



AGENDA

PLANNING COMMISSION

91136 N Willamette St, Coburg, OR

541-682-7852 | coburgoregon.org

Wednesday, September 16, 2026 at 6:00 PM

CALL MEETING TO ORDER

ROLL CALL

AGENDA REVIEW

PUBLIC COMMENT

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

APPROVAL OF MINUTES

- [1.](#) Minutes for Approval July 15, 2026

COMMISSION BUSINESS

- [2.](#) Appointment Considerations
3. Economic Development, Infrastructure & Land Use | Staff Presentation & Discussion
4. Sign Ordinance Amendments | Staff Presentation & Discussion

UPDATES & FUTURE AGENDA ITEMS

- [5.](#) City Administration Report
6. October 27th Joint Work Session - Housing Capacity Analysis

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.



MINUTES

Planning Commission Meeting

July 15, 2026 at 6:00pm
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Chair; John Marshall, Vice Chair; Jerry Behney, Marissa Doyle,

MEMBERS ABSENT: William Wood, Jon Derby

STAFF/GUESTS PRESENT: Megan Winner, Planning Director; John Lehmann, Council Liaison

TRANSCRIBED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Chair, John Marshall called the Planning Commission meeting to order at 6:05 p.m.

ROLL CALL

Planning Director, Megan Winner called roll. A quorum was present.

AGENDA REVIEW

There were no changes to the agenda.

PUBLIC COMMENT

There were no requests to publicly speak, and no written statements had been received.

APPROVAL OF MINUTES

1. **Approval of Minutes from: April 16th, May 21st, September 17th, 2025 & February 18th, May 20th, 2026**

MOTION: Mr. Behney moved, seconded by Ms. Doyle, to approve the April 16th, 2025, May 21st, 2025, September 17th, 2025, February 18th, 2026, and May 20th, 2026 meeting minutes as presented.

The motion passed as 3:0, with Behney, Doyle, and Marshall voting affirmatively, none opposed.

COMMISSION BUSINESS

2. Sign Ordinance A-155 Amendments | Discussion

Ms. Winner noted that there are some legal complications and regulations with a sign ordinance, as explained in the provided LOC sign code document. Winner reviewed the current written standards of the sign code, as well as the recommendations and exceptions for the language used in a sign code. Commissioners had some input and questions, which Ms. Winner answered. They discussed some other potential sign options for businesses, if sandwich boards were not allowed in right-of-way's, and how they could provide an alternative option to them. Ms. Winner said they could expect to see some proposed language for the sign code amendments in September or October, with the goal being to have the whole process adopted by Spring of 2027.

UPDATES & FUTURE AGENDA ITEMS

3. August Recess – No City Meetings

Ms. Winner let the commission know that council voted to take a city-wide meeting recess for the month of August, so there will be no committees, commission or council meetings.

Mr. Behney asked about the status of the Greenhouse building project. Ms. Winner said that that project does not seem to be happening in the near future, but the property owner is working on some other structural updates to the current outdoor area.

4. October 20th, 2026 Tentative Joint Work Session on HCA

Ms. Winner mentioned that this project will not be completely done until 2027. However, they will begin project overview to make sure council and commission is familiar with the work taking place so far. At that time, there will likely be a Buildable Lands Inventory that is ready for review, which is a substantial component to the project. The joint work session is tentative but that is when they hope to get Planning Commission and City Council together to update and go over the project. Winner also noted there is a Housing Initiative Survey that is part of the project, which just launched and is out on social media and around town.

Mr. Marshall mentioned a possible future agenda item regarding if the use of a data center would be an approved use for the property across the freeway, to attempt to get in front of this topic due to its growth around the state.

ADJOURNMENT

Chair Marshall adjourned the Planning Commission Meeting at 6:41 pm.

APPROVED by the City of Coburg Planning Commission on this _____ day of _____ 2026.

John Marshall, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



AUG 17 2026

CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, OR 97408Received by
City of Coburg

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- ☒ Planning Commission
 ☐ Heritage Committee
 ☐ Finance Audit Committee
☐ Budget Committee
 ☐ (Historic Preservation)
 ☐ Other (please indicate): _____
☐ Park Tree Committee

Name: Justin Fisher Phone: (503) 720-0861Email: jjfisher1222@gmail.comPhysical Address: 32589 Hatfield St. Coburg, OR Mailing Address: SameOccupation: Executive Associate Athletic Director, University of OregonHow long have you lived in Coburg? 1.5 years How long have you lived in Oregon? 40 yearsAre you a registered voter? ☒ Yes ☐ No

List boards, councils, or commissions, if any, that you have served on:

Portland Trail Blazers Board of Professionals (2015-2016) Clackamas County Sheriff's Office
Enhanced Law Enforcement District Advisory Committee (2011-2013) Battle for the Bridge, Co-Chair
(2011-2018) University of Oregon Mentorship Program (2014-Present)

List and briefly describe community or service oriented organizations of which you are or have been a member:

Clackamas County Sheriff's Office Enhanced Law Enforcement District Advisory Committee Provided citizen input and community perspective regarding public safety priorities and law enforcement services. Battle for the Bridge Served as Co-Chair of a community-focused fundraising and engagement initiative that brought together business and community leaders in support of local charities, specifically cystic fibrosis cure/treatment/service. Portland Trail Blazers Board of Professionals Participated in a professional leadership organization focused on community engagement, business networking, and supporting civic initiatives throughout the Portland region.

Describe any goals, ideas or objectives you have for the City of Coburg:

I would like to support efforts that preserve Coburg's small-town character while responsibly planning for future growth. My goals would include promoting fiscal responsibility, enhancing community engagement, maintaining and improving public spaces and infrastructure, and ensuring that decisions are made with long-term sustainability in mind. I believe it is important to balance economic opportunities with the preservation of the unique qualities that make Coburg an attractive place to live and raise a family.

List any skills, training, or experience you might have to be useful to this position:

Twenty years of leadership, budgeting, strategic planning, fundraising, and community engagement experience through leadership roles at the University of Oregon and Oregon State University. In my current role, I help oversee operations that generate more than \$50 million annually in charitable contributions and assist with budgeting, financial planning, strategic initiatives, capital projects, facility improvements, and community partnerships. My experience includes: Budget development and financial oversight. Long-range strategic planning. Capital project planning. Stakeholder engagement. Board and volunteer management. Personnel management. Building consensus among diverse groups and constituencies. Event planning and community relations. Collaboration with public, private, and nonprofit organizations. These experiences have strengthened my ability to evaluate issues thoughtfully, communicate effectively, and make decisions that consider both immediate needs and long-term community impact.

Why would you like to be appointed to this position?

As a Coburg resident, I am interested in giving back to my community and helping ensure the city continues to thrive for current and future generations. Throughout my career I have worked closely with community leaders, volunteers, business professionals, and organizational boards to achieve meaningful goals and responsibly manage resources. I would welcome the opportunity to contribute those experiences in service to the City of Coburg. I value collaboration, thoughtful decision-making, and community involvement, and I would be honored to help support the city's continued success.

Signature: Justin J FisherDate: 8/17/2026

JUSTIN FISHER

32589 Hatfield Street, Coburg, OR | (503) 720-0861 | jjfisher1222@gmail.com | LinkedIn

PROFESSIONAL EXPERIENCE

Executive Associate Athletic Director, Department of Athletics, University Advancement

May 2014 - Present

University of Oregon – Portland and Eugene, OR

As a member of the university's advancement leadership, establish and execute multi-level fundraising strategies for University of Oregon research programs, student support, and varsity athletic programs. Oversee the administrative and development team to set clear fundraising goals in line with department and university priorities. Support the university's Portland campus fundraising objectives, program development, and campus operations.

- Co-manage day-to-day development operations of the Duck Athletic Fund that generates \$40 million+ in charitable contributions annually for capital projects, director's funds, scholarships, and medical and treatment initiatives.
- Advise the Athletic Director regarding constituent engagement, development, and other revenue generation opportunities that support a \$160+ million annual operating budget.
- Oversee major gift activity, including a team of development officers who facilitate over \$10 million+ in major gift (\$100,000+) contributions annually.
- Manage an active portfolio of approximately 100 major gift donors and prospects and raise more than \$5 million annually (more than \$60 million total) for initiatives supporting the athletic program and other university priorities.
- Lead an administrative team who support office and gift administration, event planning, multi-channel marketing and communications, and stewardship/gift acknowledgement processes.
- Guide the establishment and execution of annual giving strategies targeted at sustaining and growing an annual donor base of 7,000+, including coordination of solicitation calendars, communications, and stewardship.
- Complete annual budgeting processes, revenue modeling, and business planning for the athletics development team.
- Collaborate with the Athletic Director and other internal/external partners to develop and execute strategy for facility enhancement and renovation.
- Lead operational, financial, and strategic management for Oregon Baseball, overseeing a \$6 million budget and supporting one of the nation's premier collegiate baseball programs.
- Planned, managed, and directed all fundraising and construction activities for the Oregon Golf Practice Facility, including campaign development, vendor selection, budgeting, facility operations, and sustainable funding.
- Led successful fundraising campaigns for the Marcus Mariota Sports Performance Center, Hatfield Dowlin Complex, Autzen Stadium enhancements, study abroad and service trips, internship programs, scholarship endowments, and other programmatic initiatives for Oregon Athletics and the University of Oregon.
- Work with brand partners and design teams to update university athletic facilities, uniforms, and other marketing initiatives that further promote the innovative brand of the university.
- Manage regional programming, regional development staff, and coordinate special events that engage and raise awareness of the University of Oregon and athletic department.
- Coordinate fundraising events that have raised more than \$5 million for scholarships and discretionary funding.
- Recruit, hire, and evaluate staff and regularly communicate opportunities for personal and professional growth.
- Collaborate with academic leadership to develop strategies for regional engagement and university advancement in the Portland metropolitan area, state of Oregon, and nation.
- Liaise with university and foundation board members to identify strategic opportunities for university advancement.

Director of Development, Athletics

October 2011 – May 2014

Oregon State University Foundation – Portland and Corvallis, OR

Identified and actively managed a portfolio of 100-150 major gift donors who supported university and athletic department fundraising priorities with a specific goal of business development in Portland, Seattle, and California.

- Managed and completed a \$600,000 fundraising campaign for the Ossey Golf Center (June 2013-December 2013).
- Co-led the rebranding of the athletic scholarship fund from Beaver Athletic Student Fund to Our Beaver Nation.
- Managed Portland area development strategies on behalf of Oregon State Athletics and advised the Director of Athletics on specific opportunities for new revenue generation in Portland, Seattle, and California markets.
- Raised \$1.5-\$2 million annually of new major gift (\$25,000+) revenue for athletics and university.
- Integrated volunteers into the advancement of the athletic department and Oregon State University Foundation.

Regional Director of Development, Department of Athletics**October 2006 – October 2011***University of Oregon – Eugene and Bend, OR*

As a member of the university advancement and athletics fundraising team, managed a mid-level and annual giving portfolio of donors in central and eastern Oregon, southern California, and Idaho. Identified and cultivated major gifts exceeding \$25,000 for the University of Oregon with emphasis on program support, endowed funds, and capital construction campaigns including Matthew Knight Arena, John E. Jaqua Academic Center, PK Park, and the Len Casanova football expansion.

- Managed a portfolio of 350 annual gift prospects and 100 major gift prospects in assigned territories.
- Directed various booster organizations and planned and executed regional fundraising events.
- Identified funding and collaborated with university faculty to develop new academic programs for students.

Office Coordinator, Athletics**October 2005 – October 2006***University of Oregon – Eugene, OR***Director of Operations and Corporate Sales****September 2004 – October 2005***Arena2 Football League – Oklahoma City, OK***Graduate Intern, Athletics****May 2004 – September 2004***Oklahoma State University – Stillwater, OK***EDUCATION**

Bachelor of Art, Political Science, Business Minor*University of Arizona – Tucson, AZ***COMMUNITY SERVICE & LEADERSHIP**

- ❖ University of Oregon Mentorship Program, 2014 – Present
- ❖ Battle for the Bridge, Co-Chair, 2011 – 2018
- ❖ Portland Trail Blazers, Board of Professionals, 2015 – 2016
- ❖ Clackamas County Sheriff's Office, Enhanced Law Enforcement District Advisory Committee, 2011-2013
- ❖ Leadership Portland, 2014

REFERENCES

Rob Mullens

Athletic Director, University of Oregon

T. (541) 346-0248

E. mullens@uoregon.edu

Shawn Scoville

President, Oregon State University Foundation

T. (541) 737-9312

E. Shawn.Scoville@oregonstate.edu

Patrick Kilkenny

Entrepreneur

T. (541) 505-6812

E. kilkenny_patrick@yahoo.com

Michael Schindler

President and Founder, Asset Collect

T. (971) 404-7269

E. mgs@assetcollect.com



AUG 28 2026
Received by
City of Coburg

CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, OR 97408

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- | | | |
|---|--|---|
| ☒ Planning Commission | ☐ Heritage Committee
(Historic Preservation) | ☐ Finance Audit Committee |
| ☐ Budget Committee | ☐ Park Tree Committee | ☐ Other (please indicate): _____ |

Name: Elizabeth E. Dahlager Phone: 503-453-5893

Email: ldahlager@gmail.com

Physical Address: 32599 Hatfield Street Coburg OR 97408 Mailing Address: Same

Occupation: Chief Operating Officer/Partner

How long have you lived in Coburg? 3 years How long have you lived in Oregon? 49 years

Are you a registered voter? ☒ Yes ☐ No

List boards, councils, or commissions, if any, that you have served on:

Oregon Lodging & Restaurant Association Board of Directors, Executive Board; Springfield Chamber of Commerce Board of Directors, Executive Board; Rotary International Springfield Club Board of Directors; Eugene Airport Advisory Committee/Board of Directors; Lane Community College - Hospitality Advisory Council; Lane Events Center Vision Committee/Advisory; Lane Transit District Vision Committee/Advisory; American Hotel and Lodging Association Management Committee Member; Pop Warner Football Board of Directors Willamette Valley; Eugene Chamber of Commerce Economic Development Council; Central Oregon Coast Association Board of Directors

List and briefly describe community or service oriented organizations of which you are or have been a member:

See all of the above boards, in addition to those I remain actively engaged with Travel Lane County, Sheldon High School, Kidsports, Bloodworks NW, and others.

Describe any goals, ideas or objectives you have for the City of Coburg:

I've lived in 97408 area since 2014, in Coburg proper for the past 3 years. I love the efforts made to make Coburg livable, walkable and friendly while also encouraging gatherings and events. I remain committed to balancing the needs of growth with quality living conditions for residents. I am excited to participate in the future of the city.

List any skills, training, or experience you might have to be useful to this position:

I am a COO of a business that operates across Oregon, we have 800 employees and I also work specifically with city governments on hotel and other commercial development. My ability to balance varying stakeholder priorities and understanding of market dynamics and economic development would be valuable. I understand fiscal responsibility and as a longtime Oregonian (raised near Mt. Hood) I value small town communities.

Why would you like to be appointed to this position?

As a full time resident I would love to be involved and this is a great way to serve the community. I appreciate Coburg and all it offers so much, I would be honored to be a part of its future.

Signature: EE Dahlager

Date: 8/28/2026



ADMINISTRATION REPORT

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of council and staff.

FEATURED ITEMS

September 2026

1. New Neighborhood Park Survey Results

A survey collecting community input on the desired amenities and design concepts for the development of the new park land deeded to the City as part of the Coburg Creek subdivision development recently closed and was a great success with 78 responses. The complete survey data will be compiled, organized and presented to the Park and Tree Committee at its September 15th meeting and will help shape the Committee's final recommendations to Council on the conceptual design and phasing of the development of the new park.

Pre-development funding was allocated in the current FY27 budget for grading, leveling, soil preparation and seeding of the entire park area that will take place in early spring of 2027 providing an active, functional greenspace for the neighborhood and community while the phased improvements are designed and funding earmarked for FY28 and FY29.

The Committee recommendations and survey results will be presented to Council in late 2026 or early 2027 for integration into the FY28 budget process that begins in May of 2027.

2. Business Retention and Expansion Survey Results

As noted in a prior Administration Report, City staff worked with a U of O graduate intern to develop and complete a Business Retention and Expansion Survey to the light industrial business base located primarily along North and South Industrial and Roberts Road. The complete report and results of this survey will be presented to Council at the September Work Session on Sept 22nd. This survey, called B,R & E's in economic development terminology, are valuable tools to communicate with, understand and ultimately support this critical element of the Coburg community and is an action specifically listed in the "Our Economy" section of the Council's adopted Goals and Objectives Framework document that is reviewed, updated and adopted annually.

The results will support additional discussion and Council decision making on policies and service levels that serve the needs of the light industrial sector of Coburg (and the region's) economy.

3. Upcoming U of O Student Policy Team Project

The City is again partnering with the Public Policy Program at the University of Oregon for an undergraduate student project. This ongoing collaboration and partnership between the City of Coburg and the U of O continues to extend staff's ability to provide meaningful research, evaluation and recommendations to Council on a number of important community topics.

The topic selected for this fall term is a Public Facilities Strategic Use Plan that includes both City Hall and the IOOF building. With pending significant investments needed for City Hall (ADA, HVAC, etc) and a decision looming in the next 12 months regarding the end of the five-year IOOF building lease, this project



will assist staff and Council on existing conditions, utilization and future opportunities for both buildings. The project scope of work is attached to this report for reference, and the final report will be presented to Council in early 2027.

4. Police Department Recognition

During a recent evening stop at the ARCO gas station in Coburg, an individual observed one of our officers assisting a stranded family at the gas pumps. The officer had paid for the family's fuel so they could continue their trip out of town. The observer shook the officer's hand and personally thanked him for the act of kindness, stating "it was impressive, kind, and moving to see one of your officers go above and beyond to help someone in need". They reached out to staff afterwards and emphasized how impressed they were by the compassion and initiative shown.

This act reflects positively on our police department's commitment to service and highlights the everyday, often unseen ways our officers support people in need. The individual asked that the officer be thanked again on their behalf, and their message serves as a meaningful reminder of the impact these small acts of kindness can have within our community. These types of community policies activities are made possible by the culture and leadership of the Coburg Police Department and the ongoing community support and donations to the CHETT Program that funds these types of financial assistance to individuals and families in tough situations.

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	\$420,000	Oct 2026
Streets	Major Maintenance Contract	\$50-\$75,000	August 2026
Parks	New Park Pre-Development Work	\$20,000	Jan/Feb 2027
Parks	Parks System Landscape Maintenance	\$24,000	December 2026
Streets	Right-of-way Vegetation Maintenance	\$4,900	October 2026

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive – Tenants vacated
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
Vegetation/Weeds – Various locations	5/11/26	Complete (two remaining)
Drinking Fountain – Norma Pheiffer Park	5/26/26	In review – Parks Committee
Camping/Parking Concern	5/22/26	Resolved

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

Staff:

- New hire started in July – Training/shadowing August/Sept for solo duty work starting in October

Water System:

- Monthly meter reading, door hangers
- Water sample testing at select addresses

Wastewater System/Treatment Plant:

- Mixed Liquor Feed Pump & DO Probed replaced - combined cost \$15,000
- Recovery cleans on membranes at plant
- Electrical/control systems inventory, testing and replacements (battery back-ups)

Streets/Storm Drains:

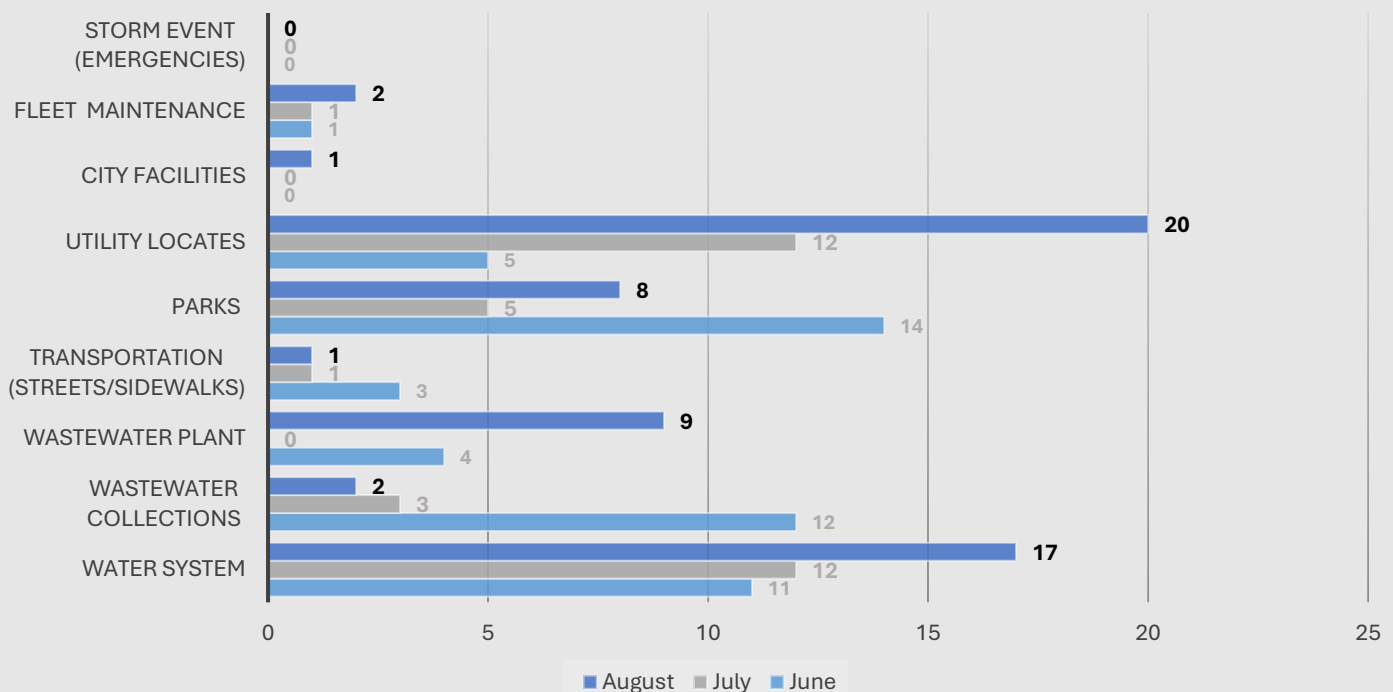
- Right-of-way and storm water system vegetation management (citywide)
- McKenzie/Abby St storm drain project (infiltration system installations)
-



60

WORK ORDERS
IN AUGUST

Work Orders - Three Month Trend



MUNICIPAL COURT

32

NEW CITATIONS
for August 11th Court

\$
16,633

TOTAL FINES
(total monies collected)

\$
15,408

NET FINES
(not including collections)

\$
1,225

TOTAL COLLECTION
REVENUE

\$
8,462

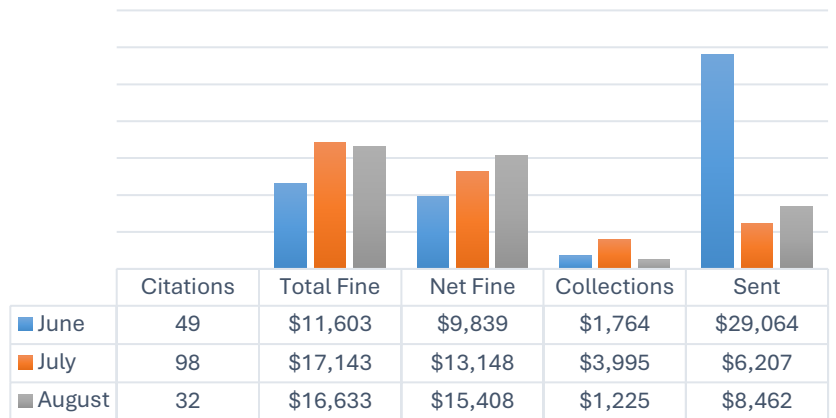
TURNED OVER TO
COLLECTIONS

Other Information:

- September Court Date:
September 1, 2026 Regular Court Session
- Upcoming Court Date: October 6, 2026 Regular Court Session

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.

Three Month Trends



PLANNING



6

PERMITS
ISSUED
(for July & Aug)

- Attended various regional transportation meetings including Transportation Planning Committee and the Technical Advisory Sub Committee (to MPC). CLMPO is kicking off an update to the region's Transportation Safety Action Plan (TSAP) that will explore how the MPO can best support regional transportation safety efforts. In addition to the TSAP TAC, staff are currently participating in LTD's "Connect 45" long range planning technical advisory committee.
- Attended American Planning Association training on active listening.
- Developing scope of work for UO fall term student consultant project.
- Housing Capacity Analysis - The Housing Initiatives Survey received 90 responses, a substantial and nearly statistically significant number. Staff tabled at Concerts in the Park to promote community engagement. Specific outreach efforts (interviews and survey) targeted at community-based organizations are also taking place including but not limited to the Coburg Community Foundation, Coburg Main Street, Charter School, Serenity Lane, Grange, and more. Research conducted on past discriminatory actions and practices at the national, state and local level is currently being drafted. The second HCA TAC meeting is scheduled for Tuesday, September 15th and an initial review of the Buildable Lands Inventory (BLI) will take place.



POLICE

MULTIPLE OFFICER RESPONSE: 4

- Officers responded to a report of a disorderly subject at Coburg Pizza. The suspect became physical with a customer who punched him in the face. The suspect was transported to the hospital. The suspect was so out of control he had to be sedated. 3 times. He was arrested and charged with several crimes. **ARREST**
- Officers responded to a cover request at a traffic stop on Pearl and Industrial St. **CITATION**
- Officers responded to an incomplete 911 call E Locust St. **INFO**
- Officers responded to a report of a dispute at Premier RV Park **RESOLVED**

SINGLE OFFICER RESPONSE: 36

- An Officer responded to an on-N. Coleman regarding a welfare check **WELFARE CHECK**
- An Officer responded to a disorientated subject N. Coleman Street **WELFARE CHECK**
- An Officer responded to Stuart Way regarding a citizen contact **CIVIL**
- An Officer responded to an alarm on Roberts Rd. **PATROL CHECK**
- An Officer responded to an outside agency assistance **REPORT**
- An Officer responded to a report of a dispute 9100 block of Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report of a suspicious vehicle on N. Harrison St. **ADVISED**
- An Officer responded to a report suspicious condition on Lincoln Way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to city hall for a citizen's contact **CITIZEN'S CONTACT**
- An Officer responded to criminal mischief on Coleman St. **INFORMATION**
- An Officer responded to a dispute at Kamping World on S. Stuart Way **RESOLVED**
- An Officer responded to a disabled vehicle Van Duyn **RESOLVED**
- An Officer responded to a report on the subject down on Willamette Street **RESOLVED**
- An Officer responded Roberts Road for follow up investigation **INFORMATION**
- An Officer responded to a report of a dispute on N. Willamette St. **WELFARE CHECK**
- An Officer responded to a welfare check on E McKenzie. **PATROL CHECK**
- An Officer responded to an address on S. Skinner Street for a citizen's contact **FIELD INTERVIEW**
- An Officer responded to a report of a reckless driver on Willamette Street **PATROL CHECK**
- An Officer responded to a report of a suspicious vehicle on Pearl Street **GONE ON ARRIVAL**
- An Officer responded to a report of a traffic hazard on Finley **UNABLE TO LOCATE**
- An Officer responded to a report of a trespass N. Willamette St. **REPORT**
- An Officer responded to a report of a possible dispute on Industrial way **UNABLE TO LOCATE**
- An Officer responded to a request for a VIN Inspection on Roberts Rd. **VIN INSPECTION**
- An Officer responded to a to the TA Truck Stop for a follow-up investigation **FOLLOW-UP**
- An Officer responded to a citizen contact at city hall **COURTESY TRANSPORT**



- An Officer responded to a request for a welfare check Shane Court **WELFARE CHECK**
- An Officer responded to a report of a possible drunk driver's Industrial Way **UNABLE TO LOCATE**
- An Officer responded to a report about unlawful use of a motor vehicle at Premier RV **UNFOUNDED**
- An Officer responded to a report of a disorderly subject on N. Willamette St. **REPORT**
- An Officer responded to an assist fire e scooter accident, broken arm **FIRE DEPARTMENT ASSIST**
- An Officer responded to a vin inspection on Roberts Road **ASSIST**
- An Officer responded to an address on S. Coburg Industrial Way for a report of a Hit and Run **REPORT**
- An Officer responded to a report of a suspicious subject on S. Coburg Industrial **GONE ON ARRIVAL**
- An Officer responded to a citizen contact at CPD **RESOLVED**
- An Officer responded to a report of an injured animal on Coburg Rd. at mile post 8 **UNABLE TO LOCATE**

Traffic Stops = 79

Patrol Checks = 68

Total Activities = 224

OTHER ACTIVITIES:

- CPD members participated in Emergency Vehicle Operators Course in Goshen. This class is instructed by members of the Lane County Sheriff's Office and other small agencies throughout the area. Instructions on high-speed braking, high speed lane changes, backing skills and various other skills and techniques will be taught to participants.
- CPD Officers worked bailiff duties at Coburg Municipal Court
- CPD participated in the Coburg Car Classic held at Norma Pfeiffer Park on 8/1/2026
- CPD members attended the City of Harrisburg with their "National Night Out" function on 8/4/2026
- CPD members assisted the city of Harrisburg with the annual "Harvest fest" tractor pull event on 8/7/2026 and 8/8/2026.
- Sgt. Miller attends August's monthly Crisis Negotiation Team training on 8/26/2026
- CPD officers attended all concerts in the park talking to community members and visitors handing out police stickers and candy to the kids. Great event
- CPD Reserve Officer Woods assisted with security at the Lane County Fair
- CPD officers work bailiff duties at Harrisburg Municipal Court
- CPD Reserve Officer Woods assisted with security at Autzen Stadium for a recent concert

UPCOMING EVENTS:

- CPD officers will be teaching I love you guys' safety program to Coburg Community Charter School staff
- CPD will be helping the Sheriff's Department with parking at the U of O football games



SCOPE OF WORK

COBURG PUBLIC FACILITY STRATEGIC USE PLAN

PURPOSE

This document gives a draft scope for the Local Solutions Studio: Coburg Public Facility Strategic Use Plan (Strategic Use Plan) research project that will be taking place in Fall Term 2026. Included in this scope are background and context for the project as well as guiding themes, research objectives, and a preliminary project timeline. This scope also provides an overview of the methodology and questions for a Coburg Strategic Use focus group and individual stakeholder interviews. The Local Solutions Studio student team (student team) will use this scope as a framework for developing recommendations for improved use of the Coburg City Hall and the IOOF building in Fall of 2026.

PROJECT BACKGROUND

The City of Coburg owns and operates a City Hall building on N. Willamette Street, which contains city administration, planning, finance, municipal court and police departments. A large portion of the lower floor is used for City Council, Municipal Court and Planning Commission meetings; however, it is not ideally set up for these uses. The City also leases the first floor of the IOOF Building, a historic building across the street from City Hall. The IOOF building is currently subleased to the Coburg Main Street organization; the lease includes use of the IOOF parking lot to provide free public parking. The City would like to investigate how to improve the utilization these two spaces to maximize the value of the facilities, energize the downtown core and continue to provide essential services to the community.

Project Elements

This project will include background research, public engagement, analysis of existing and proposed building use based upon findings, and development of strategic use plan options for each building.

Background research will include site visits to understand the spaces, create existing floor and site plans, and perform visual condition analysis, research into the history and construction of each building, identification and analysis of two case studies of similar buildings converted for public use, and an initial identification of potential community uses for the public spaces.

Public engagement will include interviews with City staff and other users of City Hall to better understand how the building is used and its needs and issues. It will also include the formation of a focus group of potential community users of the IOOF building. Findings from the focus group and interviews will be combined with background research to develop recommendation options for the future use of each building.

The final document will be 2 part. The City Hall Plan will define the “next life” of this building. This plan will address current and future uses, public agency needs, accessibility, and potential modifications that could be made to the building to meet those needs, including but not limited to revised floor plans or relocation plans. The IOOF Plan will explore the best way(s) to use this rental space to meet community

needs. This plan will address community needs, historic preservation, accessibility, and potential management of the rental space.

Demographics¹

Coburg is small bedroom community located approximately eight miles north of Eugene. The city differs from the rest of the state in several key housing and income characteristics. Homeownership is substantially higher in the city (80.9%) than statewide (63.3%). Detached single-family homes also make up a larger share of housing in the city (79.3%) compared to the state overall (62.7%). In addition, the city's median household income (\$98,000) exceeds the state median (\$83,011). Coburg is predominately white and is generally an older community with an emerging subset of young families as reflected by the growing number of the Under 17 population. There is a single K-8 charter school (Coburg Community Charter School) servicing the city.

ROLES AND RESPONSIBILITIES

This section defines how student teams lead and execute the work, how the client provides vision, access, and timely feedback, and how instructors coach process and quality—aligning expectations, communication, and deliverables from kickoff through final presentations.

Student Consultants and Student Teams

Overview: Student consultants form into student teams and function as a team unit when working with the clients/project partners. The student team has the ultimate responsibility for the project deliverables. They perform the tasks needed to answer the project's guiding questions and synthesize their work into final deliverables for the clients.

Responsibilities:

- **Project Management:** Turn the project scope into a work breakdown schedule that is regularly updated and used to keep the project on track
- **Client Communication:** Work with client/project partners to schedule and hold regular meetings that keep the team and the clients on the same page; use written communication to provide updates and request feedback as necessary
- **Project Work:** Complete all tasks (see below) associated with completing the project scope
- **Learning:** Identify personal learning goals related to the course learning objectives and skills; work towards both personal goals and learning outcomes by acting on feedback and taking initiative to experiment with new (and possibly uncomfortable) things
- **Final Deliverables:**
 - Synthesize all project work into the deliverables outlined in the project scope and any class-specific deliverables
 - Produce a final version of all project deliverables and share digital copies with clients in their preferred format
 - Present project findings to a group organized by the client (*during week 10 or finals week*)
 - Present project findings in a showcase for clients and others (*during finals week, date, exact date to be determined*)

Client/Project Partner

Overview: The client, also called the project partner, holds the vision for the project and communicates needs to the student team so that their needs are met. Clients have already agreed on a general project scope through conversations with faculty prior to the class, but clients can work with the student team and the course instructor to modify aspects of the project as needed so long as modifications fit within the capacity of the student team.

Minimum Responsibilities:

- **Meetings:** Be available to meet with the student team on the dates and times highlighted in timeline; additional availability outside of these times as the student team is getting started (*early-mid October*) and as the student team is winding down the final deliverables (*mid-late November*) may be necessary
- **Feedback:** Provide timely feedback and connections to the student team so they can move the project forward
- **Final Deliverables**
 - Help organize a final presentation where the students can present their findings to relevant partners and stakeholders (*City Leadership, December 8*)
 - Provide timely written feedback on final written deliverables *by November 25 at minimum with possible additional comments later* so that students can finalize their product by *December 4*

Course Instructors & Team Coach

Overview: The course instructor and coaches provide regular, structured feedback to student teams on assignments they turn in to meet class requirements.

The instructors also serve as “team coaches” once the term begins to support student teams in the completion of their project work. The team coach does not complete any of the work themselves but meets regularly with student teams to provide feedback on deliverables and suggestions about overall project process and direction.

Responsibilities:

- **Project Scoping:** Ensure scopes of work are complete prior to student team onboarding
- **Team Meetings:** Meet at least once per week with the student team to provide feedback and suggestions about project direction; maintain about 5 hours of availability outside of team meetings each week to meet with students and student teams as needed
- **Feedback:** Provide timely feedback to students about both class-related assignments and project-related work to ensure the student team can keep moving the project forward
- **Final Deliverables:** Provide feedback on drafts of project deliverables to coach students towards success

Tasks

The student team will focus on the following four tasks. Included with each entry is a task timeline and any associated deliverables for each task. This information is grouped by type of work – for a full project timeline see [Project Schedule](#).

Task 0: Project Kickoff and Community Orientation (Weeks 1-2)

This task will align the team and client on scope, roles, success criteria, and communication norms; ground the work in local context by touring Coburg City Hall and the IOOF building and meeting employees and community members so insights directly inform interviews, focus groups, and research.

Activities:

- Prepare kickoff agenda and materials
- Hold client kickoff meeting with Coburg city staff
- Plan and conduct a Week 2 community visit

Timeline

- September 30: Client kickoff meeting with Coburg city staff (in class)
- Week 2: Community visit — Tour IOOF and City Hall, and get to know the community

Deliverables

- Kickoff agenda and meeting notes
- Stakeholder contact list and communication plan
- Community visit memo (floor plans, observations, photos) and next-step recommendations

Task 1: Background Research (Weeks 2-4)

This task focuses on collecting information on existing facility condition and use, identifying potential users from the community, and reviewing case studies for ideas on facility study content and potential civic uses of public spaces.

Activities:

- Site Visit
- Building History and Condition Analysis
- Community User identification
- Case Study identification and analysis

Timeline

- Week 2: Site Visit and conditions analysis with city staff, identify possible case studies
- Weeks 3-4: Case studies

Deliverables

- Case Study memo
- Floor plans (existing uses) for each building
- Conditions Analysis for each building

Task 2: Public Engagement (Weeks 4-7)

This task focuses on collecting qualitative insights to better understand community perspectives and identify needs related to the project.

Activities

- Interview current users of facilities to determine needs/issues

- Conduct a focus group with potential users of facilities
 - Focus discussion on current unmet needs, potential modifications to buildings to meet those needs, potential use of buildings to activate community, and potential management structure of mixed-use buildings

Timeline

- Week 4: Interviews with City staff and Main Street, organize Focus group
- Week 5: Complete interviews, design focus group questions with project partner
- Week 6: Focus Group with proposed users

Deliverables

- Polished, synthesized notes summarizing community views and identified needs/issues/potential uses for both buildings (by Week 6 or 7)

Task 3: Plan Development (Weeks 7-10)

This task focuses on synthesizing engagement responses to identify community priorities, preferences, and needs for these public facilities.

Activities

- Separate findings of research and engagement into plans for each building.
- Each plan should:
 - Detail the existing uses and conditions of the building
 - Describe limitations and potential of the building
 - Identify needs/issues of current occupants
 - Identify needs of community in relation to the building
 - Include recommendations for future use of building, needed modifications to meet proposed uses, and potential management structure(s)

Timeline

- Week 7-8: Develop draft plans and recommendations, including illustrations and graphic display
- Week 9-10: Refine final deliverables
- Week 10-11: Present final deliverables to City Council and Main Street Coburg

Deliverables

- 2 part final memo summarizing key findings and conclusions (due in Week 11)
- Individually formatted proposed use visualizations derived from the recommendations (due Week 11)

Schedule and Budget

IPRE will initiate scoping on the project starting July 2026. The fall LSS student team will onboard in late September and begin to execute the scope. The fall LSS team will have 3-5 student members working approximately 10 hours/week each on the project from September 30, 2026 – December 11, 2026. This project is covered under the Master Agreement between the IPRE and Lane County for the Lane County Policy Lab. This agreement covers the cost of providing advising and coaching to the student team and any necessary travel in Lane County.