



AGENDA

PARK | TREE COMMITTEE

MEETING

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, May 19, 2026 at 6:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

- [1.](#) April 28, 2026, Park | Tree Committee Minutes

COMMITTEE BUSINESS

- [2.](#) Hazards & Park Issues
3. Work Party Recap/Schedule
4. Park Project Updates
5. New Neighborhood Park - Community Engagement Plan
6. Volunteer Program Re-Structuring Discussion

CITY UPDATES

- [7.](#) City Administration Report, May 2026

FUTURE MEETINGS

ADJOURNMENT

Coburg City Hall is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact City Hall at 541-682-7850.



MINUTES

Parks Tree Citizen Advisory Committee

April 28, 2026 at 6:00 P.M.
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Chair; Tom Beatty, Coleen Marshall, Joe Morneau, Mary Mosier, Cheryl Quinlan

MEMBERS ABSENT: Michelle Shattuck, Karen Coury

GUESTS/STAFF PRESENT: City Administrator; Adam Hanks, Council Liaison; Claire Smith

TRANSCRIBED BY: Administrative Assistant; Madison Balcom

CALL TO ORDER

Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 5:59 pm.

ROLL CALL

City Administrator, Adam Hanks, called the roll.

AGENDA REVIEW

There were no changes to the agenda.

MINUTES APPROVAL

1. March 17, 2026, Park Tree Committee Minutes

MOTION: Ms. Marshall moved, seconded by Mr. Morneau to approve the February 17, 2026 minutes as presented.

The motion passed as 5:0, with Beatty, Marshall, Morneau, Mosier, and Quinlan voting affirmatively, none opposed.

COMMITTEE BUSINESS

2. Loop Path Survey Presentation by U of O Students

The U of O Student team gave a presentation and directed some activities with the committee. They are conducting a survey for the loop path, covering topics like current usage, amenities, and preferences of the community and its users.

3. Hazards and Park Issues

Mr. Hanks went through the memo, going over bench maintenance, the dead tree at Johnny Diamond noted for replacement, donated tree for Pavilion Park to be planted on May 1, lighting at Pavilion work, and the rose garden fertilizer.

Ms. Marshall noted that the Jacob Spores sign needs painted. Hanks mentioned that they intend to use the new sign at Laura Park at the Pavilion as the new template/sign type and switch out the others as they go. That will come up on a future agenda for more discussion.

Marshall asked if the cottonwood trees in the bioswale on Abby St. will be trimmed. Mr. Hanks said they are scheduled for trimming. The new trees will also be on a watering and clean up schedule as well.

Ms. Smith also brought up the idea of having a marker at the rose garden, paying homage to the original planter of those roses, Norma.

4. Work Party Recap

Ms. Marshall said they had a work party at Jacob Spores Park, totaling about 4.5 hours of work. She mentioned, as a future agenda item, considering changing the times to Saturdays and getting more community members and volunteers involved. Mr. Beatty and Ms. Shattuck also worked on the rose garden, totaling about 5 hours of work. Mr. Hanks added it to the list for next month's agenda.

The next work party will be on May 18th at Laura Park at the Pavilion at 8:30am.

5. Park Project Updates

Mr. Hanks went over the updates list, including irrigation system testing, and the Public Works Seasonal Temp position starting May 4th. However, Hanks mentioned that one permanent Public Works position is now open due to a resignation.

At the Arbor Day celebration, five trees were planted on Van Duyn with the Charter School Fifth Grade Class, and three trees were planted in the Bruce/Abbey Swale.

At Pavilion, the warrantee walkthrough was completed and several plants were replaced. In summer of 2026, they will explore fundraising for the fountain, benches, light bollards and picnic tables. The maintenance and improvement tasks planned for Winter/Spring include painting existing light posts, plank replacement of pavilion floor, matching railing fabrication and installation for rear of pavilion, and lighting replacement for the information shelter.

Coburg Main Street is still working on the Historic Signs for Johnny Diamond. At Jacob Spores, they will be working on grating and cleaning up the south of the water tank access road. The Veterans Medallions were delivered for Norma Pfeiffer. The city will complete post fabrication and installation for those. The permanent restroom signage installation and flagpole repair is scheduled for May. Ms. Marhsall asked if they had heard anything about the painted pillars for Pavilion Park. Hanks said he has not, and it is a Coburg Main Street item. Ms. Smith said it has not come to Main Streets yet, and they need to work on a process for the arts committee.

6. Community Engagement/Outreach planning for New Neighborhood Park

Mr. Hanks stated that this committee is shooting for a 30% design plan. This is a continuation of the last few meeting conversations.

Guest speaker, Barabara Guignard, had a few questions regarding the timeline of the planning and the past discussions she’s had with staff and neighbors. Some of the things her neighborhood wanted to see in the park were grass, trees, picnic tables, covered area over the tables, a sidewalk through or around the perimeter of the park, some play equipment, an open area for sports and lawn activities, and some benches. They would prefer no basketball, pickleball or tennis courts, not too many lights, and no dog park.

Guest Speaker, Loretta Gauthier, noted that she would like to see the space mowed, leveled, weeded, irrigated and kept up for the time being while other plans are still being determined. She also asked about the water fountain in Norma Pfeiffer Park and if there are any plans to fix or replace it. Mr. Hanks said the parts to fix it do not exist, so they have to figure out whether they will replace it or try to find parts elsewhere.

Hanks noted that their preferences are very aligned with what the committee has been discussing. He also noted that the area has not been grated for recreational use yet, but they have some predevelopment funds in the operations and maintenance of parks for mowing, grating and irrigation to get started. Mr. Hanks discussed more details of the phasing and funding processes, as well as surveys and community input.

The committee also discussed some safety concerns regarding the roads near parks, speed limits, and children and pedestrian activity in those areas.

Mr. Hanks reviewed the components they had discussed and narrowed down to in the March meeting, as listed in the memo document. He will bring back a list and rough draft document for outreach to the next meeting, and they will begin outreach and engagement. They will also be thinking about a name for the park.

CITY UPDATES

7. City Administration Report – April 2026

This report was provided. There was no discussion.

ADJOURNMENT

Mr. Beatty adjourned the meeting at 7:38pm.

APPROVED by the City of Coburg Park Tree Citizen Advisory Committee on this _____ day of _____ 2026.

Tom Beatty, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



COMMITTEE MEMO

MEETING DATE: May 19, 2026

STAFF: Adam Hanks, City Administrator

Park | Tree Committee May Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #1 – Minutes (5 min)

Item #2 – Hazards and Park Issues (5 min)

Follow up list includes:

- Bench maintenance
- Johnny Diamond – Dead tree – noted for replacement

Item #3 – Work Party Recap (5 min)

May – Laura Park

June - ???

Item #4 - Park Projects Update (15 min)

All Parks

- PW Seasonal Temp position started May 4th (Streets, Storm Drains and Parks)

Pavilion

- Fundraising for fountain, benches, light bollards and picnic tables – Summer 2026
- Maintenance/improvement tasks planned for Winter/Spring include:
 - Painting existing light posts (May)
 - Plank replacement on pavilion structure floor (near back)
 - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
 - Lighting replacement for info shelter

Johnny Diamond

- Tree replacement (NE corner)
- Historic Signs Next Steps - Coburg Main Street and Staff sign design/fabrication coordination incorporating Park/Tree and Heritage recommendations

Jacob Spores

- Grading/clean up to the south of water tank access road scheduled for spring
- Sign repainting, mulch around trees

Norma Pfeiffer

- Veterans Medallions delivered. City will complete post fabrication and installation
- Permanent signage at restrooms for camera and open hours at sign contractor – Target May installation
- Flag pole repair and marble base/plaque will be scheduled for deep cleaning in May to be complete with medallion installation.
- Memorial sign at original rose planting area

Item #5 – Community Engagement/Outreach planning for New Neighborhood Park (30 min) - Continued

The October Committee meeting recommendation of the Committee was to develop the initial project design concepts with the Committee that would result in a 30% project design. This will occur over the next several committee meetings with a target of community feedback on the 30% design in spring of 2026 through the use of surveys, open houses and other engagement tools.

30% project design plan

1. Review Parks and Open Space Master Plan
2. Develop initial list of desired park features/amenities
3. Rank/sort features by importance
4. Lay out features on plat maps for scale/fit
5. Develop phasing plan for feature improvements

Discussion and project concept scope will focus on items #2, #3 and #4 at the February meeting and items #4 (recap) and #5 at the March meeting. April meeting will wrap up initial concept design. May meeting will focus on community engagement plan.

February Meeting Initial Features/Amenities List (not in order of priority and not intended as a complete or final list)

- Low Maintenance
- Efficient use of water
- Shade Trees
- Native plants (supports water efficiency)
- Seating/benches
- Irrigation system (smart controller)
- Lighting – Ped scale, located at pedestrian access points and maybe around perimeter
- Play area – Active vs. passive? paved surface? Size/scale (how much of the park area to devote)
- Water/splash pad – Cost, maintenance, water consumption
- Urban Forest – Dense plantings in a portion of the park
- Drinking fountain?

Design considerations

- Age of current and future users
- Duplication of amenities at other parks or unique amenities not found in other parks
- Hours of use (impacts lighting decisions)

March Meeting Whiteboard recap (not in order of priority)

- Small area for active play (climbing, possibly natural materials, i.e. rock, logs, etc)
- Pathways – Indication for internal rather than perimeter

- Significant grass area for multi-use play/experience (maximizes parent sightlines as well)
- Vegetation encouraging habitat (pollinators, butterfly, etc)
- ADA Access to sitting area and pathways (pathways to meet ADA as well)
- Large stature “signature tree” in prominent location
- Wind protected area for seating/shelter (need further direction on structure vs. vegetation for protection)
- Rain cover/structure?
- Discussed desired “active scale” (0= fully passive, 10= 100% active spaces) – Further discussion needed
- Lighting – Pedestrian scale, dark sky lighting style important

Community Engagement Plan

1) Develop community survey for feedback and prioritization of March recap list of park elements, suggested elements not already considered, timeline, project budget and phasing feedback.

- a. Online survey
 - Park/Tree Committee to review and provide input at June meeting – survey release after July 4th holiday. Open for a month. Findings presented to Park/Tree Committee at September meeting
- b. Social media posts to kick off survey period and several additional posts for deadlines
- c. A Frame signs in various park locations with QR code to online survey
- d. Website page dedicated to the new park development with Park/Tree Committee info and survey link. This site will evolve into the park project page
- e. Tabling by staff/committee at community events (Concerts in the park)
- f. Pop up community meetings (one at new park site, one at Laura or Norma) – Could be during survey period or after to present initial results to community members

Item #6 – Volunteer Program Discussion

City Administration Report (0 min – unless questions)

Future Meeting Agenda Items – Items for upcoming meetings include:

- a. *Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu*
- b. *Committee mini-retreat – June? July?*



3. Business Retention and Expansion Survey – Summer 2026

The City of Coburg Economic Development team (City Administrator, Planning Director) engaged with a University of Oregon Public Policy Graduate student, Tannaz Moghaddas, to complete a Business, Retention and Expansion Survey (B,R & E) with an objective of understanding the current economic climate for our traded sector (light industrial) businesses and how the City can support their operations and continued success and viability.

Final review of the survey is being completed in May and the survey is planned to be live in June. A summary report will be generated and presented to Council in the Fall of 2026. Special thanks to Tannaz in being the driving force in getting the survey assembled and ready to go, as well as to Jason Harris, Economic Development Director at Lane County who also reviewed the survey and provided constructive edits to strengthen the final product.

4. Housing Capacity Analysis & Buildable Lands Inventory

The State grant funded Housing Capacity Analysis (HCA) project is off and running. This housing planning project aims to better understand the community’s housing needs and ensure that adequate land and appropriate policies for future housing for the next 20 years. Staff and LCOG consultants developed an Engagement Plan for the project which includes convening a technical advisory committee (TAC), conducting stakeholder interviews, deploying a survey, keeping updated project information and input opportunities online, and hosting open houses, as well as public meetings for decision making bodies.

The TAC will have approximately five members and meet five times between June 2026 and March 2027. The survey will be deployed in early summer. Once key components of the HCA are complete, an open house will take place in the fall to share findings and seek additional community input.

The Coburg Planning Commission will receive regular updates and make a recommendation to Council on adoption in early 2027.

CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	Oct 2026
Water	Stallings Transmission Line	\$1,000,000	January 2027
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	June 2026
Water	Water Conservation & Management Plan	\$50,000	June 2026
Streets	Major Maintenance Contract	\$50-\$75,000	July/Aug 2026
Parks	New Park Pre-Development Work	\$20,000	August 2026



Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Paused - Ongoing
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Traffic/Ped Safety – Mill St/Diamond St	4/16/26	Active – Data/Study
Traffic Safety – Christian St (inadequate dead end signage)	4/20/26	Active – Lane County coord
Nuisance Property – Skinner St (Weeds, trash, misc.)	4/29/26	Active – In progress
Right of Way – private use of chemicals	5/4/26	Complete – notices sent
Vegetation/Weeds – Various locations	5/11/26	Active – In progress

DEPARTMENT ACTIVITY AND STATISTICS

Staff maintains various activity, work order and case log type records that are utilized for required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some data comes from third party systems and not always in a format that is easily summarized or customized.

PUBLIC WORKS

Water System:

Monthly meter reading, door hangars
Water leak repair at PVE

Wastewater System:

Callouts for collection system included commercial FOG (fats, oil, grease) issues. Follow ups with businesses on proper use/maint.

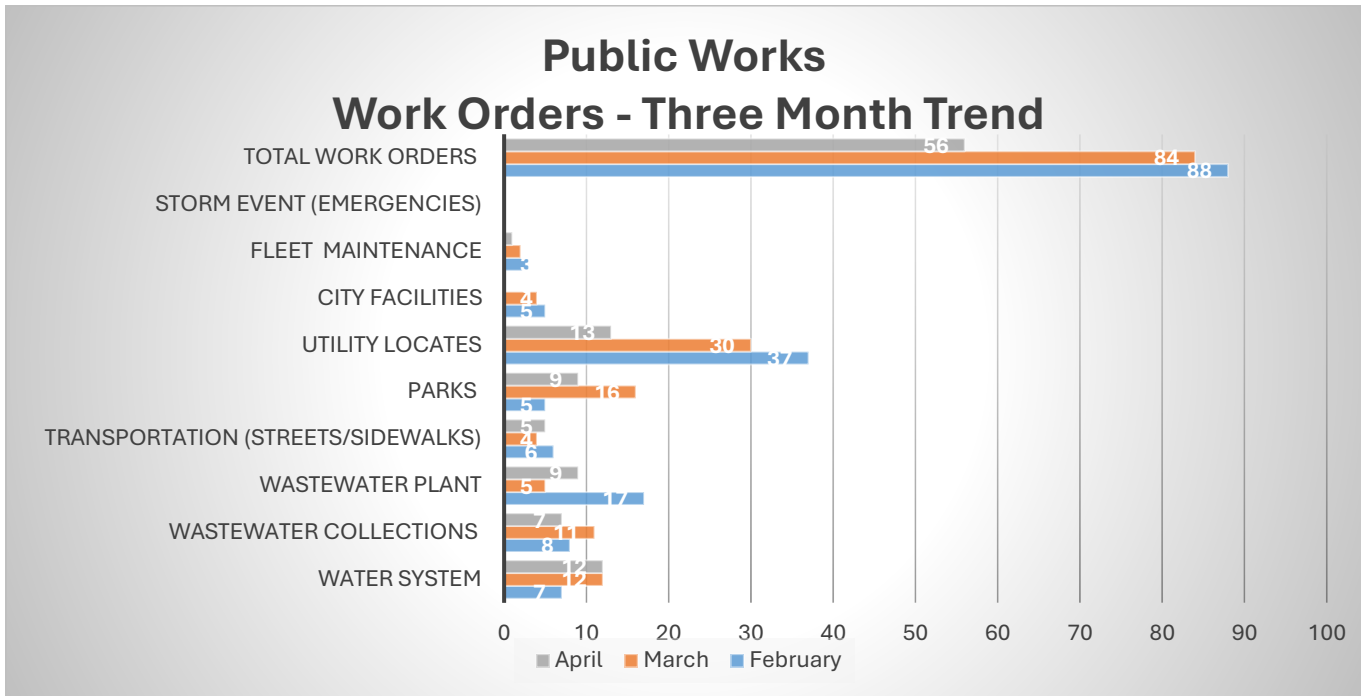
Streets/Storm Drains:

Arbor Day activities at two locations (Van Duyn parkrow & Bruce/Abby swale)
Coleman Collector Street project mgmt./coordination

Facilities:

City Hall – Landscape maintenance, parking lot prep for re-striping in May

Work Order Type	February	March	April
Water System	7	12	12
WasteWater Collections	8	11	7
WasteWater Plant	17	5	9
Transportation (Streets/Sidewalk)	6	4	5
Parks	5	16	9
Utility Locates	37	30	13
City Facilities	5	4	0
Fleet Maintenance	3	2	1
Storm Event (Emergencies)	0	0	0
TOTALS	88	84	56



MUNICIPAL COURT

Citations (Crimes and Violations)

- New Citations for April 7, 2026 Court Date: 86

April 2026 Receipts Including Collections,

- Total Fines: \$22,827.77 (total monies taken in for the month, nothing deducted), compared to \$ 17,901.07 in April of 2025
- Net Fines: \$ 17,150.00 (City share only, NOT including collections), compared to \$12,120.00 in April of 2025

April 2026 Professional Credit Service Collections:

- Total Collection Revenue: \$ 4,445.77 compared to \$5,781.07 in April of 2025
- Turned over to collection: \$ 7,461.00 compared to \$ 2,825.00 in April of 2025

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

Other Information:

- Upcoming Court Date: May 5, 2026
- May 1, 2026 - Go Live with Court Online Payment Portal

PLANNING

- Issued three Structural/Plumbing/Mechanical/Electrical permits in April, including a commercial structural permit for the construction of Building D at the Roberts Rd. Industrial Village
- Attended various regional transportation meetings including MPC, TASC, TPC & Safe Lane Transportation Coalition
- Received final plat application for a pending partition on N. Coleman St. (SUB 01-26)
- Completed the constraints list for the Buildable Lands Inventory (BLI), completed draft Community Engagement Plan, and begun the recruitment process for the technical advisory committee (TAC) for the Housing Capacity Analysis (HCA)
- Attended open forums and webinars presented by DLCD's Housing Accountability and Production Office (HAPO)
- Real World class (now called Local Solutions Studio), facilitated focus group exercise at the April Park Tree Committee meeting for deeper engagement on current use and opinions of the Loop Path
- Supported Arbor Day planting project

POLICE

MULTIPLE OFFICER RESPONSE:

- Officers responded to Apel Extrusions on N. Industrial Way to Assist Fire with a seizure **Agency Assist**
- An Officer and LCSO Deputies responded to a report of a missing juvenile at Kamping World **Resolved**
- An Officer and LCSO Deputies responded to Arco for an Assault/Strangulation **Arrest**
- Officers responded to the area of N. Coleman and Macy St. for a follow-up investigation **Resolved**
- Officers responded to Harrisburg for a request for cover on a traffic stop **Agency Assist**
- Officers responded to a report of Fraud on N. Willamette Street **Report/Civil Issue**
- Officer and Mental Health Services responded to a behavior health call at Serenity Lane **Agency Assist**

SINGLE OFFICER RESPONSE:

- Officer responded to a report of a suspicious subject at Norma Pfeiffer Park **Info/No Crime**
- Officer responded to a city ordinance violation at 91193 N. Skinner Street **Information/Warning**
- Officer responded to City Hall for a citizen contact **Information**
- Officer responded to S. Industrial Way for a follow-up investigation **Follow-Up**
- Officer responded to City Hall for a citizen contact **Information**
- Officer responded to the TA Truck Stop for a dispute **Resolved**
- Officer responded to a report of a disorderly subject on N. Willamette St. near Macy **Report**



- Officer responded to the Arco Gas Station to conduct a follow-up investigation **Follow-Up**
- Officer responded to an illegal camping complaint on Macy Street **Unable to Locate**
- Officer responded to a Robbery at the Arco Gas Station **Report/Pending Arrest**
- Officer responded to a citizens contact at City Hall **Information**
- Officer responded to I-5 and E. Pearl Street for an unknown problem **Information**
- Officer responded to City Hall for a citizens contact **Information**
- Officer responded to a traffic hazard at the TA Truck Stop on E. Pearl Street **Resolved**
- Officer responded to a report of reckless driving on Van Duyn Rd. **Unable to Locate**
- Officer responded to an alarm at 91432 N. Industrial Way **Patrol Check**
- Officer responded to the Arco on S. Industrial for a follow-up investigation **Follow-Up**
- Officer responded to a disabled vehicle on I-5 northbound **Public Assist**
- Officer responded to a suspicious vehicle at 32832 E. Pearl Street **Advised**
- Officer responded to a citizens contact at City Hall **Information**
- Officer responded to a report of an alarm at 90920 Roberts Rd. **Unfounded**
- Officer responded to a report of a Trespass and Theft on S. Willamette Street **Report**
- Officer responded to a report of a suspicious vehicle on Roberts Ct. **Patrol Check**
- Officer took a subject with a warrant into custody as a result of a traffic stop **Warrant Arrest**
- Officer responded to a report of a possible drunk driver on E. Pearl Street **Unable to Locate**
- Officer responded to a public assist call on Van Duyn Rd. **Public Assist**
- Officer responded to citizen contact at City Hall **Information**
- Officer responded to the TA Truck Stop regarding a found animal **Resolved**
- Officer responded to an alarm at 33070 Roberts Ct. **Information**
- Officer responded to a non-injury crash at the TA Truck Stop **Resolved**
- Officer responded to Kamping World on S. Stuart Way regarding a follow-up Investigation **Follow-Up**
- Officer responded to an address on E. Mill for a follow-up investigation **Follow-Up**
- Officer responded to an alarm at 33005 Roberts Ct. **Patrol Check**
- Officer responded to a report of Identity Theft at City Hall **Report**
- Officer responded to a report of a historical sex abuse **Report**
- Officer responded to a report of a subject walking in the northbound lane of I-5 **Unable to Locate**
- Officer responded to a report of an alarm at 32929 Roberts Ct. **Information**
- Officer responded to a report of illegally parked vehicles on Roberts Rd. **Advised/Warning**
- Officer responded to a report of an alarm at 90920 Roberts Rd. **Patrol Check**
- Officer responded to a citizens contact at City Hall **Information**

Patrol Checks = 66

Total Activities = 197



OTHER ACTIVITIES:

- Firearms Qualification was held at the Junction City Police Department Range on 4/16. Following the qualification, low-light firearms instruction was held with live fire exercises. Members of CPD conducted firearms training while using a weapon mounted lighting system and with the utilization of flashlights in low-light conditions. Additionally, familiarization with new weapon mounted optics was conducted.
- Reserve Sgt. Larson and Evidence/Records Technician Read attended a two-day background investigation course held at the Junction City Police Department to further their skills when conducting new hire backgrounds.
- The Coburg Police Department has purchased new handguns for full-time staff. Glock model 47 with Aimpoint (COA) red-dot sights. These weapons are chambered in 9mm, which will be utilized after staff attends instruction on the utilization of this weapons system. This purchase was made to stay current with the trends of law enforcement and to provide officers with common handguns utilized by surrounding departments. This will better enable our instructors and officers to retain and provide knowledge and assistance to other agencies in the area.

UPCOMING EVENTS:

- Reserve Sgt. Larson will attend a handgun weapon mounted optics instructor course at the Deschutes County Sheriff's Office range, located outside of Bend on May 26th and May 27th. This will provide Sgt. Larson with the skills necessary to instruct CPD members on new technology utilized on weapons sights that new duty weapons are equipped with.