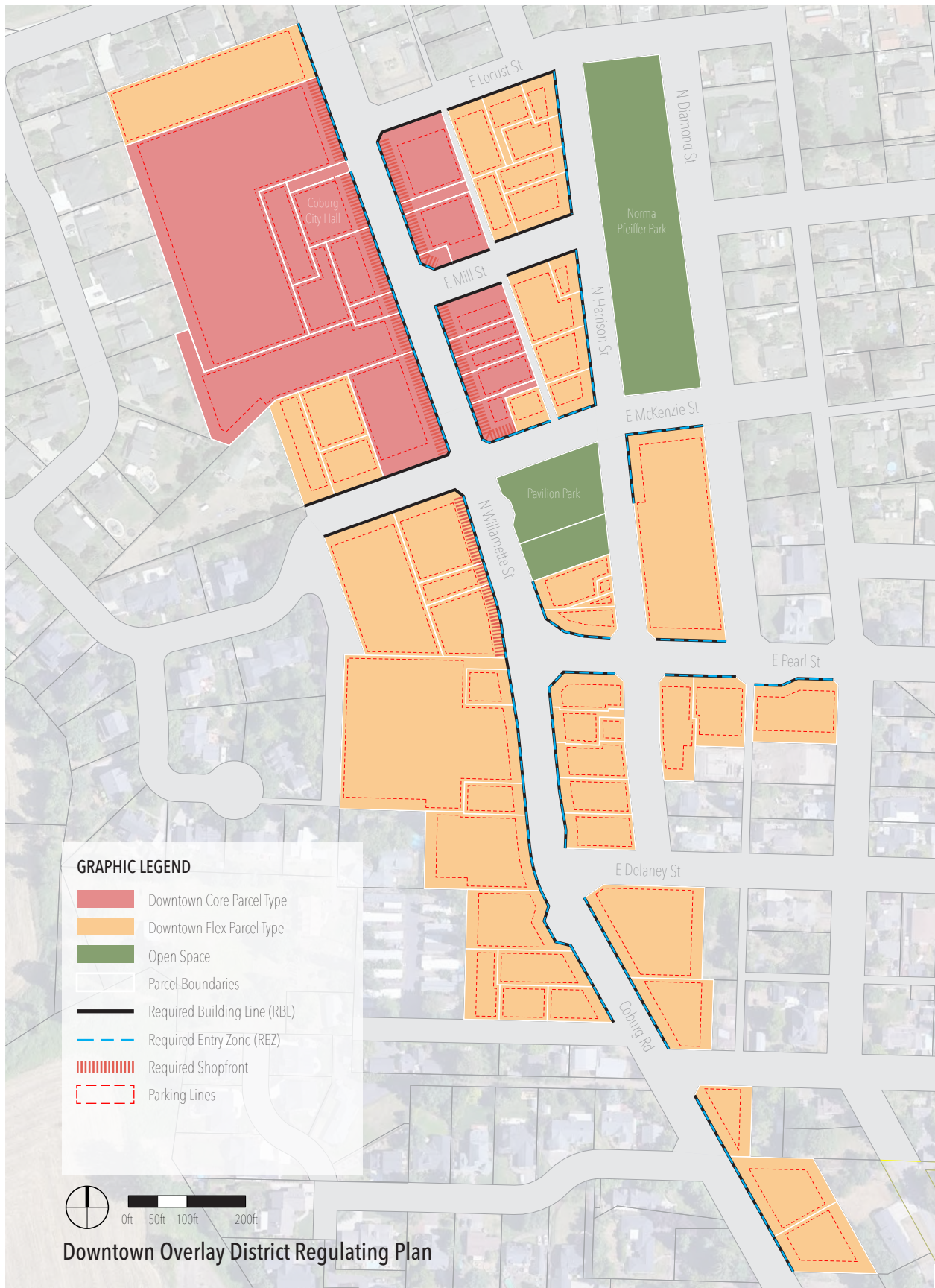
- (i) The primary intent of this parcel type is to encourage vibrant, pedestrian-oriented, mixed-use development throughout the Downtown Coburg Overlay District.
- (ii) The mixed-use character of this parcel type is defined by the flexibility and compatibility in use, in a sense that no parcel is restricted to a single use. This allows retail, service, office, live-work, and residential (townhomes or lofts) uses to be within proximity of each other, vertically or horizontally.

4. Building Standards

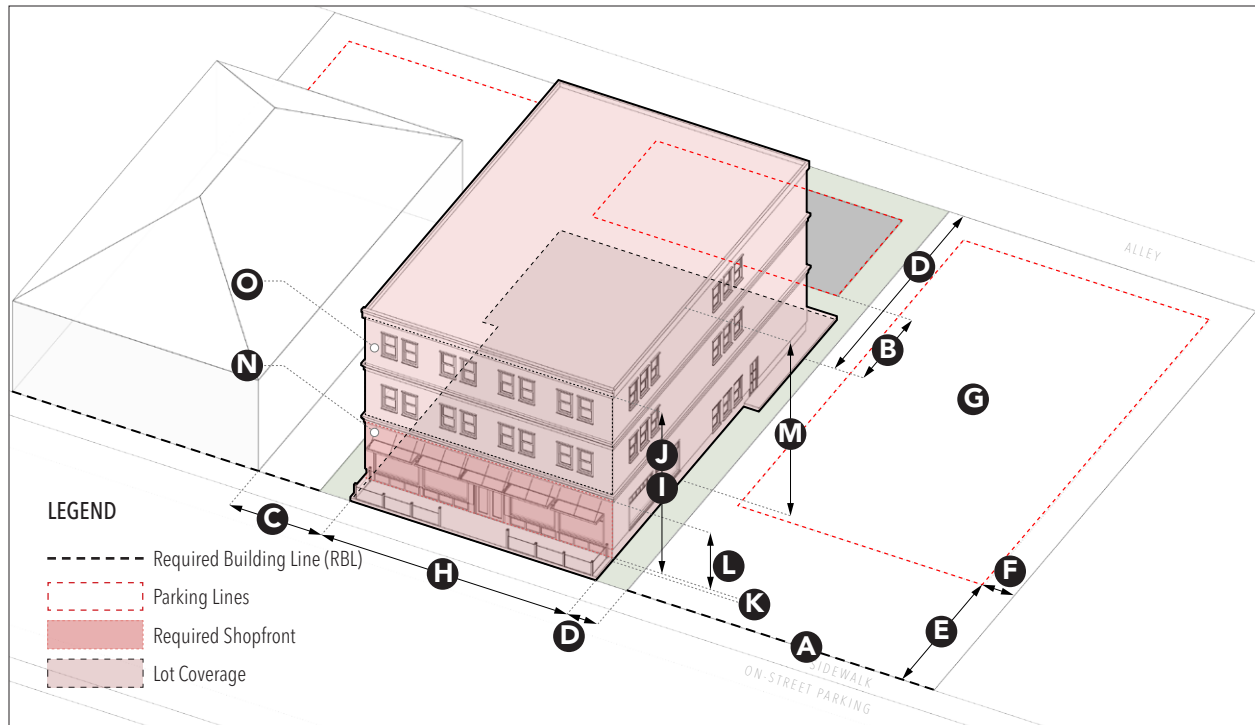
a. Purpose and Applicability

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

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



A. DOWNTOWN CORE BUILDING STANDARDS

**Use**

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

Placement

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

Coverage

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

Height

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

Fenestration

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

DOWNTOWN CORE BUILDING STANDARDS

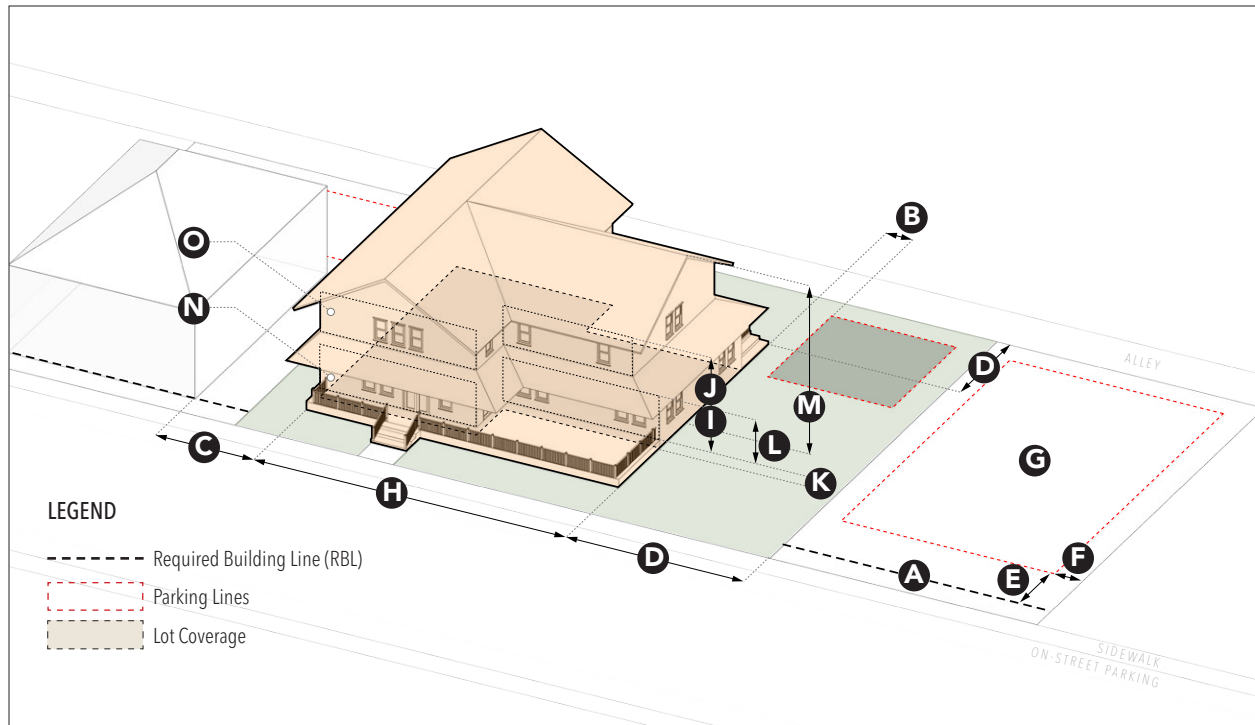
The physical form of buildings on this parcel type is regulated to reflect the town center character of downtown, with required shopfront on the ground floor where RBL exists. Because the Downtown Coburg Overlay District is part of Coburg's "Architecturally Controlled Areas," the building form must also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



Notes

- Buildings on parcels that abut a Traditional Residential parcel must be set back at least one foot for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft; building height is measured from the average grade to the top of the wall facing the shared property line or to the top of the highest window or door, whichever is higher
- One hundred percent coverage is allowable when applicable minimum loading space, stormwater, and setback requirements are met
- The ground floor of non-street-facing residential use must be elevated a minimum of 16 inches above grade
- Primary building entrance must be located along the Required Entry Zone (REZ) and be oriented to the street
- Pedestrian sidewalks or walkways must be provided to connect the building primary entrance to the public right of way
- Uses that create odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries are prohibited
- All new developments are required to provide a minimum of two of the following pedestrian amenities
 - Outdoor seating options
 - Extra wide sidewalk
 - Courtyard or pocket park
 - Rain garden and/or planters
 - Other opportunities for open spaces
- All new constructions and major renovations are required to incorporate historic building exterior design elements as detailed in Section 3.c of this Overlay Code "Architecturally Controlled Areas"
- The the Downtown Coburg Overlay District is exempt from the minimum off-street parking requirements under Article VIII.B Section 2(b) of the Coburg Development Code, except for employees parking and work vehicles that are stored on site
- Refer to Article VIII.M.2.b.(1) for off-street vehicle parking standards for mixed-use development in the Downtown Coburg Overlay District
- If more than four dwelling units are proposed, an alley or private mid-block lane are required for vehicle access
- No structural improvements, except road surfacing, are allowed within 10 feet of the centerline of an alley
- Any ground-level shopfront windows facing circulation networks must be kept visible (unshuttered) at night

B. DOWNTOWN FLEX BUILDING STANDARDS

**Use**

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

Placement

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

Coverage

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

Height

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

Fenestration

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

DOWNTOWN FLEX BUILDING STANDARDS

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



Notes

- Buildings on parcels that abut a Traditional Residential parcel must be set back at least one foot for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft; building height is measured from the average grade to the top of the wall facing the shared property line or to the top of the highest window or door, whichever is higher
- One hundred percent coverage is allowable when applicable minimum loading space, stormwater, setbacks, and parking requirements are met
- Primary building entrance must be located along the Required Entry Zone (REZ) and be oriented to the street
- Pedestrian sidewalks or walkways must be provided to connect the building primary entrance to the public right of way
- Uses that create odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries are prohibited
- All new developments are required to provide a minimum of two of the following pedestrian amenities
 - Outdoor seating options
 - Extra wide sidewalk
 - Courtyard or pocket park
 - Rain garden and/or planters
 - Pedestrian-scaled awnings or canopies
 - Other opportunities for open spaces
- All new constructions and major renovations are required to incorporate historic building exterior design elements as detailed in Section 3.c of this Overlay Code "Architecturally Controlled Areas."
- The the Downtown Coburg Overlay District is exempt from the minimum off-street parking requirements under Article VIII.B Section 2(b) of the Coburg Development Code, except for employees parking and work vehicles that are stored on site
- Refer to Article VIII.M.2.b.(1) for off-street vehicle parking standards for mixed-use development in the Downtown Coburg Overlay District
- If more than four dwelling units are proposed, an alley or private mid-block lane are required for vehicle access
- No structural improvements, except road surfacing, are allowed within 10 feet of the centerline of an alley

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

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

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

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

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



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



Current state

5. Sustainable Landscape Standards for Downtown Coburg

a. Purpose and Applicability

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

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

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

b. On-site Stormwater Infrastructure

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

RAIN GARDEN

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

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

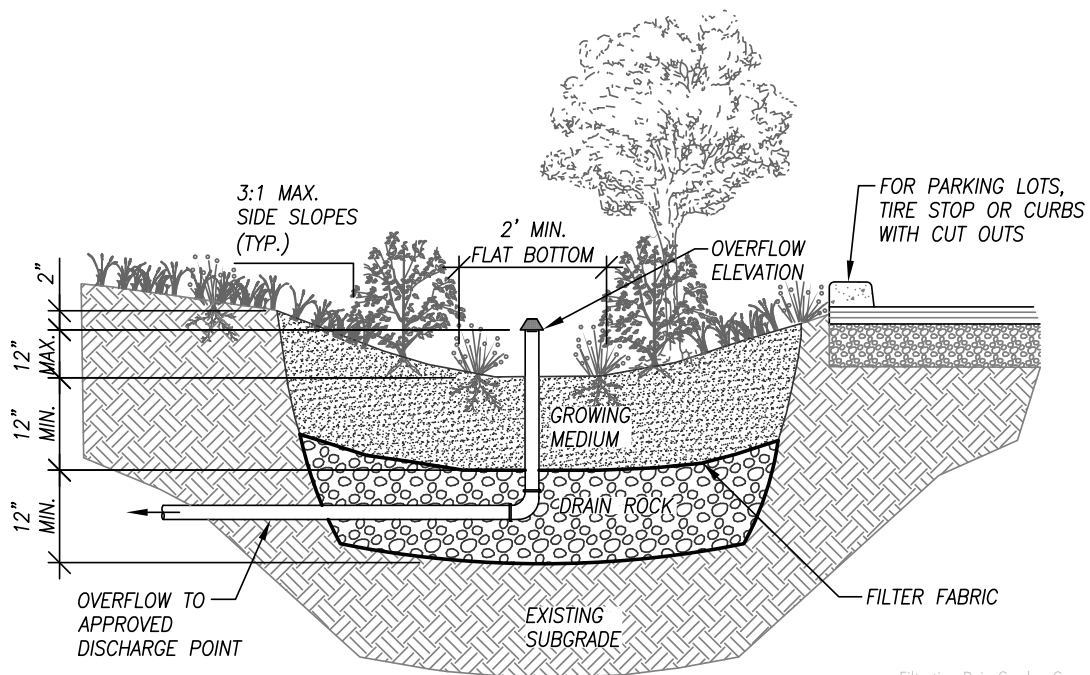
Rain gardens can be used to fulfill applicable requirement for site landscaping area, and should be integrated into the overall site design.



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



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



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

VEGETATED SWALE

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

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

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

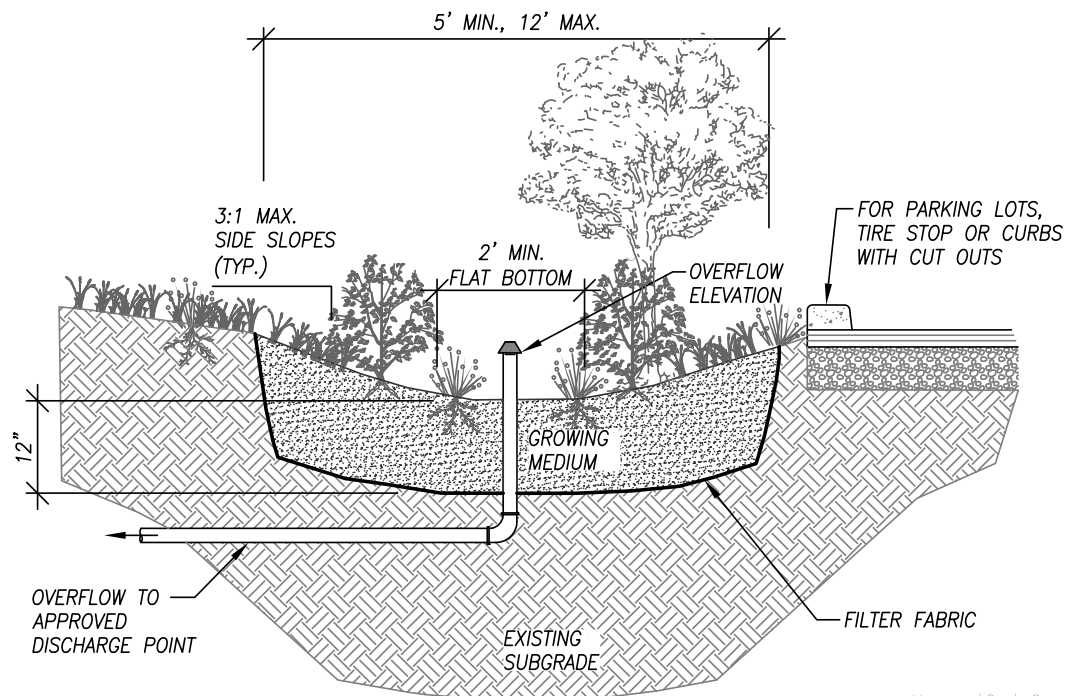
Vegetated swales can be used to fulfill applicable requirement for site landscaping area, and should be integrated into the overall site design.



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



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



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

GRASSED SWALE

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

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

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

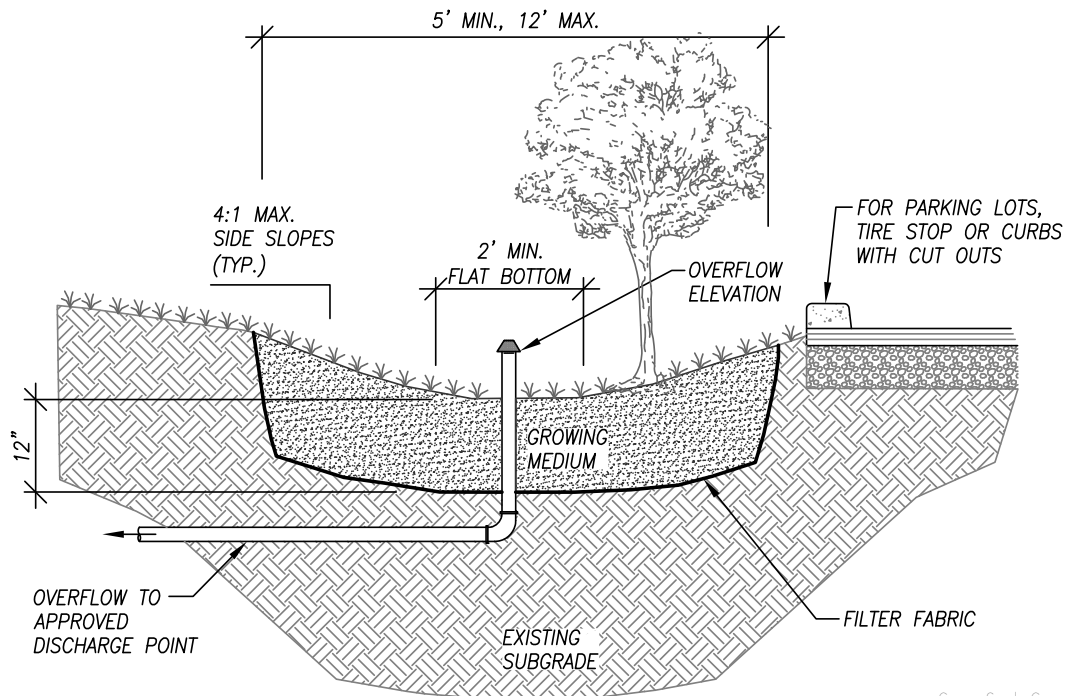
Grassed swales can be used to fulfill applicable requirement for site landscaping area, and should be integrated into the overall site design.



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



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



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

c. **Parking Lot Design**

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

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

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

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

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



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



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



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



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



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



Other pervious surfaces may be appropriate upon demonstrating permeability.

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



Article XI E.2.j. DOWNTOWN COBURG OVERLAY DISTRICT DEVELOPMENT CHECKLIST

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

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

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
PARKING (continued)			
j.	Fences, walls, or other structures screen at least 70 percent of the view when abutting Residential District parcels		
k.	The maximum height of fences and walls is six feet, as measured from the lowest grade at the base of the wall or fence; see Section 5.c.(2).(iii) of the Downtown Coburg Overlay District Code for exceptions		
l.	Any fence, hedge and wall comply with vision clearance standards in Article VIII.A and provide for pedestrian circulation where required		
m.	New off-street parking with five or more spaces is landscaped at minimum of 10% of the gross area of the parking lot		
LANDSCAPING / ON-SITE STORMWATER INFRASTRUCTURE			
a.	Applicant or developer of new development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels, demonstrates post-development runoff at or below pre-development rates		
b.	New development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels provides on-site vegetated stormwater infrastructure as necessary, appropriately sized by the site designers to mitigate any increase in stormwater runoff post-development		

DOWNTOWN FLEX PARCEL TYPE

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

Because the Overlay District is part of Coburg's "Architecturally Controlled Areas," the building form must also reflect the local architectural characteristics, as defined in Section 3.c of the Downtown Coburg Overlay District Code.

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
USE: Refer to Article VII.C.2 of the Coburg Development Code for a complete list of permitted and prohibited uses			
a.	Ground floor of the building(s) serves one or more of the following uses: retail, service, office, trade, residential		
b.	Upper floor(s) of the building(s) serves one or more of the following uses: retail, service, office, trade, residential		
c.	Ground floor residential use is only on non-street-facing parts of the parcel (if applicable)		
PLACEMENT			
a.	The front-most part of the building(s) (i.e. wall, front porch) is built to the RBL of between 0 ft and 6 ft from the street edge or the sidewalk (when available)		
b.	Building(s) has a minimum setback of 6 ft from secondary roads and parking		
c.	The building(s) minimum setbacks from other buildings comply with applicable Uniform Fire Code standards		
d.	Building(s) has a minimum rear and side setbacks of 0 ft		
e.	Building(s) on a lot abutting a Traditional Residential parcel is set back at least 1 ft for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft		
f.	The building(s) primary entrance is located along the Required Entry Zone (REZ) and be oriented to the street		
g.	Pedestrian sidewalks or walkways are provided to connect the building(s) primary entrance to the public right of way		
COVERAGE			
a.	Existing lot, subdivisions of an existing lot, or new combination of lots has a minimum width of 25 ft		
b.	Existing lot, subdivisions of an existing lot, or new combination of lots has a minimum area of 1,500 sq ft		
c.	Lot may have a maximum coverage of 100%, provided that applicable minimum loading space, stormwater, setbacks, and parking requirements are met		
d.	The building(s) primary street façade is built to the RBL for a minimum 60% of the RBL length		
e.	Building(s) is a maximum 150 ft in width and length		
f.	Building(s) has an exterior building articulation every 40 horizontal feet or less		
HEIGHT			
a.	Building(s) has a minimum of 1 floor		
b.	Building(s) has a maximum of 3 floors		
c.	The building(s) ground floor is elevated a minimum of 0 inch above the sidewalk		
d.	When the building ground floor is a residential use, it is elevated a minimum of 16 inches above grade		
e.	Building(s) has a minimum floor-to-floor height of 10 ft		
f.	Building(s) has a maximum height of 45 ft		
FENESTRATION			
a.	50%-70% of the building(s) ground floor consists of fenestration		
b.	40%-70% of the building(s) upper floor(s) consists of fenestration		

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

Design Standards		Site Plan Complies (Y/N/NA)	See Comment Sheet #
PARKING (continued)			
j.	Fences, walls, or other structures screen at least 70 percent of the view when abutting Residential District parcels		
k.	The maximum height of fences and walls is six feet, as measured from the lowest grade at the base of the wall or fence; see Section 5.c.(2).(iii) of the Downtown Coburg Overlay District Code for exceptions		
l.	Any fence, hedge and wall comply with vision clearance standards in Article VIII.A and provide for pedestrian circulation where required		
m.	New off-street parking with five or more spaces is landscaped at minimum of 10% of the gross area of the parking lot		
LANDSCAPING / ON-SITE STORMWATER INFRASTRUCTURE			
a.	Applicant or developer of new development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels, demonstrates post-development runoff at or below pre-development rates		
b.	New development, redevelopment, alteration to the footprint, height, or massing of an existing building, or improvement to parcels provides on-site vegetated stormwater infrastructure as necessary, appropriately sized by the site designers to mitigate any increase in stormwater runoff post-development		

REVIEW COMMENT SHEET			
Comment Number	Plan Component	Reviewer Name	Comment



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



Current state

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

Coburg Street Design Standards - Existing Roadways

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

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

ATTACHMENT E

Section J. - PUBLIC FACILITIES. DISTRICT (PF)

1. PURPOSE

The City of Coburg recognizes the need to develop and modify public facilities. 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.

USES AND STRUCTURES

(a) Permitted Principal Uses and Structures.

(1.) Communication facilities and structures including:

(i) Radio broadcasting studios, stations and towers;

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

(iii) Telephone exchange stations and relay towers; and

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

(b) Governmental services including:

(i) City Hall;

(ii) City or county maintenance facilities;

(iii) Community buildings;

(iv) County Courthouse;

(v) Fire stations;

(vi) Police stations;

(vii) Post offices;

(viii) Public cemeteries;

(ix) Public hospitals;

(x) Public libraries;

(xi) Public museums;

(xii) Public restrooms;

(xiii) Senior centers;

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

(xv) Accessory structures for any of the above.

(c) Park land and open space:

(i) Public open space;

(ii) Public parks;

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

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

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

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

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

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

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

3. SITING REQUIREMENTS

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

4. LOT REQUIREMENTS

(a.) For structures:

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

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

(b) For parks and open spaces: none.

5. YARD REQUIREMENTS

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

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

6. MAXIMUM HEIGHT STANDARDS

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

7. FENCES, WALLS AND OTHER STRUCTURES

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

8. SIGNS

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

DRAFT

MEMORANDUM

TO: Coburg City Council

FROM: Ad Hoc Committee on Development Code Review

DATE: June 9, 2022

RE: Report and Recommendation for Development Code Update

This report has been submitted to the Coburg City Council to document the recommendations to date of the Ad-Hoc Committee on Development Code Review.

FORMATION OF THE COMMITTEE: Council Direction, December 2020, Resolution number 2020-22.

MEMBERS OF THE COMMITTEE: John Fox (City Councilor), Patty McConnell (City Councilor), Paul Thompson (Planning Commission Chair), Marissa Doyle (Planning Commissioner), Alan Wells (Planning Commissioner, Business Owner), Cathy Engebretson (Citizen-at-large), and Jerry Behney (Citizen-at-large).

TASK OF THE COMMITTEE

1. **Subject Matter:** The Committee was tasked with reviewing Coburg's Development Code and recommending Code revisions to the Planning Commission and City Council.
1. **Resources:**
 - a. The City of Coburg engaged a reputable third-party Land Use consultant, The Urban Collaborative, to provide guidance to the Ad Hoc Committee on standard and best practices for Land Use regulations and Development Code, and to draft the technical language and layout that will form the basis of the Committee's recommended revisions to the Development Code.
 - b. The Committee also reviewed Coburg's existing Development Code, as well as excerpts of Development Code from several other cities of varying sizes and locales that Committee members thought were relevant to Coburg's architectural and built environment design goals.

2. **Scope for Phase 1 (2021 – 2022):**

- a. **C1 Zone (Central Business District):** review the existing Development Code for the C1 District (aka Zone), the Build-Out Scenario Project report from 2020 on the C1 District, and public feedback to the Build-Out report.
- b. **All other zones - “low hanging fruit” for Current Phase:** In addition, review Coburg’s Development Code in all other Districts (aka Zones) for revisions needed that are simple and/or straightforward; (in the interest of time, more complex issues in Zones *other than* C1, will be tabled, for further discussion after the Current Phase recommendations are acted upon by Planning Commission and City Council).
- c. **All Zones - list of issues for Ad Hoc Committee to review in Phase 2 (ASAP):** Identify and list Development Code items that need to be reviewed and revised in a future phase. *

* Phase 2 is TBD as of the date of this memo; however, the Ad Hoc Committee recommends this work commence as soon as possible after the Phase 1. This is due to deficiencies in the existing Development Code that put the community at risk of losing its highly sought-after traditional small-town layout and architecture, and that create confusion and frustration for applicants, staff and the public.

RECOMMENDATION

At the June 9, 2022 meeting of the Ad-Hoc Development Code Review Committee, the committee voted unanimously to recommend the Planning Commission and City Council adopt the attached Exhibits A through E, as amended on June 9, 2022:

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

Note: **Exhibit A serves as both a general summary of the proposed changes, and also includes specific proposed changes to development code language for multiple Land Use Districts (aka Zones) in Coburg.

Exhibit B: Draft regulating plan, development checklist and rendering for the form-based code for the Central Business District (C-1) zoning district.

Exhibit C: Highway Commercial zoning district rendering.

Exhibit D: Draft Public Facilities section.

Exhibit E: Draft alternative street standards.

PUBLIC OUTREACH

The Committee’s recommendations will be presented to the Coburg Planning Commission and City Council. Each body will hold one or more Public Hearings on the proposal, which include multiple opportunities for public comment.

FUTURE OF COMMITTEE

The committee is requesting its continuance through at least Phase 2 of the Development Code review.

ATTACHMENTS

1. Recommended changes to Coburg's C1 (Central Business District) District Regulations and to other zoning District regulations:
 - a. Exhibit A**: Code matrix showing the existing Development Code language and proposed amendments.

Note: **Exhibit A serves as both a general summary of the proposed changes, and also includes specific proposed changes to development code language for multiple Land Use Districts (aka Zones) in Coburg.
 - b. Exhibit B: Draft regulating plan, development checklist and rendering for the form-based code for the Central Business District (C-1) zoning district.
 - c. Exhibit C: Highway Commercial zoning district rendering.
 - d. Exhibit D: Draft Public Facilities section.
 - e. Exhibit E: Draft alternative street standards.
2. Meeting Minutes of the Ad-Hoc Committee on Development Code Review.



Agency Referral

May 24, 2022

Enclosed please find proposed amendments to the Coburg Development Code. **The City of Coburg is proposing changes to the Development Code (PA 01-22) including but not limited to a form-based code for the Central Business District, adding alternative street standards and a Public Facilities section, and correcting typographical errors.** The proposed amendments will be reviewed by the Coburg Planning Commission and City Council at public hearings on June 15th and July 12th respectively. I will incorporate your comments on these proposed changes if you return them by **Tuesday, June 7th, 2022**. If you have additional questions, please feel free to contact Megan Winner at Megan.Winner@ci.coburg.or.us.

Regards,

Megan Winner
Planner
City of Coburg
P.O. Box 8316
541-682-7862

P.S. Emailed comments are the preferred method, but any format is acceptable.

CC:

Branch Engineering
Coburg Public Works
Coburg City Recorder
Coburg Rural Fire District
Lane County Planning

DLCD
ODOT
NW Natural
Coburg Sanitary
EPUD

Charter Communications
Century Link
Douglas Fast Net
File



This Measure 56 notice is to notify you that the City of Coburg has proposed a land use regulation that may affect the permissible uses of your property and other properties.

Notice to mortgagee, lien holder, vendor, or seller: The Coburg Zoning Code requires that if you receive this notice it shall be promptly forwarded to the purchaser.

The public is invited to attend and testify at a public hearing for Coburg's Zoning Code Update Project (PA-01-22).

For the past year, Coburg has been working on updating the Coburg Zoning Code (also known as the Development Code) to establish a form-based code overlay for the Central Business District, prohibit the use of formula-based businesses (also known as chain stores) within the Central Business District, add alternative street standards and a Public Facilities section, as well as other changes.

The proposed Zoning Code amendments relax standards in some cases and add standards in other cases. The amendments may apply to property you own.

All relevant materials and information may be obtained or reviewed at Coburg City Hall. To read the proposed Zoning Code changes online or sign up for updates, please visit:

<http://www.coburgoregon.org/planning/page/development-code-update>

Planning Commission Public Hearing Information

Date: Wednesday, July 20th, 2022

Time: 7pm

Place: Hybrid meeting with options to attend in-person at City Hall or virtually via Zoom or livestream

City Council Public Hearing Information

Date: Tuesday, July 26th, 2022

Time: 7pm

Place: Hybrid meeting with options to attend in-person at City Hall or virtually via Zoom or livestream

Public oral or written testimony is invited. The hearing will be held under Article X.5.a of the Coburg, Oregon Zoning Code Development Code and the Council Rules, which are available at City Hall. Coburg City Hall is located at 91136 N Willamette Street in Coburg, Oregon 97408.

Contact: Megan Winner, Planner, at megan.winner@ci.coburg.or.us or (541) 682-7862

ORS 227.186 required notification:

On July 20th and July 26th, 2022, the City of Coburg will hold a public hearing regarding the adoption of Ordinance Number A-200-L. The City of Coburg has determined that adoption of this ordinance may affect the permissible uses of your property, and other properties in the affected zone, and may change the value of your property. Ordinance A-200-L is available for inspection at the Coburg City Hall located at 91136 N Willamette St. Coburg, OR 97408. A copy of Ordinance Number A-200-L also is available on the City's website at: www.coburgoregon.org/planning/page/development-code-update. For additional information concerning Ordinance Number A-200-L, you may call the Coburg Planning Department at (541) 682-7862.

All relevant materials and information may be obtained or reviewed at Coburg City Hall, located at 91136 N Willamette Street in Coburg, Oregon 97408.

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: July 12, 2022

Staff Contact: Anne Heath, City Administrator

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

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

GENERAL ADMINISTRATION

Water Project

- Well under design
- Water Rights have been successfully transferred to new well property
- Thomas Street Intertie under construction
- Reservoir Feasibility Study- In process
- Public Works Shop is under design

Street Projects

- **McKenzie Street Rebuild** – Out for bid – To begin 2nd week in September (after festival season)
- **Roberts Road** – Bid Awarded – Construction to begin
- **Collector Streets** – Under Design/Summer of 2023 Construction
- **Funding** – Commitment letter was signed. Waiting on loan documents for signature.

Park Projects

- Submitted Park Grant for Pavilion Park Plaza. City was invited to present our grant application on July 12 to the Grant Review Committee. We do not expect to know whether we receive the grant until September.

COOP (Continuation of Operations Plan) – Prior to his completion of his time at the City, Jim Bell worked to update the Cities Continuation of Operations Plan. This plan works in partnership with the Emergency Operations Plan to establish how the City will respond to an emergency and ensure that the services of the City continue. An example of what might be covered is an alternative site to operate City Hall. Jim brought this document into alignment with FEMA and the ICS emergency system. Staff are now reviewing the document and making final changes as needed. This will come to the City Council at their August meeting, and may be discussed during the Executive Session on July 26.

Noxious Weed Enforcement – Noxious Vegetation enforcement started on June 1, and runs through the end of October. Staff has noticed a very positive and progressive response to weed control from properties sent letters this year. Staff will continue to monitor throughout the summer.

Farm Lease – The City owns farmland adjacent to the sewer plant and leases it out to be farmed. That lease is expiring and there will be a RFP put out for a new farm lease this month. Public Works Director Brian Harmon has requested a slight reduction in the amount of ground to be farmed in order to provide for growing and expanded plans around the sewer plant. It is likely that the new lease will be awarded in August and come before the City Council for approval in September.

Bond Repayment Issue – In 1973, the City sold bonds for a water project. All of the bonds were sold in \$1000 - \$5000 increments, and became due no later than January 1, 1999. Up until around 2016, the City had a \$5000 bond due on the balance sheet. However, staff were unable to provide auditors with any information regarding the bond, and given the small amount, it was recommended that it be removed from the books. Recently, the City received a phone call from a son who had found a bond in his mother's estate documents. The copy of the bond he provided gave the staff vital information regarding the bond sales, and the City decisions for the sales. The City is unclear at this time whether this bond has been paid, and are researching historical financial records (pre-electronic files). Staff have continued to be in contact with the family, and will provide them more information once staff has had time to locate the pertinent records and consult with the City attorney.

Zoning Code Update – The Ad-Hoc Committee has finished its work, reviewed the final changes and it is now being prepared for the planning commission presentation and hearing. The following is the scheduled timeframe for this ordinance:

July 21, 2022 – Planning Commission presentation, hearing and recommendation
 July 26, 2022 - City Council special meeting – 1st reading of Ordinance/Public Hearing
 August 9, 2022 – City Council – 2nd reading of Ordinance and Council decision

League of Oregon Cities – Legislative Priorities Ballot has been released and was emailed to the City Councilors on June 24. Councilors are encouraged to provide their feedback no later than July 29 in order for us to consolidate the Cities priorities. A copy of the ballot is attached to this report.

Upcoming Meetings

Heritage Committee	7/13
Park Tree Committee	7/19
Planning Commission	7/20
Executive Session	7/26

Special Council Meeting	7/26
Finance Audit Committee	7/27
City Council	8/9

DEPARTMENTS AND OPERATIONS

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

City Recorder

- June 15 to July 11th managed three Public Meetings. All Public meeting are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Completed 10 lien searches.
- Published the legal notice for land use Applications PA-01-22 and SR-02-22. Posted recruitment for Public Works Seasonal help. Contract, Grants agreements.

Utility Billing

- June Utility bills covering 5/11 to 6/10
- Billed Water \$62,100 | Sewer \$81,000 | TUF \$11,789
- Cash Receipts or Payments Received \$156,485
- Past dues charged 74
- Active Payment Plans 2
- Change is service 4
- Annual Limited Income Assistance (LIA) program open enrollment closed on June 30, 2022. Will be implementing the 2023-23 applications into utility billing. Will be reflected on the bill that goes out August 10th.
- Training with Finance Director on Utility Billing to line it up with the Finance Director Job Description and remove the management and oversight from the City Recorder.

Administration front Office

- Special Event applications and notices for July.
- Noxious vegetation enforcement.
- Park rentals

Finance

- See Finance Report under separate tab.

Planning – Prepared by Megan Winner

Due to Staff vacation schedule, planning bullet points will be in red folder this month

Main Streets and Economic Development – Prepared by Tracey Pugh

- Completed Our Town newsletter for July/August 2022
- Obtained nonprofit status for Coburg Main Street
- Finalizing Coburg Business Map/Directory
- Finalized logo for Coburg Main Street
- Working on City of Coburg website - updating information, fixing broken links
- Created poster for Concerts in the Park and Coburg Market
- Held a Business After Hours mixer with Oregon RAIN
- Redesigning Chamber website for Coburg Main Street
- Working on cleaning up Visitor Kiosk and Bike Hub
- Coordinating vendors for Coburg Market on Thursdays (July 21-August 25)
- Coordinated/attended monthly meeting with Main Street Executive Committee
- Coordinated/attended monthly Coburg Main Street committee meeting
- Assisting Coburg Antique Fair Director
- Participated in weekly Oregon Main Street zoom meetings

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**
 - **Street**
 - **Repairs**
 - Hot patched three trenches
 - Pot hole repairs
 - Replaced stop sign on Roberts Ct.
 - **Mowing**
 - Right of Way mowing
 - Mowed all Bio swales
- Water Utility**
 - **Callouts**
 - Leak was called in on Christian Way
 - **Flow Testing**
 - Crews flow tested 12 fire hydrants around town and worked with the Fire Department on report to ISO for insurance.
- **Sewer Utility**
 - **Collections**
 - **Inspections**
 - 12
 - **Callouts**
 - 7
 - **Tanks Pumped**
 - 6
 - **Treatment Plant**
 - **Projects**
 - We planted 102 Oregon Ash Trees for the DEQ Project
- **Parks Dept**

- **Parks and Tree Committee**
 - Work Party at Johnny Diamond Park
- **Park Maintenance**
 - Reese Landscaping went through all the flowerbeds at Johnny Diamond Park
 - Removed two trees that blew over in the wind.
 - Cleaned up Diamond St. Island
- **Misc.**
 - **Locates** 15
 - **Work Orders** 60

Municipal Court - Prepared by Mandy Balcom

- **June 2022 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for June 7, 2022 Court Date: 55
 - **June 2022 Receipts Including Collections,**
 - **Total Fines:** \$11,776.44 (total monies taken in for the month, nothing deducted),
compared to \$14,979.87 in June of 2021
 - **Net Fines:** \$7,833.00 (City share only, NOT including collections),
compared to \$9,000.00 in June of 2021
 - **June 2022 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 3,943.44
compared to \$5,979.87 in June of 2021
 - **Turned over to collection:** \$ 20,140.00
compared to \$17,337.00 in June of 2021

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

Other Information:

- **Upcoming Court Date: July 12, 2022 Regular Court Session**
August 2, 2022 Regular Court Session

Police Department – Prepared by Chief Larry Larson

- Officer arrested two males for failing to complete annual report as a sex offender.
- Officer arrested a female for a misdemeanor warrant at the Shell Gas Station.
- Officer investigated a burglary and theft that occurred at a business on Roberts Court.
- Officer investigated a DHS referral for child neglect and determined it was unfounded.
- Officer purchased fuel for three stranded individuals using funds from the CHETT program.

- Officer investigated and cited a citizen for violation of city ordinances.
- Officer investigated a non-injury motor vehicle crash.
- Officers completed a death investigation.
- Officer investigated a criminal mischief case where unknown suspects damaged a fence.
- Officer arrested a male for a misdemeanor warrant.
- Officer investigated a hit and run.
- Officer returned a lost US Passport.
- Officers spent an hour at City Hall attempting to deescalate an individual having a mental health crisis.
- Officer responded to suspicious conditions at the Truck N' Travel.
- Officer transported a citizen to the train station so he could attend his mother's funeral.
- Officer investigated a menacing at the Eugene Kamping World where a suspect while carrying a firearm chased a citizen.
- Officer completed ODOT commercial truck inspections.
- Officer assisted DHS with a reported sexual assault.
- Officer conducted compliance checks with city ordinance violations.
- Officers instructed a concealed weapons course for citizens.
- Officer attended MILO training.
- Officers provided VIN inspections to local business.
- Officers returned a loose dog several times to the same owner.
- Officers completed compliance checks on sex offenders.
- Officers pulled an information report to destroy the 40 pounds of prescription drugs for the take back drop box
- Officers worked bailiff duties at the Coburg Municipal Court.
- Officers worked bailiff duties at the Harrisburg Municipal Court.
- Officers responded to several alarm calls.
- Officers completed their LEDS certification.
- Officers transported a suicidal citizen to the hospital.
- Officers worked the ODOT grant for speed enforcement
- Officers work with the United States Marshals Service doing sex offender compliance checks
- Officer attended a Safety Team meeting with the Coburg Community Charter School
- Officers provided ice cream to Coburg Community Charter School for the annual Ice Cream Social.

Upcoming Events:

- ODOT traffic grant enforcement pedestrian crosswalk safety in June

ATTACHED

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

- A. 6/8/2022 Heritage Committee
- B. 6/9/2022 Code Review Ad Hoc
- C. 6/14/2022 Urban Renewal Agency
- D. 6/21/2022 Park Tree Committee

- E. League of Oregon Cities Legislative Priorities Ballot 2023
- F. City Administrator weekly report to Council 7.1.22