



AGENDA

CITY COUNCIL

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, July 09, 2024 at 6:00 PM

The public may attend this meeting at City Hall or via Zoom. To participate via Zoom, you must pre-register with the City by 3 PM the day of the meeting. Council meetings are recorded and live streamed at www.coburgoregon.org (NO registration required). For questions, contact the City Recorder, Sammy Egbert, at sammy.egbert@ci.coburg.or.us or 541-682-7852.

CALL THE CITY COUNCIL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR COMMENTS

- [1.](#) Council Vacancy Interviews

AGENDA REVIEW

PUBLIC COMMENT (*Sign up prior to meeting. Limit 3 minutes.*)

RESPONSE(S) BY CITY COUNCIL

CONSENT AGENDA (*Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.*)

- [2.](#) Minutes June 11, 2024, City Council
- [3.](#) Minutes June 25, 2024, City Council Special Meeting

SPECIAL GUEST

4. Coburg Police Officer Jason Smith

COUNCIL ACTION ITEMS

- [5.](#) Premier RV System Development Charges Appeal
- [6.](#) Transportation Safety Ad Hoc Committee Final Recommendations

ORDINANCES AND RESOLUTIONS

- [7.](#) **RESOLUTION 2024-09** A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR THE FISCAL YEAR 2024-25

ADMINISTRATIVE INFORMATION REPORTS

- [8.](#) Total Maximum Daily Load (TMDL) 2023 Summary
- [9.](#) Long-term Revenue Needs Forecast
10. General Election November 5, 2024
11. Administration Monthly Report

COUNCIL COMMENTS**UPCOMING AGENDA ITEMS**

Ordinance A-100 Pacific Power Franchise

Ordinance A-143 EPUD Franchise

Ordinance A-163 Criminal Code

Legislative Priorities - Top Five for League of Oregon Cities

Pavillion Park, Phase 2 Bid Award

FUTURE MEETINGS *Meetings begin at 6 PM unless noted below

July 10 Heritage Committee

July 16 Park Tree Committee

July 17 Planning Commission

July 23 City Council Work Session - Water System

July 30 Finance | Audit Committee ***5:30 PM**

August **Public Meeting Recess**

September 2 City Hall Closed - Labor Day

September 10 City Council

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.



MAY 06 2024
Received by
City of Coburg

APPLICATION FOR MAYOR | CITY COUNCIL

All qualified applicants are requested to attend the scheduled Council Meeting for the purpose of an interview with Coburg City Council.

Name: Jaymason Bowman Phone: 452-215-8174

Physical Address: 91037 S Skinner Coburg OR 97408

Mailing Address: Box 8465

Email: jaymasonbowman@gmail.com

How long have you lived in Coburg? June 2019

How long have you lived in Oregon? 23 years

Are you a registered voter? Yes No

List boards, councils, or commissions that you have served on (Coburg or elsewhere):
Superintendence Advisory Council - Spald Public Schools
Golden Years Committee, Coburg Market Committee

List and briefly describe community or service oriented organizations of which you are or have been a member (Coburg or elsewhere):
Volunteer Spald School District, Grand Marshall CGY,
Guest Speaker @ Coburg Charter + other schools, Nat'l Honor Society

Describe any goals, ideas, or objectives you have for the City of Coburg:
My main objective for the City of Coburg is to foster an environment of collaboration between City government and the people of Coburg.

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

I have an unique insight into the governmental process in understanding of how to make change within that process. Additionally, I have an unique ability to problem solve and collaborate with others even when we disagree.

(Check) I understand that if any member of the public makes a request for information included in this application for appointment must be disclosed under the Public Information Act.

Oath

I swear that all of the statements included in my application and attached addendum, if any, are true and correct.

Signature: Jaymason Johan Dean Bauerman Date: May 5-2024

An attached resume is recommended.



APPLICATION FOR MAYOR | CITY COUNCIL

All qualified applicants are requested to attend the scheduled Council Meeting for the purpose of an interview with Coburg City Council.

Name: Lucas Lembrick Phone: 805 341 9144

Physical Address: 32782 E Mill St

Mailing Address: 32782 E Mill St

Email: lembrick@gmail.com

How long have you lived in Coburg? 3 years

How long have you lived in Oregon? 10+ years

Are you a registered voter? Yes No

List boards, councils, or commissions that you have served on (Coburg or elsewhere):
Cascade Locks Tourism Committee
Updated Math Curriculum for State of Oregon

List and briefly describe community or service oriented organizations of which you are or have been a member (Coburg or elsewhere):
Youth & Government Advisor - California

Describe any goals, ideas, or objectives you have for the City of Coburg:
I would like to see Coburg continue to grow in both the commercial and residential space while still maintaining its small town charm. I want it to remain a place that you know your neighbors and you are always going to run into someone when out for a walk. Balancing growth with familiarity is going to require a lot of foresight.

List any skills, training, or experience you have that might be useful to the position:
My background includes a masters degree in mathematics as well as various analytic roles including teaching. Currently I am employed in a pricing role for health insurance which involves finding the best value for our members and ensuring the long term solvency of our company.

(Check) I understand that if any member of the public makes a request for information included in this application for appointment must be disclosed under the Public Information Act.

Oath

I swear that all of the statements included in my application and attached addendum, if any, are true and correct.

Signature: Lucas Lembrick Date: 6/8/2024

An attached resume is recommended.

MAY 20 2024
Received by
City of Coburg



APPLICATION FOR MAYOR | CITY COUNCIL

All qualified applicants are requested to attend the scheduled Council Meeting for the purpose of an interview with Coburg City Council.

Name: Michael C McKean Phone: 458-221-2636

Physical Address: 32800 Maple St Coburg Or. 97408

Mailing Address: PO Box 8348 Coburg Or. 97408

Email: mckeanclifford@gmail.com

How long have you lived in Coburg? 4 years

How long have you lived in Oregon? 62 years

Are you a registered voter? Yes No

List boards, councils, or commissions that you have served on (Coburg or elsewhere):

NA

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

NA
I have been involved in numerous charity events in my career.

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

Interested in Coburg Community Affairs. Born and lived in Eugene until July Of 2020 When I moved to Coburg. My objective is to participate in community affairs and learn. As far as goals and ideas im sure i will have some moving forward.

List any skills, training, or experience you have that might be useful to the position:
Worked in automotive industry for Romania Chevrolet for 15 years and then Kendall Auto Group for 25 years the last 18 as General Manager. I have extensive Business and Human Resource experience.

(Check) I understand that if any member of the public makes a request for information included in this application for appointment must be disclosed under the Public Information Act.

Oath

I swear that all of the statements included in my application and attached addendum, if any, are true and correct.

Signature:  Date: 05/19/2024

An attached resume is recommended.



MINUTES

City Council Meeting

June 11, 2024 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Mayor Bell, Cathy Engebretson, John Lehmann, John Fox

MEMBERS ABSENT: Alan Wells, Claire Smith

GUESTS/STAFF PRESENT: Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Brian Harmon, Public Works Director; Greg Peck, Finance Director

RECORDED BY: Madison Balcom, Administrative Assistant

CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:23pm.

PLEDGE OF ALLEGIANCE

Councilor Fox led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Bell thanked Councilor Engebretson for filling in for her at the Budget and City Council meetings.

Mayor reminded everyone that elections are coming up in November, so if their term is up and they are planning on running or not running again, to please let Sammy know.

Ms. Egbert said that Mayor, Councilor Fox, Councilor Smith, and the vacant position will be up for election. They have a couple candidates to fill the open positions and will be looking at those soon.

Mayor Bell also mentioned;

- The Veterans Memorial
- The Restrooms at Pavilion Park

AGENDA REVIEW

There were no changes made to the agenda.

CITIZEN TESTIMONY

There were no request(s) made to publically speak. There were no written statement(s) received.

CONSENT AGENDA

Ms. Engebretson briefly reviewed the items on the Consent Agenda and there were no requests to remove an item for separate consideration.

1. Support Mayor Bell's Appointment of Linda Kroeger and Elise Landry to serve terms of three years on the Coburg Budget Committee expiring June 30, 2027.
2. May 15, 2024 City Council Minutes

MOTION: Councilor Engebretson, seconded by Councilor Fox moved to approve the Consent Agenda items as presented.

The motion passed unanimously — 3:0.

SPECIAL GUEST

Megan Dompe, Coburg Main Streets Executive Director, is here to answer any questions Council has.

ORDINANCES, RESOLUTIONS AND CONTRACTS

Public Hearing

1. **RESOLUTION 2024-05** A RESOLUTION DECLARING CITY ELECTION TO RECEIVE STATE REVENUES ORS 221.770
2. **RESOLUTION 2024-06** A RESOLUTION DECLARING THE CITY'S CERTIFICATION OF ELIGIBILITY FOR STATE-SHARED REVENUES ORS 221.760

Mayor Bell opened the public hearing for Resolutions 2024-05 at 6:32pm.

Mr. Hanks gave a brief report on Resolutions 2024-05 and 2024-06. He explained that they both relate to state revenue sharing. Resolution 2024-06 is to certify that the City is eligible to receive it, and 2024-05 is for the City to approve a resolution to elect to receive those revenues. Some of those state revenue sharing funds are in the street fund, and the remainder in the general fund.

Mr. Fox asked what the requirements are to be eligible to receive state revenues. Mr. Hanks said that there are seven items listed under Resolution 2024-06 (page 19 of packet) and the City has to certify that they have at least five of those.

Ms. Bell closed the public hearing for Resolutions 2024-05 at 6:36pm.

MOTION

Mr. Lehmann moved, seconded by Mr. Fox to adopt Resolution 2024-05 A resolution declaring city election to receive state revenues ORS 221.770.

Motion passed unanimously — 3:0.

MOTION

Mr. Fox moved, seconded by Ms. Engebretson to adopt Resolution 2024-06 A resolution declaring the City's certification of eligibility for state-shared revenues ORS 221.770.

Motion passed unanimously — 3:0.

3. Public Hearing

RESOLUTION 2024-07 A RESOLUTION ADOPTING THE CITY'S BUDGET FOR FISCAL YEAR 2024-25, CREATING APPROPRIATIONS, SETTING THE TAX, IMPOSING THE TAX CATEGORIZING TAX, AND CATEGORIZING THE TAX

Mayor Bell opened the public hearing for Resolution 2024-07 at 6:39pm.

Mr. Hanks gave a brief report on Resolution 2024-07. He explained that this resolution carries many functions, including locking in and establishing the property tax rate and also setting the appropriation levels for expenditures throughout the year. Hanks mentioned a slight change in the appropriations of the enterprise funds.

Mr. Hanks went over the budget process and message, briefly summarizing the budget, its challenges, its working parts, the future framework document breakdown process, and the revenues and expenditures.

Mr. Lehmann asked what the timeline looks like for a discussion on diesel tax. Mr. Hanks said that he and the Mayor are planning to have that conversation at the July meeting, followed by staff research, organization and suggestions, then come back in September for direction from council.

Ms. Bell closed the public hearing for Resolution 2024-07 at 6:55 pm.

MOTION

Mr. Lehmann moved, seconded by Mr. Fox to adopt Resolution 2024-07 A resolution adopting the City's budget for fiscal year 2024-25, creating appropriations, setting the tax, imposing the tax and categorizing the tax.

Motion passed unanimously — 3:0.

4. N Willamette/Macy/Harrison Street Reconstruction Project Bid Award and Contract Approval

Mr. Hanks said that they have worked a lot between staff and with Branch Engineering on this great project. As the first major local street full reconstruction, it sets the bar, so they are making sure they address all the details. They sent a letter out and had an open house last spring to look at preliminary designs for the project. The big picture conversation is that the sidewalks have a lot of strategic uses,

but that means that there is no curb & gutter, which means that storm drainage takes up a lot of surface area. All that can create challenges with fitting everything in.

Hanks explained that the bid amount of \$595,595 came out just over \$200,000 less than the original estimate. Mr. Harmon and past administrator, Anne Heath, were able to get an ODOT SEA grant of \$250,000 which covers a good chunk of the project as well. Branch Engineering also helped with the packets and process. The breakdown of the project is provided.

Mr. Fox asked how the City plans on communicating with the impacted citizen on when they can and can't be using certain streets, and also how possible mistakes will be addressed. Mr. Hanks said the positive is that a street can be done relatively quickly, but he and Mr. Harmon are working hard to figure out the best methods to make sure the communication is clear.

MOTION

Mr. Fox moved, seconded by Mr. Lehmann to approve the bid to award the N Willamette/E Macy/N Harrison street reconstruction project to RiverBend Construction Inc and authorize the City Administrator to execute the project contract in the amount of \$595,595.

Motion passed unanimously — 3:0.

5. Coburg Main Street Agreement for Services

Mr. Hanks said that Megan Dompe and staff has been working on this contract. This agreement solidifies the funding and agreement for services and how they partner. The key thing is the services provided, because they are the only partner that is able to carry out some of the tourism components, like tourism marketing campaign, community events, community newsletter, and managing the information kiosk. Other pieces of the agreement are the use of facilities, including managing and operating the IOOF building, required reporting, and funds and financials.

Megan Dompe said that she has done a deep dive into tourism and attended the Travel Oregon Governors Conference on tourism in March which was very helpful. They have a plan in place to advertise and promote the city in a responsible way and from a community forward standpoint. The marketing and tourism standpoint is going to be community lit. She mentioned the events they have been putting on and the great response and turnout they get for those events.

Dompe explained that they have a lot of plans for the newsletter. They are trying to make it online so it is more easily updateable for the community. The long term goal is to expand the newsletter, starting off smaller and continuing to grow. They also have many ideas for the information kiosk, including possibly making it an information center about the Kalapuya tribe that used to reside in Coburg.

Mr. Fox asked if what was used in the information kiosk would also be included in the newsletter. Ms. Dompe said potentially. There will most likely be a spot in the newsletter about the kiosk and anything that is put there can easily be duplicated to insert into the online newsletter.

Fox also asked what people were talking to her about at the conference. Ms. Dompe said that the first person was the VPA Stewardship from Travel Oregon who saw that Coburg was being represented, and helped provide more information and opportunities in Coburg.

Mr. Lehmann asked about some of the financial components for the IOOF Hall sub-lease agreement. Mr. Hanks explained some of those processes and financial agreements, as well as some additional IOOF Hall sub-lease operations components.

Lehmann also asked if Main Streets had an approved budget. Ms. Dompe said yes, around \$35,000. He then asked if they had a fee structure for each event. Dompe said they are developing that now, and they can present that to council when it is done if needed.

Lehmann then asked if the city would be able to use the IOOF Hall space free of charge when needed. Ms. Dompe and Mr. Hanks said yes, along with other agreements like the LCOG senior meals program.

MOTION

Mr. Fox moved, seconded by Ms. Engebretson to approve the Agreement for Services between the City of Coburg and Coburg Main Street as presented and authorize the City Administrator to execute the contract.

Motion passed unanimously — 3:0.

6. City Engineer of Record Bid Award and Contract Authorization

Mr. Hanks said that this is the culmination of the involved process they went through at council's direction. In the August 2023 meeting, they discussed good operational timing for an RFP for the City's Engineer of Record and the procurement rules to do another RFP. Hanks explained that about every 5 to 7 years, it is important and in some cases required to put out bids to see what is in the marketplace for services.

Staff started building the RFP scope in January and February, utilizing LCOG legal services. They also worked with Jim Chaney to help them develop the bid packet provided to council. They put it out in April, it was due at the end of May, and they put together a scoring committee to review them. They received 2 very qualified submissions. The packet (page 93) includes the category breakdown of the 100 possible points for scoring, and there is also a table included showing the scoring of each submission by the committee, making the intent to award to Branch Engineering.

MOTION

Ms. Engebretson moved, seconded by Mr. Fox to award the Engineer of Record bid to Branch Engineering Inc. and authorize the City Administrator to complete and execute the associated contract for professional services with Branch Engineering Inc.

Motion passed unanimously — 3:0.

7. City of Cottage Grove IGA for Building Permit Program Services Addendum 4

Mr. Hanks explained that the City contracts with the City of Cottage Grove for all building plan review and inspection services. They provide these services for themselves as well as three other local jurisdictions. Hanks provided some further details on the contract and the provided services.

MOTION

Mr. Lehmann moved, seconded by Ms. Engebretson to approve the City Administrator sign Addendum 4 to the June 8, 2020 Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services to the City of Coburg.

Motion passed unanimously — 3:0.

ADMINISTRATIVE INFORMATION REPORTS

8. Financial Report – April 1, 2024 (Period 10)

Mr. Hanks mentioned some details on the report regarding budgetary compliance and monthly financials. Hanks stated that they will be sending out a request for a special meeting in June for a minor supplemental budget.

9. Administration Monthly Report

Mr. Hanks briefly reviewed the Pavilion Park Improvements. Mr. Harmon was able to meet with the building official to talk about the ADA requirements for the restroom. They are working on a plan and will have those open and available all throughout summer. They are bidding out for Phase II in late July, then bringing it to Council in September, and starting the project in October. They will closing the restrooms in October until February because of Phase II construction.

Mr. Hanks gave a quick update on the Premier RV Water Connection Project, expecting to begin construction this fall, and the Public Works Operations Building, hoping to be in there in September. Hanks also mentioned some details about the July Council Work Session on the water system, where they are at with the city cell phone upgrades, and the vegetation management and maintenance plan. The rest of the report consists of the regular data, project updates, and department activity.

COUNCIL COMMENTS | LIAISON UPDATES

Mayor Bell mentioned that there was a report at the Metropolitan Policy Committee meeting last week where they explained that they are changing some routes in an effort to try to shorten wait times and have more consistent arrival times, improving overall LTD bus routes and service.

Ms. Engebretson briefly mentioned that at the LaneAct committee meetings, they are getting feedback from all the regions in the state. The LaneAct leadership committee has decided on a format in which each region gets one slide to present their top priority for transportation. Coburg decided to present the issue with the bottleneck at the northwest corner of Coburg, at the intersection by the fire station.

Mayor Bell presented Councilor Smith's liaison report for the latest Parks & Tree committee meeting. The committee would like to recommend, in order to improve the aesthetics of Coburg's parks, the use of ground covers, turf, and mulch and other alternatives.

ADJOURNMENT

Mayor Bell adjourned the meeting at 8:31 pm.

APPROVED by the City Council of the City of Coburg on this _____ day of _____, 2024.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



MINUTES
City Council Special Meeting
June 25, 2024 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell; Mayor, Cathy Engebretson, Claire Smith, John Lehmann, John Fox

MEMBERS ABSENT: Alan Wells

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Greg Peck; Finance Director, Larry Larson; Chief of Police

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:04pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Bell shared:

- A book including an article on Coburg provided by Megan Dompe and Main Streets

AGENDA REVIEW

There were no changes made to the agenda.

PUBLIC COMMENT

There were no request(s) made to publically speak. There were no written statement(s) received.

ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Public Hearing | First Reading | Waive Second Reading

ORDINANCE A-256 AN ORDINANCE TO LIMIT LIABILITY FOR RECREATIONAL USE OF CERTAIN CITY PROPERTY AND DECLARE AN EMERGENCY FOR ADOPTION

Mayor Bell opened the public hearing at 6:07pm and held the first reading of Ordinance A-256; An Ordinance to limit the liability for recreational use of certain City Property and declare an emergency for adoption.

Mr. Hanks gave a brief report on Ordinance A-256. He explained that the limit liability for recreational use is a part of the package they have discussed many times since the Oregon Supreme Court case on Recreational Immunity. The legislature did move forward and rectify the majority of the issues associated with that case, which restored the majority of Coburg's recreational immunity. Hanks explained more about the opt-in process for certain cities, regarding unimproved trails.

Mr. Hanks explained more details on the Ordinance itself, how they decided to go about declaring it an emergency, why and how they split it into two pieces, and the procedural part of the adoption process. The Charter allows the city to do the first reading, and by a unanimous vote by council, they can waive the second reading, then the declaration of emergency waives the 30 day effective period. Tonight's objective, if council is in agreement, is to have the Ordinance go into effect after tonight's vote.

Ms. Smith asked about on page 4, where it explains the cities with a population fewer than 500,000, it mentions Bend. Mr. Hanks said the material was provided by LCOG staff and he did not catch that when going through it. However, the Ordinance is clean with Coburg only statements.

Mr. Lehmann asked if it applies to both unimproved pathways, walkways and parks as well as improved pavement areas. Mr. Hanks said sort of, but it is more limited than the recreational immunity that the state rectified with. This ordinance would primarily cover the Booth Kelly Trail, which would be the spot that is somewhat at risk, and potentially the extension of Trails End. Formalized parks are covered by the state rectified portion. They discussed potential parks restrictions regarding bicyclists. Mr. Fox asked how they distinguish between improved and unimproved pathways. Mr. Hanks said that it can get confusing because they do overlap. The recommendation is to have both in place to cover all areas.

Ms. Bell closed the public hearing at 6:22pm.

MOTION

Ms. Engebretson moved, seconded by Mr. Fox to waive the second reading of Ordinance A-256.

Motion passed unanimously — 4:0.

MOTION

Mr. Fox moved, seconded by Ms. Smith to adopt Ordinance A-256. An ordinance to limit the liability for recreational use of certain City Property and declare an emergency for adoption.

Motion passed unanimously — 4:0.

2. RESOLUTION 2024-08 A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, MAKING APPROPRIATIONS FOR THE CITY OF COBURG FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.

Mr. Hanks gave a brief report on this resolution and need of a supplemental budget. There are three areas that are right at the cusp of hitting their appropriation levels. It is possible that they wouldn't go over, but it is very close. The request is to recognize that these three areas were budgeted very tightly, and could go over, so a supplemental budget may be needed. Hanks briefly explained this process.

Mr. Fox and Mr. Lehmann asked about the contributing factors to the closeness of the appropriation levels. Mr. Hanks said that he believes having two city administrators on for a month, along with a retirement pay out contributed to this. He also explained that the predominant contribution was personnel services, not in goods and services.

MOTION

Mr. Lehmann moved, seconded by Ms. Smith to approve resolution 2024-08 A resolution adopting a supplemental budget, making appropriations for the City of Coburg for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Motion passed unanimously — 4:0.

COUNCIL COMMENTS

Mr. Fox commented that some government budgets are at risk of losing it if it's not used. He had no liaison updates.

Ms. Engebretson had no new updates on the LaneACT Committee. Mayor Bell said that staff is looking to see if they can have a presence at the table to partake in the discussions for the projects and funding being presented.

Mr. Lehmann said that the June Planning Commission meeting was cancelled. Mr. Hanks said the next one will be on July 17th, to which an invitation will be sent out because the DLCDC representative will be doing a presentation.

Mr. Hanks said that the Transportation Ad-Hoc Committee meeting is on June 27th at 4pm, the Finance Audit Committee meeting in July 30th at 5:30pm, and the Council Work Session is July 23rd at 6pm.

Ms. Smith gave a brief report on Parks & Tree Committee, noting that Public Works planted three trees which were all donated.

Mayor Bell asked council if they would like to give staff direction on looking into bicycle use and possible regulations on some pathways and trails. Mr. Hanks said they can put it on the July Parks & Tree agenda for them to discuss, then bring it to the September City Council meeting for another council discussion. They would formally capture the Parks & Tree recommendation in the staff report for that meeting. Mr. Fox mentioned getting citizen input from the community regarding the topic. Part of the discussion from the staff side would be about the level of enforcement.

Mayor Bell reminded council that Coburg does not have an Ordinance prohibiting fireworks.

ADJOURNMENT

Mayor Bell adjourned the meeting at 6:57 pm.

APPROVED by the City Council of the City of Coburg on this ____ day of _____, 2024.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



**COBURG CITY COUNCIL
ACTION ITEM**

**Appeal of Systems Development Charges
Premier RV Resort**

Meeting Date	Staff Contact	Email
July 9, 2024	Adam Hanks, City Administrator Brian Harmon, Public Works Director	Adam.Hanks@ci.coburg.or.us Brian.Harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Staff is requesting Council review and decision regarding an appeal of the calculation and imposition of a water systems development charge (SDC) by Premier RV Resort consistent with Ordinance 172-B Section 18 (5).

Suggested Motion

I move to authorize the City Administrator to calculate and invoice the water SDC associated with Premier RV Resort’s pending connection to the municipal water system based on SDC calculation tables at the time of annexation of the Premier RV property (2004)

OR

I move to authorize the City Administrator to calculate and invoice the water SDC associated with Premier RV Resort’s pending connection to the municipal water system based on SDC calculation tables at the time of extension of the municipal water system to the east side of Interstate 5 (2018)

OR

I move to authorize the City Administrator to calculate and invoice the water SDC associated with Premier RV Resort’s pending connection to the municipal water system based on SDC calculation tables at the time of connection to the municipal water system to the east side of Interstate 5 (2024)

BACKGROUND

Systems Development Charges (SDC’s) are a tool authorized and regulated by Oregon Revised Statutes (ORS 223) that allow municipal governments to charge a fee to new development for the growth related impacts the development will have on future infrastructure improvements in five specific categories: Water, Wastwater, Storm Drain, Transportation, Parks.

The fee methodology relies heavily on each municipality’s long range master plans for each of the five categories to establish an equitable calculation for only the growth related share of future infrastructure projects. In Coburg, Ordinances 172-A and 172-B address Systems Development

Charges consistent with ORS and includes language to guide the methodology, calculation, charging and authorized use of SDC's. Additionally, a Systems Development Charge Methodology Update was completed in June of 2028 and was adopted by Resolution 2018-18.

Premier RV Resort Appeal Request

As noted in the appeal letter and supporting documentation, Premier RV and the City of Coburg have been working to connect Premier RV to the City's municipal water system since the annexation of the property in 2004. It is the assertion of Premier RV that the City has made prior commitments and promises to provide the connection at no cost to Premier RV. The appeal indicates that SDC fees were not to be imposed in addition to the permitting and construction costs associated with the water connection.

Staff Position

City staff recognize and agree that documentation exists to verify that the City did agree and has moved forward with the permitting and construction costs associated with the water connection being funded completely by the City, with the exception of the purchase of the three-inch water meter that Premier RV understood and has agreed to pay as their responsibility towards the water connection. However, no documentation has been identified by either staff or Premier RV that indicates a commitment or agreement to waive SDC fees associated with the water connection as required by Coburg City Ordinance.

The charging and collection of the water SDC is historically compatible with the City's charging Premier RV payment of the Parks, Transportation and Sewer SDC at various times subsequent to the annexation of the property.

Discussion and a subsequent meeting between staff and Premier RV management team has been productive in clarifying the position of each party and can be summed as follows:

Premier RV – No mention was made that a water SDC would be charged at the time of the water connection to the property and Premier expected that the long awaited for water connection would not be an expense to their operations.

City staff – The City has consistently charged and collected SDC's from Premier RV in the past (sewer, parks, transportation) and no documentation exists to indicate prior Council agreement to waive the charging and collection of the water SDC, which is required for such an action as staff has no independent authority to administratively waive SDC fees outside of what is specified in the Ordinance.

As described in the recommended motions section of this staff report, staff has developed three options for Council to consider. Each option has a defensible legal rationale based on Council's desired approach to resolving the matter. Each of these three options have also been discussed with Premier RV management team, which resulted in Premier communicating via email that they plan to alter their appeal request from a waiver of the water SDC fee to a request to utilize option #3 as the basis for charging the water SDC.

Option #1 – Charge and collect a water SDC from Premier RV using the fee schedule in place at the time the connection is made, which would be the July 2024 fee of \$110,140. This is the most

straightforward and literal reading of the ordinance and does not incorporate historical elements relating to the pursuit of water connection to the Premier RV property.

Option #2 – Charge and collect a water SDC from Premier RV using the fee schedule in place at the time the City initiated the extension of the water system to the east side of Interstate 5, which would be approximately \$92,000 depending on the chosen definition for the beginning of the project extending the waterline under the Interstate. Staff feels that date could be either 2018 or 2019 as initial engineering design began in that timeframe.

The legal rationale for consideration of this option is that the extension of the waterline to the east side of the Interstate was the formal financial commitment of the City to make the connection and was initially planned for Premier to be connected immediately upon completion of the extension, but was ultimately delayed for reasons outside of the control of Premier RV.

Option #3 – Charge and collect a water SDC from Premier RV using the fee schedule in place at the time of the annexation of the property into the City limits, which would be a fee of \$44,496.

Utilizing the annexation date as the means of calculating the SDC fee recognizes the intent and commitment of the City at that time to extend and provide a water service connection to the property as soon as feasible. Documentation is clear that the City planned to make the connection as soon after the completion of the Water Master Plan that was well underway at the time of annexation.

A number of significant issues arose subsequent to the initial commitments that brought about a number of delays that were not anticipated by staff, the first major item being challenges in securing a workable location for the placement of a water storage facility to support serving water to the east side of the Interstate. Funding challenges as anticipated capital project costs rose also contributed to further delays that, again, were beyond the control of Premier RV.

BUDGET / FINANCIAL IMPACT

Costs associated with the permitting and construction to serve Premier RV have been considerable, estimated at between \$60,000 and \$75,000. However, at least fifty percent of that are not directly attributable to the Premier RV water connection as the project also facilitates the ultimate connection of the 107 acre parcel immediately east of the Premier RV site that was recently annexed.

Project costs included engineering services associated with state and federal wetland permitting requirements, purchase of wetland credits and contracted services for the bore and connection of the service to the existing waterline. The above noted project costs do not include the extension of the waterline under the Interstate that makes both water connections possible.

SDC revenues are restricted in their available use and are limited to funding only the growth-related component of future capital project costs within the fund they serve. These revenues are not legally able to be utilized outside of the Water Fund and are furthermore not legally able to be utilized for operations and maintenance expenses for the water system.

The effect of the decision of Council on the appropriate water SDC charge for Premier RV is limited to the amount of funds that will be added to the current SDC balance in the Water Fund

that is able to be used for the growth component of future water capital improvement projects, which limits the impact the decision has to the rates charged to water customers on a monthly basis for their water service.

PUBLIC INVOLVEMENT

No specific public involvement has been done or is required to be done as part of an administrative appeal of the calculation of SDC fees.

NEXT STEPS

After Council makes a determination of the appropriate fee schedule to utilize to calculate the required water SDC for Premier RV, staff will provide Premier RV with an invoice which will be payable at or before the activation of the water meter that will serve municipal water to the Premier RV property.

ATTACHMENTS

1. Premier RV Appeal Letter and reference materials
2. Ordinance 172-B
3. Resolution 2018-18

From: [Lisa Mackintosh](#)
To: [HANKS Adam](#); [HARMON Brian](#)
Cc: [Catherine Thagard](#); "[Paul Williams](#)"
Subject: City Council Meeting & Question RE Construction Timeline
Date: Tuesday, June 25, 2024 3:14:40 PM

CAUTION: This email originated from outside the organization. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hi All,

We plan to proceed to ask City Council to have us pay the 2004 SDC amount when we make our presentation. Adam, can you remind me of what that amount was again?

Also, I know you had to get the wetland permit and I just need some clarification on construction. Was the June 15-September 15 timeline just to do the construction on the wetland part of the property or was that the timeline for the entire job? Don't get me wrong, we want water ASAP as summer is our crucial time of need. However, after Paul talked to Kyle yesterday we do have some concerns about the contractor (or specifically Kyle having the time to help/oversee the contractor), bid and scope of work. After discussing with Paul today, we believe we need to go back to our engineer and have him do the design plan for the disconnect and transfer of irrigation to the wells. We believe Kyle is making it much harder and more complex than it needs to be. Granted, we may then just have to do this project in two phases, the connection to you guys as soon as possible and then take our time with the irrigation hookup since we already have one (underperforming) well that already feeds the irrigation. That scenario isn't ideal, but it could be delayed a little longer than the hookup to City Water.

Also, along those lines, while we may use Kyle's guy "Jimmy", we are wondering if you have any other contractors you would recommend should we want to get a second bid.

Please note my new work email address: lmackintosh@premierrvresorts.com

Lisa Mackintosh
Premier RV Resorts
503-313-5492





June 23, 2024

Adam Hanks
City of Coburg
PO Box 8316
Coburg, OR 97408

JUN 24 2024

Received by
City of Coburg

Subject: Formal Appeal of SDC Charges for Water Connection (Invoice No. 2024-01)

Dear Adam,

I am writing to formally appeal the SDC charges for the water connection, invoiced on June 11th, 2024, under invoice number 2024-01. Your documentation states that we need to state the reason that the calculation is incorrect. The bottom line is we have no idea how the amount was determined other than the vague verbiage in Ordinance No 172-B.

We believe these fees should be waived in full as we were promised a connection to your water system since 2004. During a meeting with city personnel, we were informed that our costs would only include the water meter and permit fees. Additionally, we were told that we would bear the expenses for the connection and engineering work from the edge of our property to our current system. We will provide further details and supporting information in person to substantiate our case.

Thank you for considering our appeal. We look forward to resolving this matter promptly.

Sincerely,

Lisa Mackintosh
CFO, Eugene Premier RV Resorts, LLC
33022 Van Duyn Rd
Eugene, OR 97408

City of Coburg

INVOICE

P.O. Box 8316
Coburg, OR 97408
Phone 541.682.7850 Fax 541.485.0655

DATE: June 11, 2024
INVOICE # 2024-01

Bill To:
Premier RV Resorts
16926 SW Richen Park Circle
Sherwood, OR 97140



DESCRIPTION	AMOUNT
System Development Charge for 3 inch water meter connection to City of Coburg Municipal Water System	\$110,140
TOTAL DUE	110,140.00

Due upon receipt

Make all checks payable to City of Coburg
If you have any questions concerning this invoice, contact:
Greg Peck, Finance Director
541-682-7870

EXHIBIT A

FINDINGS AND RECOMMENDATION of the COBURG PLANNING COMMISSION

PA-2-03 /City of Coburg

A. The Coburg Planning Commission finds the following:

1. The Coburg Planning Commission has reviewed all material relevant to the Plan Amendment that has been submitted by the applicant and staff regarding this matter for property shown in Exhibit B, including the criteria, findings, and conclusions within the findings and recommendation and attached staff report.
2. On September 10, 2003, the Coburg Planning Commission reviewed the plan amendment application for City of Coburg after giving the required notice as per O.R.S. 197.195(3) and Coburg Zoning Ordinance No. A-133, Article X.B.

B. The Coburg Planning Commission recommends approval to the Coburg City Council for a plan amendment for the above mentioned parcels based on the following findings of fact:

The following are findings of fact and state whether or not the proposed application satisfies the required criteria (in *italics*) found in the Coburg, Oregon Zoning Ordinance, Ordinance No. A-133, Article X, Section G, Comprehensive Plan Amendment Procedures and Criteria

Comprehensive Plan Amendment Procedures and Criteria

1. Procedures for Amending the Comprehensive Land Use Plan

A proposal to amend the Comprehensive Land Use Plan including text, policies, Urban Growth Boundary, or map designations may be initiated by the Planning Commission, City Council or by petition of owners. Such proposals shall be considered under Type II procedures as outlined in ARTICLE X.B.13 or by legislative action as provided for in ARTICLE XI.B.

Proposals for Comprehensive Plan Amendments may be considered only on a pre-scheduled semi-annual basis as determined by the Planning Commission and City Council. In determining that an emergency situation does exist, the Council must adopt findings that the public interest would be best served by initiating a Comprehensive Plan amendment request.

RESPONSE: the City deems the proposal an emergency situation. The provision for city water service is of immediate nature, due to the time limitation on the funding sources to provide the water service to the subject property. The public

interest would be best served by initiating this request to allow for the property owners and city to share in the cost of providing safe drinking water and adequate fire flows for fire protection to the buildings on the subject property.

Also, the provision of city police services should be paid by those that use the services, thus the subject property should be within the city limits.

2. Plan Amendment Criteria

In reaching a decision on a Comprehensive Plan Amendment proposal, the Planning Commission and City Council shall adopt findings in consideration of the following:

- a. *Conformance with goals and policies of the Plan or demonstration of change in circumstance which would necessitate a change in the goal and/or policies.*

Finding:

There are three changes in circumstance that necessitate a change in the Coburg Comprehensive Plan. The first change concerns the availability of studies that document existing and potential contamination of the groundwater aquifers that serve Coburg. In particular, the City's Drinking Water Protection Plan¹ delineates wellhead protection areas by identifying "time of travel" (TOT) zones regarding contamination hazards that might affect existing and prospective well sites.² The analyses contained in this plan illustrate how land use activities that occur east of Interstate-5 can affect the groundwater within the City of Coburg. As a part of this plan amendment, the City is proposing to add a Air, Water and Land Resource Quality that would require implementation of the policies contained in the Drinking Water Protection Plan.

Second, the subject property is currently developed at urban densities but is developed with uses that rely upon individual on-site wells for potable water and fire protection. Recently, these systems have experienced water quantity problems and are in need of City water. The provision for city water service is of immediate nature, due to the time limitation on the funding sources to provide the water service to the subject property. The City has included the Interstate 5 corridor right-of-way in this plan amendment so that it can create a loop system for its water distribution lines on the east side of the freeway. This loop system will allow for the continuation of water service despite a line rupture and also provide for better fire flow protection for the subject property. The public interest would be best served by initiating this request to allow for

¹ Adopted by the Coburg City Council through Resolution 97-7.

² Lane Council of Governments, *Coburg Drinking Water Protection Plan* (June 1997)

the property owners and city to share in the cost of providing safe drinking water and adequate fire flows for fire protection to the buildings on the subject property.

The third change in circumstance involves public safety concerns that threaten Coburg's livability. The City of Coburg has been patrolling the Interstate 5 area since 1995 through an inter-governmental agreement with Lane County Sheriff's office. This agreement has since changed although for safety considerations the City has continued to provide services along this corridor. Both the Oregon State Police and the Lane County Sheriff's Department have suffered staffing constraints that have limited their ability to patrol the Interstate-5 corridor adjacent to Coburg or to respond to service calls at the motel, bars or RV park located on the east side of the Van Duyn Interchange. Many of these calls are now routed to the Coburg Police Department. The patrolling of Interstate-5 has been demonstrated to be an efficient method of reducing property crimes against the commercial and industrial uses located in Coburg along the freeway. Since 1999, over 40 of these crimes have been committed by individuals who parked their vehicles on the freeway shoulder. The incidence of these crimes was reduced by two-thirds when the Coburg Police Department began patrolling the freeway in 2001. During 2002, the Coburg Police Department was asked by the Lane County Sheriff's Department to assist in 347 arrests on Interstate-5. This assistance required over 640-person hours from the Police Department. In addition, the Coburg Police Department responded to 34 requests for assistance from the Coburg Rural Fire Department related to Interstate-5 incidents. During 2002, the Interstate-5 related assistance rendered by the Coburg Police Department totaled over \$34,000 in expense.

Since 1999, the Coburg Police Department was received over 340 calls for service that originated from the developed properties located at the southeastern quadrant of the Van Duyn Interchange. The majority of these calls concerned the motel, two bars and the RV park in that area. These calls resulted in 504 arrests. The City finds itself in an extremely awkward predicament in regard to servicing this area. On the one hand, if the criminal activity is not controlled it will more directly affect the City of Coburg. On the other hand, the City is unable to support this service with tax revenues as the service is rendered to properties outside of the Coburg corporate limits.

The City is proposing to add several additional Community Protection policies to its Comprehensive Plan. These policies commit the city to provide police protection to areas nearby the community, along the Interstate 5 corridor, and to the exception area east of Interstate 5 as long as it is financially feasible.

POLICY REVIEW.

The proposal is consistent with several policies and objectives of the Coburg Comprehensive Plan. The proposal also demonstrates there should be a change

in several policies of the comprehensive plan, due to a demonstrated change in circumstances, described below.

The proposal is in conformance with the following objectives and policies in the Coburg Comprehensive Plan:

Goal 6 Air, Water and Land Resource Quality

Coburg Objective: To insure the continued quality of air, water and land resources within the City and its area of influence.

Policy 7: The City shall maintain water quality through cooperation with all appropriate federal and state agencies, including, but not limited to DEQ.

Goal 12 Transportation:

Coburg Objective: To provide for the transportation needs of all Coburg residents compatible with county and state plans and promoting the greatest possible energy efficiency.

- 2.1 All development proposals plan amendments, or zone changes shall conform to the adopted Transportation System Plan.*
- 2.2 Protect the function of existing and planned transportation systems as identified in the Transportation System Plan through application of appropriate land use regulations. When making a land use decision, the City shall consider the impact on the existing and planned transportation facilities.*

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

13.1 The City shall adopt and coordinate with ODOT and Lane County to implement the ODOT Coburg-Interstate 5 Interchange Refinement Plan, which includes but is not limited to:

- A preferred interchange alternative,*
- An interchange access management plan,*
- A recommended TDM program that shall be fully implemented before and interchange reconstruction, and*
- An assumption that current City and County comprehensive land use designations at and near the interchange are constant for the next 20 years.*

Air, Water and Land Resource Quality: This proposal to include existing developed and committed land in the urban growth boundary is consistent with the above stated policies. The City desires to provide clean, safe drinking water to the city and the area of influence. The proposal will provide city water to these areas.

The City is working with closely with the DEQ on water quality issues in the area. As discussed further below, the city will be included within a Groundwater Management Area, to be declared by the DEQ, due to the elevated nitrates found in the groundwater.

Transportation: The proposal is also consistent with the above stated transportation policies in the TSP. The proposal will be in compliance with the TSP and coordinate with ODOT for the land use designations on the subject property. The proposal will also protect the function of transportation system with land use designations. The proposal, described further below, will utilize an overlay zoning designation that is essentially a "holding zone" to assure that additional trips created by new development will address the impact on the interchange. Recent improvements along Pearl Street by Lane County and planned safety projects by ODOT for the northbound off ramp require that additional studies and coordination be completed within this area. Therefore, the proposal is consistent with portions of the TSP, there has been changes in circumstances in transportation projects and priorities that necessitates changes to the plan.

CHANGE IN CIRCUMSTANCES THAT NECESSITATES A CHANGE IN POLICIES

Air, Water and Land Resource Quality: The City of Coburg will soon be included within the Southern Willamette Valley Groundwater Management Area by the Oregon Department of Environmental Quality because Coburg's groundwater, as well as other areas in the southern Willamette Valley have been found to have elevated levels of nitrates.

Nitrates result from septic tanks and agricultural practices. Elevated nitrates have been found to cause negative health effects, such as "blue baby syndrome", which results in the blood not being able to carry as much oxygen as needed, developing fetuses and children under the age of six months are at the most risk. Recently, there have been studies that show other health risks from elevated nitrates in drinking water for adults.

In order to meet the comprehensive plan objective to provide continued or better quality of water resources within the area of influence, the City desires to provide city water service to the subject property, which is within its area of influence.

In addition, Coburg's Comprehensive Plan does not reflect the recent changes to the City's plans for the construction of a wastewater treatment facility and domestic water system improvements. The city adopted a Wastewater Facility Master Plan, resolution 2003-2 and Water System Master Plan, resolution 99-13. Both of these facility master plans anticipate the city needing additional infrastructure to serve the community and future growth. The construction of a wastewater treatment facility will also allow the abandonment of existing on-

site septic systems within the city. These issues are not addressed within the comprehensive plan.

Community Protection

There has been a change in circumstances that necessitates a change in the plan. Based on statistics provided by the Coburg police department, the exception area property:

For the exception area, outside the urban growth boundary, located to the east on Interstate 5, between 1999-June 2003 the City of Coburg Police responded to and provided assistance with:

- 342 calls for City of Coburg police service
- 504 arrests
- 76 crime victims
- 214 seizures of stolen property and narcotics
- 13 recovered stolen vehicles
- 6 search warrants

Crime statistics show that the Coburg Police Department has 42 crime reports that document criminal activity that was committed against the Coburg business community that adjoins the freeway. The individuals committing these crimes parked their cars along the shoulder of the Interstate and entered the business from outside the city limits. This is just one example of reasons why the interstate corridor should be included within the City's urban growth boundary.

Police patrols on Interstate 5. Based on statistics compiled by the City of Coburg, Interstate 5 is the third most heavily traveled truck corridor in the nation (Rep. Darlene Hooley, Oregon 5th District, 2003). Motor vehicle crashes continue to be the leading cause of death and disability to Oregonians aged 1 to 24 and one of the leading causes of death and injuries to Oregonians of all ages. Speeding doubles the likelihood that the crash will result in injuries and fatalities. In 1998, there were 6,272 traffic crashes on Oregon's state highway system that involved speed. Nearly half (48%) of these speed related highway crashes involved injuries and fatalities (ODOT, June 1999 Traffic Crash Summary).

Lane County leads the state in traffic fatalities with 137 fatalities between 1999-2001. From 1999-2001, Lane County had 11 more fatalities than Multnomah County, the state's largest county with twice the population of Lane County. The manager of the state's law enforcement and judicial programs for the Oregon Department of Transportation, Steve Vitolo links the disproportionate number of traffic deaths in Lane County to a decrease in county and state traffic enforcement (Cottage Grove Sentinel, 6/20/03).

The City of Coburg has been patrolling the Interstate 5 area since 1995 through an intergovernmental agreement with Lane County Sheriff's office.

The agreement has since changed, however, the City continues to provide services along this corridor because the activity occurring in the area greatly affects the safety of the residents of Coburg. Crime statistics show that the Coburg Police Department has 42 crime reports that document criminal activity that was committed against the Coburg business community that adjoins the freeway. The individuals committing these crimes parked their cars along the shoulder of the Interstate and entered the business from outside the city limits. This is just one example of reasons why the interstate corridor should be included within the City's urban growth boundary.

The crash rate along the Coburg section of the Interstate has been greatly reduced since the City police have provided patrols along this area. Crash data from Oregon Department of Transportation (ODOT) shows the following:

Mile post 199.15 Coburg Interchange to Linn County line: ADT (average daily trips) 36,300

Crashes per million vehicle miles

1997: 0.27

1998: 0.25

1999: 0.26

2000: 0.15

2001: 0

(Source: 2001 State Highway Crash Rate Tables, ODOT, August 2002)

In addition, for the last four years, the Coburg police department as provided police personnel to direct traffic during the AM peak traffic hours on the northbound off ramp on the Interstate. The City did not receive compensation for the personnel time dedicated. Traffic would routinely back up along the on-ramp onto the Interstate shoulder, causing safety issues. ODOT has a safety project planned for 2003-2004 that will lengthen the off-ramp and widen the ramp and install a traffic signal on Van Duyn. This intersection is outside the city limits, however the city of Coburg is providing service to the area for safety reasons.

Transportation

Recent improvements on Pearl Street completed in 2002 by Lane County and planned safety improvements by ODOT on the northbound off ramp are changes in circumstances that necessitate changes to the plan.

The subject property located on the east side of the Interstate 5 interchange. This application will be closely coordinated with Oregon Department of Transportation (ODOT) to assure that traffic impacts from the subject property does not significantly impact the interchange, as required by Goal 12 Transportation Planning Rule. Van Duyn Road is under Lane County jurisdiction. The Interstate 5 interchange is under the jurisdiction of ODOT. Coburg's Transportation System Plan (TSP) includes an Interstate 5

refinement plan, adopted in 1999. The refinement plan included the subject property in the study for future construction needs at this location. The TSP refinement plan also identified the interchange and needed projects for the effective functioning of the interchange. This project will require intergovernmental coordination between ODOT, Lane County and City of Coburg because of the multi-jurisdictional roads within the project area.

An element of this application will be to develop an overlay zone for the subject property to allow review of any new traffic generated by new development on this site and the impact on the transportation system. Rather than completing a detailed analysis at this time, the City is proposing to inventory the existing uses on the site and establish a "holding" overlay zone. The overlay zone will allow for establishment of a baseline trip generation on the site and allow redevelopment of portions of the site if the trips generated do not exceed the established baseline. In the event the property owner requests to intensify development on the site, which would result in increased trip generation, a plan amendment would be required, which would then allow the review of a traffic analysis to determine the impact on the interchange. The Transportation Planning Rule, Goal 12 would apply to proposals that increase the trip generation from the baseline established by this application. The baseline information will be contained within a comprehensive plan policy, so that changes will require the applicant to address compliance with not only the city's comprehensive plan, but compliance with Oregon Planning Goals, including Goal 12.

The City is proposing to develop an overlay zone and defer the transportation analysis until a specific development is proposed for the property or a comprehensive update study on the interchange be completed. Because the Interstate interchange is not under the jurisdiction of the City, project coordination must occur between Lane County, Coburg and ODOT.

Proposed new plan policies and supporting findings

Due to changes in circumstances described above, this application also proposes to add the following policies and findings to the Coburg Comprehensive Plan text:

Air, Water and Land Resource Quality

1. *The city shall provide sanitary sewer and abandon existing septic systems as a way to lessen the impact on groundwater contamination within the city and exception areas outside the urban growth boundaries.*
2. *The city shall participate in the future Southern Willamette Valley Groundwater Management Area process with the Oregon Department of Environmental Quality to deal with ground water contamination issues in the area.*

3. *The City shall implement policies contained the Coburg's Drinking Water Protection Plan, adopted by Resolution 97-7.*

Findings:

1. *The City of Coburg will be included in the Southern Willamette Valley Groundwater Management Area, designated by the Oregon Department of Environmental Quality in 2003.*
2. *There is evidence of high levels of nitrates in the groundwater around the Coburg area, as reported in the Southern Willamette Valley Groundwater Assessment 2000-2001 Nitrate Study, Final Report February 2003, ODEQ.*
3. *Agriculture practices and on-site septic systems contribute to high nitrate levels in the Southern Willamette Valley and the Coburg area.*
4. *The USEPA sets a maximum contaminant level (MCL) for nitrates (as nitrogen) at 10 mg/L for the maximum concentration allowed in public water systems as regulated by the Safe Drinking Water Act.*
5. *Nitrate levels over 10 mg/L is considered a health hazard to infants below the age of six months. Nitrates can interfere with the ability of the blood to carry oxygen. The result is called hemoglobinemia or "blue baby syndrome".*
6. *The City's domestic water supply depends on good groundwater quantity and quality.*
7. *The City desires to participate in managing groundwater contamination.*
8. *Serving properties with sanitary sewers and abandoning on-site septic systems in and around the Coburg area will reduce nitrate contamination in the groundwater.*

Public Facilities and services

1. *The city shall seek to expand the urban growth boundaries and annex the existing exception areas on the east side of Interstate 5 and provide city water and sewer, when available to reduce the groundwater contamination caused by septic systems.*

Water facilities

1. *The city shall construct water system improvements, in conformance with the Water Master Plan, Resolution 99-13.*
2. *The city shall expand the urban growth boundaries and city limits and provide city water service to existing exception areas east of Interstate 5, currently located outside the city limits.*
3. *The City shall implement the recommendations contained in Coburg's Drinking Water Protection Plan, Resolution 97-7.*

Sanitary facilities

1. *The city shall construct a wastewater facility, in conformance with the Wastewater Facility Plan, 2003-2.*
2. *The city shall plan to provide sanitary sewer service to properties within the city and within the city's urban growth boundary.*
3. *The city shall plan to provide sanitary sewer service to all developments within the urban growth boundary.*
4. *The city shall expand the urban growth boundary and city limits and provide sanitary sewer service, when available, to existing exception areas and to accommodate these uses.*
5. *The city shall work with the county, state and property owners to properly abandon septic systems as they are connected to sanitary sewer service.*

Findings:

1. *The City desires to provide clean drinking water for its residents, as well as for community members in the surrounding area.*
2. *Construction of a wastewater facility and abandonment of existing on-site septic systems will reduce nitrate loading to the groundwater.*
3. *Coburg's Drinking Water Protection Plan, 1997 identifies the exception areas to the east of Interstate 5 as "Commercial/Industrial High and Moderate Risk" rating for potential contamination to the groundwater.*
4. *Coburg's Drinking Water Protection Plan identifies residential densities higher than two units per acre as a "moderate to high risk because of the potential for elevated nitrate levels".*

COMMUNITY PROTECTION

The application proposes also to add the following policies to the Coburg Comprehensive Plan that relate to community protection:

Community Protection

1. *The city shall provide police protection to areas within and nearby the community to provide public safety to the residents of the community.*
2. *The city shall provide police protection along the Interstate 5 corridor.*
3. *The city shall continue to provide police protection to the exception areas east on Interstate 5 and along Interstate 5, as long as it is financially feasible, regardless of income generated, to protect the citizens of Coburg.*

Findings:

1. *The City of Coburg desires to provide public safety services, including police protection to its' residents and business owners within the Coburg area.*

2. *Many crimes are committed outside the urban growth boundary and have a large impact on the residents of the community.*
3. *The crime statistics for arrests outside the urban growth boundary are listed below:*
 - *Between 1999-June 2003, there were 42 reported crimes that the individual committing the crime parked his/her vehicle on the shoulder of Interstate 5, outside the city limits and committed the crime within the city limits.*
 - *For the exception area, outside the urban growth boundary, located to the east on Interstate 5, between 1999-June 2003 the City of Coburg Police responded to:*
 - *342 calls for City of Coburg police service*
 - *504 arrests*
 - *76 crime victims*
 - *214 seizures of stolen property and narcotics*
 - *13 recovered stolen vehicles*
 - *6 search warrants*
4. *The exception areas that are developed to an urban and suburban density have a higher crime rate and need more police protection.*
5. *In order to provide public safety protection to Coburg residents, police services are needed in the areas outside the urban growth boundary.*
6. *The City of Coburg provides police protection along the Interstate 5 corridor.*
7. *Fatality statistics relating to traffic accidents between 1999-2001 show that Lane County leads the state with 137 traffic fatalities. Many of these fatalities were associated with high speeds.*
8. *By providing police patrols on Interstate 5, the City of Coburg is contributing to public safety to the citizens of the State of Oregon along the Interstate corridor.*
9. *The City of Coburg is providing a high amount of police protection for areas outside the urban area.*
10. *In order for the City of Coburg to have more control over land that it currently provides urban services, these areas should be within the urban growth boundary and City limits so that these properties pay their fair share for police protection through taxes and the ability to participate in city government.*

TRANSPORTATION

The proposal is also to add the following transportation policies and findings:

Transportation

1. *The exception area east of Interstate 5, when included within the urban growth boundary and city limits, shall have an overlay zone placed on the property to assure that new development that increases trip generation*

from the site is required to go through a plan amendment application with the city.

2. *The exception area east of the Interstate 5 interchange shall have an established trip generation baseline upon annexation of the property. The trip generation, based on ITE Trip Generation Manual and inventory of uses is as shown in Exhibit C and is incorporated as policy by reference..*
3. *New development proposals in the exception area east of Interstate 5 that exceed the baseline trip generation established upon annexation shall be required to apply for a city plan amendment application and meet Statewide Goal 12, Transportation Planning Rule and develop a transportation analysis to determine the impact on the interchange.*
4. *In the event that ~~a updated~~ Interchange Refinement Management Plan is completed and adopted in the Coburg TSP or Interchange Area Management Plan is developed and adopted, the exception areas on the east side of Interstate 5 shall be included in the plans and shall be governed by the results of that plan.*

Findings:

1. *The Coburg Interstate 5 interchange is identified in Coburg's Transportation System Plan, Coburg-Interstate 5 Interchange Refinement Plan as needing reconstruction.*
2. *The area to the east of Interstate 5 was included in the refinement plan study.*
3. *Proposals for new development within the exception area to the east of Interstate 5 would increase traffic in the area, and will require analysis to determine if the proposal is consistent with Coburg's TSP and Statewide Planning Goal 12, Transportation.*

REMOVE POLICIES FROM PLAN DUE TO DEMONSTRATED CHANGE IN CIRCUMSTANCES

This application also proposes to delete the following policies because they are no longer applicable to the City due to demonstrated changes in circumstances. The adoption of the Wastewater Facility Plan, which provides a plan to eliminate septic systems for the community and the construction of a wastewater facility plan. The Water System Master Plan, which determined that the existing water system needed upgrading. The elimination of these policies also pertain to the studies conducted by the Department of Environmental Quality in the last 10 years that reveal that there are elevated levels of nitrates in the groundwater and drinking water of Coburg. The city's septic systems, as well other agricultural practices have contributed to contamination of the groundwater in the Southern Willamette Valley.

Water Facilities

Policy 3: The city has developed and maintains a water supply and distribution system which assures safe, potable supply of water which is

adequate for future domestic, commercial, industrial, fire protection and emergency requirements.

Sanitary Facilities

Policy 5: Community residential and commercial sewage disposal needs will continue to be met on an individual basis utilizing subsurface disposal systems (septic tanks).

Policy 6: Community industrial sewage disposal needs will be met either through the use of subsurface disposal systems or where soil conditions do not permit septic tanks, through the use of other means as defined in the Coburg Sewerage Facilities Plan Addendum.

Policy 7: The city will encourage proper maintenance of subsurface sewage disposal systems by developing a citywide public information program and septic maintenance program.

b. *Citizen review and comment.*

Citizens have adequate review and comment for this proposal through the notification and public hearing procedures and processes. A town hall meeting was held on August 19, 2003 to discuss the intent of the City to expand its urban growth boundary to include a portion of the adjacent freeway and the developed properties at the southeast quadrant of the Van Duyn/Interstate 5 Intersection. Review of the proposal by the Coburg Planning Commission and City Council was preceded by notification to all property owners within 500 feet of the subject properties. Each of these bodies held a public hearing on the proposed amendment.

c. *Applicable Statewide Planning Goals.*

Goal 1: Citizen Involvement: Statewide Planning Goal 1 provides for the development and implementation of a citizen involvement program. The proposed amendments to the Coburg Comprehensive Plan are a result of a post-acknowledgement plan amendment rather than a periodic review or plan update process so citizen involvement is primarily accomplished through the hearing process.

A town hall meeting was held on this matter on August 19, 2003 and all stakeholders of the Coburg Periodic Review, as well as the general public, were invited. Subsequent to this public meeting, public hearings were held on the proposed plan amendment by the Coburg Planning Commission, the body

designated as the Committee for Citizen Involvement (CCI) for Coburg, and the Coburg City Council. Public hearings will be held by the Lane County Planning Commission and the Lane County Board of Commissioners after the Coburg City Council has finished its decision-making process.

Conclusion: Public involvement associated with this proposed plan amendment complies with Statewide Planning Goal 1.

Goal 2: Land Use Planning: This goal requires that land use actions be consistent with comprehensive plans and that comprehensive plan changes be coordinated with affected governments. The requested urban growth boundary expansion is supported by proposed plan policy amendments that underwrite the city's commitment to addressing its groundwater contamination situation and the need for the extension of an urban level of police protection to the developed properties on the east side of the freeway.

As discussed elsewhere in this application, Coburg must develop a wastewater treatment system to address the contamination of the groundwater from subsurface disposal systems. The lagoon system that supports the commercial development at the southeast corner of the Van Duyn interchange also represents a substantial contributor of nitrates to the aquifer. Nitrates from this facility flow to the northwest toward the City.

Pursuant to ORS 197.298 the City of Coburg has reviewed all available options for expansion of the UGB. There are no designated urban reserve lands in the vicinity of Coburg. The property subject to this proposed plan amendment is an area acknowledged as a developed exception area that is adjacent to the existing urban growth boundary. There are no lands adjacent to the current UGB that are designated as marginal lands.

Oregon administrative rule 660-004-0020(2) implements Part II of Statewide Planning Goal 2 and provides language clarifying how the four exception standards are to be applied.³ The following is an analysis of how the four exception standards relate to the proposed plan amendment:

1. Reasons Justify Why The Current Rural Designations Should Not Continue:

The property subject to the proposed plan amendment currently is developed at urban densities and is located in an acknowledged exception area. It includes a hotel, two restaurants, a bar, a gas station, and a 126-unit recreational vehicle park (soon to be expanded to 160 units). These uses require an urban level of sewerage, currently provided by a sewage

³ Technically, an urban growth boundary exception is not necessary as the property subject to the expansion is irrevocably committed to nonresource uses however OAR 660-04-0010(1)(c)(B) requires that the four exception standards be addressed when an urban growth boundary is being changed.

lagoon system, experience water quantity problems in the Summer, and are exposed to an urban level of criminal activity.

The property subject to the proposed plan amendment produce an urban intensity of sewerage and criminal activity. The former adversely affects Coburg through the generation of nitrates, that migrate in a westerly–northwesterly direction, and threaten the current and future city well fields. The *Coburg Drinking Water Protection Plan* forecasts that it takes only ten years for the nitrates from the private lagoon system to reach central Coburg. The lagoon system has been in existence for over 20 years.

Statistics recorded by the Coburg Police Department strongly support a conclusion that the criminal activity that originates on the freeway and in the developed properties will spill over into the City if not addressed at its source. For instance, the property crime rate of Coburg businesses along the freeway have experienced a two–thirds reduction since the Coburg Police Department began patrolling Interstate 5. The magnitude of the number of direct calls for Coburg police service and number of arrests associated with these properties strongly support a conclusion that an urban level of police protection is necessary.

Having a source of affordable drinking water and reasonable security from property and personal crimes are important components in the livability of Coburg, a small, tight–knit community. The City’s commitment to this concept are demonstrated through its commitment to the establishment of a sewer system and through the provision of police services without remuneration.

Conclusion: Replacing the current rural designations of the affected property through its inclusion within the Coburg Urban Growth Boundary, and ultimate annexation of the property to Coburg, will allow the city to provide the level of policing service required and reduce the threat of groundwater pollution to the city’s well fields.

2. Areas Not Requiring An Exception Cannot Accommodate The Use:

Technically, the proposed urban growth boundary expansion does not require an exception to the statewide planning goals. Rather, a Goal 14 analysis, which incorporates the 4 exception factors of Goal 2, is required. The proposed expansion only includes land that is already developed or firmly committed to nonresource use and that has been subject to a “built upon or committed” exception that has been acknowledged by LCDC.

Conclusion: The proposed urban growth boundary is necessarily site–specific since it comprises properties that create circumstances that threaten the city’s livability.

3. The Long Term Environmental, Economic, Social and Energy Consequences Favor The Proposal:

The proposed location represents the best alternative long term environmental, economic, social and energy consequences.

Environmental Consequences. The environmental consequences of approving the proposed plan amendment will be to eliminate a source of nitrate contamination that affects the groundwater of Coburg and the surrounding area. The corollary of not approving the plan amendment will be to allow the continued nitrate loading of the groundwater supply from the sewage lagoon on the subject property and possible contamination of the drinking water source that serves the city and surrounding residents.

No long term adverse environmental consequences from the proposed plan amendment have been identified.

Economic Consequences. The positive economic consequences of approving the proposed plan amendment are several. First, the provision of an urban level of sewerage to the affected properties will delay or perhaps eliminate the need to acquire new drinking water sources for the City. Second, the provision of an urban level of drinking water to the affected properties will prevent the need to drill deeper wells or find alternative rural sources of water. It should also reduce the cost of fire insurance to these properties because of the proposed "loop" system that the City intends to develop (with the assistance of an OCEDD grant). Finally, controlling the criminal activity that occurs on the freeway and on the developed properties will reduce property damage that occurs in that location and within the city. It will also allow the City to recoup some of its policing costs through increased property tax revenues because the City will be able to expand its tax base through annexation.

The economic consequences not approving the plan amendment include the cost of finding an alternative water source for the City as water treatment for nitrate-contaminated groundwater is prohibitively expensive. The economic consequences of not bringing the subject property into the urban growth boundary also include the continued nonreimbursed costs to city government for policing the property and the cost of increased property loss from inability to patrol the Interstate highway.

One adverse economic consequence of the proposed plan amendment will be that the affected properties will utilize a portion of the capacity of the first phase of the sewer system that was not anticipated. However, it can be argued that this impact is offset by the reduction of the per capita cost to the Coburg citizen as commercial and industrial uses pay a larger share of the total capital and operating costs than does a homeowner.

Social Consequence. The social consequences of not approving the proposal include an increase in criminal activity within Coburg because the city cannot afford to police the subject property and the adjacent freeway corridor to the level required to protect the community. The level of police service currently provided to the citizens of Coburg by the Coburg Police Department was discussed at the August 19, 2003 public meeting. It was a consensus of those present that one of the major "positive" livability factors of Coburg residency was the highly visible and effective police department.

It has been argued that the freeway represents a major "psychological" barrier to expansion of the City to the east and that expansion to the east may result in two disparate "Coburgs," with unknown social consequences. The answer to this argument is that the proposed plan amendment will be constrained to already developed properties and, through transportation-related policies, will not result in significant changes in use or intensities of use. The social and other consequences of growth to the east will be examined in depth through the City's ongoing periodic review process.

Energy Consequences. The energy consequences associated with approving the proposed plan amendment include the need to find less a convenient source of potable drinking water for the City, which probably would be associated with higher transportation costs. Other positive energy consequences would be that the presence of Coburg police on the freeway will reduce automobile and truck speeds to more efficient levels. No negative long-term energy consequences of the proposed plan amendment have been identified.

Conclusion: The positive long term environmental, economic, social and energy consequences of the proposed plan amendment far outweigh the few negative consequences that have been identified.

4. The Proposed Use Will Be Compatible With Adjacent Uses or will be so rendered through measures designed to reduce adverse impacts.:

The subject property is bordered on the north by the Van Duyn Interchange and road and on the west by Interstate 5. On the south and east it is bordered by low intensity farmland, generally used for the grazing of cattle. The agricultural land to the east and south is occupied by Bashaw clay soils. These soils are poorly drained and have an agricultural capability of IVw. They can and are used for pasture, primarily because the owner has irrigation water rights from the McKenzie River. The

agricultural land bordering the subject property is owned by the Knee Deep Cattle Company, which grazes cattle on the 108 acre parcel that borders the subject property on the east and south. This parcel is bordered on the east by land designated nonresource by Lane County in 2001.

The only identified conflict between the uses on the subject property and practices on the adjacent agricultural land occurred when the sewage treatment lagoon that served the recreational vehicle park polluted Little Muddy Creek. The creek borders the subject property on the east and was used by cattle as a drinking source. This problem was cured with the replacement of the old facility with a more modern sewage lagoon.

Conclusion: The subject property is already developed to an urban level of development and only one conflict, since cured, has been identified between these uses and bordering agricultural land. The existing development has otherwise been compatible with adjacent agricultural uses. Plan policies associated with this plan amendment will essentially freeze the scope and intensity of the existing uses.

Goal 3: Agriculture Lands: Except for a portion of the I-5 right-of-way, none of the land associated with this proposed plan amendment is designated as agricultural lands. As discussed above under the fourth exception standard, the subject property is already developed and does not adversely affect the adjacent low-intensity agricultural practices

Conclusion: The proposed plan amendment is consistent with Goal 3.

Goal 4: Forest Lands. No forest lands are associated with this proposed plan amendment.

Conclusion: This goal is not applicable.

Goal 5: Opens Space, Scenic and Historic Areas and Natural Resources. The property subject to this plan amendment is already developed for non-resource uses.

Conclusion: This goal is not applicable.

Goal 6: Air, Water, and Land Resource Quality: The Southern Willamette Valley is considered by DEQ to be a priority area for groundwater assessment and protection for several reasons including the severity and extent of nonpoint source groundwater contamination that has been documented through several studies, the vulnerability of shallow groundwater to land use impacts, the expectation of rapid population growth and the heavy reliance by residents on groundwater as a primary drinking source. ⁴ The Coburg Drinking Water Protection Plan⁵ indicates

⁴ Ibid, page 1.

that likely site for a future City well field located west of Industrial Way was a high risk within five to ten years of contamination from the sewage lagoon that services the Country Squire motel and the adjacent RV park. It is also possible that the lagoon poses a risk to City Well #2, which draws from the shallow aquifer.

Conclusion: This proposed plan amendment will eventually result in a reduction the number of subsurface pollution of the regional groundwater and will therefore is consistent with Goal 6.

Goal 7: Areas Subject to Natural Disasters and Hazards; Goal 8: Recreational Needs; Goal 9: Economic Development, and Goal 10: Housing. The eventual provision of urban services to the property subject to this plan amendment will probably not greatly enhance the redevelopment potential of the property as it will continue to be designated for highway commercial uses and existing uses and their intensities will remain unchanged.

Conclusion: These goals do not apply.

Goal 11: Public Facilities and Services: The existing public facility plans do not address the provision of service across the freeway to the east. However, plan policies and findings that accompany this urban growth boundary expansion do address the facility and service needs that have created the need for the proposed expansion of the urban growth boundary. These proposed policies commit the city to constructing a wastewater facility and improving its water system and providing the exception area to the east with sewer and water. Proposed policies also recognize the relationship between policing the Interstate 5 corridor and the exception area to the east and the public safety needs of the citizens of Coburg.

Conclusion: The proposed plan amendment is consistent with Goal 11.

Goal 12: Transportation. This proposal will have no adverse effect on the transportation system. The City's Transportation System Plan (TSP) has an element that addresses the Interstate 5 interchange, the Coburg-Interstate 5 Interchange Refinement Plan. The interchange is identified as needing reconstruction and requires coordination with Lane County, ODOT and the City of Coburg. The subject property is currently developed and committed to urban development. The site has a motel, two restaurants, a bar, gas pumps, a retail CB repair shop and a large recreational vehicle park.

The Transportation Planning Rule, as provided by OAR 012-0060(1), requires that amendments to functional plans, acknowledged comprehensive plans, and land use regulations which significantly affect a transportation facility be consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of that facility. The City has chosen

⁵ Ibid, page 52.

to address this standard by limiting allowed land uses to be consistent with the planned function, capacity, and performance standards of the transportation facility.

In order for the City to address future development and transportation impacts, the City is proposing to develop an overlay zone that will set a baseline trip generation for the subject property and allow redevelopment, provided the new uses do not increase the trip generation for the site. If new uses were proposed, a plan amendment would be required to address the transportation impacts on the interchange.

The trip generation analysis for the uses of the subject property is contained in Exhibit C to these findings. Utilizing the Institute of Transportation Engineers "Trip Generation" manual, the analysis computes the traffic currently generated by the existing uses. This analysis, which was verified through empirical observation by ODOT transportation engineers, will serve as a baseline for applications for use change or intensification that might be proposed after the subject property is annexed to the City of Coburg. Prior to reconstruction of the Van Duyn/Interstate 5 Interchange that will increase its capacity, use changes of intensifications that increase traffic generation above the baseline can only be approved through a change to the Coburg Transportation System Plan.

Conclusion: Proposed plan policies ensure that the proposed plan amendment will be consistent with Goal 12 and the Transportation Planning Rule.

Goal 13: The Energy Conservation Goal does not apply.

Goal 14: Urbanization. Goal 14 requires that the establishment and change of urban growth boundaries shall be based upon consideration of seven factors. Consistent with Goal 14 and applicable case law⁶, the City believes that the proposed expansion of the Coburg Urban Growth Boundary is justified by both the need to protect the livability of Coburg and because the property is committed to nonresource development that is in need of urban services. The following is an analysis of the seven Goal 14 factors as they apply to the proposed plan amendment:

1. ***Demonstrated need to accommodate long-range urban population growth requirements consistent with LCDC goals.***

Conclusion: The need for the plan amendment is not based upon long-range population growth expectations.

2. ***Need for housing, employment opportunities, and livability;***

⁶ *City of Salem v. Families for Responsible Govt*, 64 Or. App. 238, 243, 668 P.2d 395 (1983), *rev'd on other grounds* 298 Or. 574, 694 P.2d 965 (1985).

The proposed plan amendment is based upon Coburg’s desire to maintain its current level of livability; as measured by its security from criminal behavior and protection of water quality.

Community Protection. Proposed plan policies recognize the relationship between the public safety of Coburg residents and the ability to police the Interstate 5 corridor and the subject property. Over the past four and one-half years, the Coburg Police Department has received over 342 calls for service in the proposed urban growth area expansion area, resulting in over 504 arrests. Further, statistics have strongly suggested that patrolling of the Interstate 5 has substantially reduced property crimes to Coburg businesses located along that corridor and has diminished highway fatalities.

Water Quality Protection. Coburg lies within an groundwater area shown to have heavily polluted by nitrates. The City takes its potable water from two aquifers that have been shown by the City’s Groundwater Protection Plan to be subject to various levels and sources of contamination. An area identified as a future City well site is directly impacted by nitrates from the sewage lagoon that services the use on the subject property.

Conclusion: The proposed plan amendment is necessary to address the negative impact that criminal element located on the freeway and on developed properties located east of the freeway have on the livability of Coburg. The proposed plan amendment also addresses the livability issue of solving the potential health hazard of contamination of the City’s groundwater resources and of retaining the elementary school, as significant community resource.

3. *Orderly and economic provision for public facilities and services;*

The proposed expansion of the urban growth boundary is the precursor to annexation and the provision of an urban level of police services to the Interstate freeway and an urban level of sewerage service to property currently served by a wastewater lagoon. The property subject to the proposed urban growth boundary expansion is located immediately adjacent to the existing urban growth boundary and services can be logically and efficiently extended. For instance, the inclusion of the freeway right-of-way will allow the City to create a loop system for its water distribution lines on the east side of the freeway. This loop system will allow for the continuation of water service despite a line rupture.

Conclusion: The property subject to the plan amendment also represents a location that can be as efficiently supplied with necessary urban services as any other alternative considered.

4. *Maximum efficiency of land uses within and on the fringe of the existing urban area;*

As mentioned above, the proposed urban growth boundary is necessarily site-specific. The problems addressed by the expansion are associated with the properties included in the expansion. Because these properties are immediately adjacent to the existing urban growth boundary and because they are already intensely developed, this will not be a situation where vacant or underdeveloped properties will be leapfrogged by the proposal. The City of Coburg recognizes that the Van Duyn interchange currently experiences traffic problems. This proposed plan amendment includes policies that address this issue by requiring “no significant impact” analysis be performed for any change or intensification of use of the properties after they are brought within the urban growth boundary. If a significant impact is present then the change may only occur through an amendment to the Cities Transportation System Plan.

Conclusion: The plan amendment will promote maximum efficiency of land uses by providing sewage treatment and police protection to adjacent, developed land.

5. ***Environmental, energy, economic and social consequences;***

See the analysis under Goal 2, above.

6. ***Retention of agricultural land as defined, with Class I being the highest priority for retention and Class VI the lowest priority; and***

All of the land considered for the proposed urban growth boundary expansion is developed.

Conclusion: Agricultural lands will not be affected.

7. ***Compatibility of the proposed urban uses with nearby agricultural activities.***

The subject property is bordered on the east and south by land designated and zoned for agricultural use. The predominate agricultural use in the area is the growing of cattle grazing. This is a relatively low intensity agricultural use that does not require intensive land preparation, pesticide or herbicide application, or cultivation practices. The only known adverse impact from the subject property on the adjacent agricultural land has been related to the effluent discharge from a faulty sewage lagoon into Little Muddy Creek. Cattle that drank from that creek were sickened. The sewage lagoon has been replaced is not discharging untreated effluent into the creek. The replacement of the sewage lagoon with City sewerage will remove the potential of contamination to the creek from failure of that private system.

The subject property has been largely developed to its current intensity for over 20 years. The current proposal will freeze the intensity of existing development, in regard to transportation impacts, until the Van Duyn/Interstate 5 Interchange is upgraded. The uses on the subject property are oriented towards serving the highway-traveling public and will continue to be zoned for uses similar to those currently allowed.

Conclusion: The bordering agricultural uses will not have an adverse impact on the subject property associated with the proposed plan amendment and bringing the subject property into the urban growth boundary will not adversely affect adjacent or nearby agricultural activities.

d. *Input from affected governmental units and other agencies.*

Potentially affected governmental units, such as Lane County, and other agencies, are given input opportunities through notification procedures and hearing proceedings. City of Coburg and LCOG staff will send referrals and request input from appropriate governmental units and other pertinent agencies.

e. *Short-and long-term impacts of the proposed change.*

This proposal will have no short-term adverse impacts to the subject property, City of Coburg residents, or adjacent properties. This proposal will have positive long-term impacts to County residents by reducing a sewage lagoon nitrate contamination source from the groundwater. This proposal will also have a positive short- and long-term impact on policing on the Interstate 5 corridor, for the developed properties on the east side of the freeway and, in general, public safety for Coburg citizens.

f. *A demonstration of public need for the change.*

The identified public need concerns the protection of the regional groundwater supply, in general, and specifically as that groundwater supplies potable water to the residents of Coburg. This proposal will have positive long-term impacts to County residents by reducing the nitrate contamination from a private sewage lagoon.

A second area of public need concerns public safety. The need for the Coburg police to patrol the property subject to this proposed urban growth boundary expansion is documented through crime statistics for both the Interstate and the developed property on the east side of the freeway. In regards to the former, the Coburg Police Department made 64 drug-related arrests, 36 drinking under the influence and 33 warrant arrests while patrolling the freeway during 2002. Crime statistics also suggest that freeway patrols substantially reduce crimes against Coburg businesses located along Interstate 5. Because of State budget constraints,

Oregon State Police coverage of the freeway has been drastically cut back and is non-existent during the early morning hours.

Public safety concerns regarding the developed property on the east side of the freeway have also been extensively documented. Because the Lane County Sheriff's Department and the Oregon State Police do not have sufficient resources, the law enforcement agency most often called regarding problems in this area is the Coburg Police Department. As documented above, The Coburg Police Department was responded to 336 service calls to this area over the last four and one-half years. These service calls resulted in over 560 arrests.

g. *A demonstration that the proposed amendment will best meet the identified public need versus other available alternatives.*

The alternatives to reducing the nitrate contamination of the aquifer from which Coburg's drinking water comes are twofold. One option is to employ sophisticated filtering equipment. The filtration of nitrates is extremely expensive and a system to purify nitrate contaminated water would be prohibitively expensive for a city the size of Coburg. The other option is to identify new well fields. Assuming alternative well fields can be found in the area, this option would be expensive as land and water rights would have to be acquired and wells drilled.

The alternative to including the freeway and the developed property on the east side of the freeway into the Coburg Urban Growth Boundary is that eventually Coburg will not be able to devote unreimbursed police resources to this area and personal and property crimes in and around Coburg will increase. Currently, a portion of cost of freeway coverage is recouped through fines collected in Municipal Court. Recently enacted legislation will remove this revenue from that court unless a portion of the freeway is annexed to the city. By the same token, without annexation, no reimbursement for policing of the developed property on the east side of the freeway will occur and may substantially lessen due to fiscal constraints.

h. *Additional information as required by the Planning Commission or City Council.*

No additional information was required by either the Coburg Planning Commission or the Coburg City Council.

i. *In lieu of f. and g. above, demonstration that the Plan was adopted in error.*
This criterion is not applicable.

4. Statewide Planning Goals

See the analysis under the examination of Article X.G.2 of the Coburg Zoning Ordinance

5. OAR 660-012-0060(1)-(2) –Transportation Planning Rule

Subsection (1) of this portion of the Transportation Planning Rule requires that amendments to acknowledged comprehensive plans and land use regulations that significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards of that facility. Subsection (2) provides that a plan amendment significantly affects a transportation facility if it:

- (a) *Changes the functional classification of an existing or planned transportation facility;*
- (b) *Changes standards implementing a functional classification system;*
- (c) *Allows types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility; or*
- (d) *Would reduce the performance standards of the facility below the minimum acceptable level identified in the TSP.*

The Oregon Department of Transportation (ODOT) and the City of Coburg officials are both concerned that providing the developed property on the east side of the freeway with an urban level of sewer and water service will allow intensification or changes in use that will cause an increase of usage of the Van Duyn interchange. The capacity of the interchange is currently so overwhelmed at certain times of the day that Coburg police must facilitate traffic exiting the freeway.

In order to address subsection (1) of OAR 660-012-0060, the City has proposed comprehensive plan policies and a zoning overlay district that will require the applicant of any proposal change or intensify a use in the developed property on the east side of the freeway to demonstrate that no additional traffic will be generated. If any additional traffic is generated then the applicant must amend the Coburg Transportation System Plan.

With the proposed comprehensive plan policies and overlay zoning district, it can be concluded that this proposal is consistent with OAR 660-012-0060(1)-(2).

The proposal does not significantly affect the Interstate 5 or Van Duyn Road transportation facilities. Coburg's TSP did not identify this area as significantly impacting the interchange. No new development or traffic will be generated by this urban growth boundary expansion. In order to allow for existing uses on the property to continue, an overlay "holding zone" will be placed on the property.

An overlay zone for the subject property will allow for review of any new traffic generated by new development on this site and the impact on the transportation system. Rather than completing a detailed analysis at this time, the City is proposing to inventory the existing uses on the site and establish a "holding"

overlay zone. The overlay zone will allow for establishment of a baseline trip generation on the site and allow redevelopment of portions of the site if the trips generated do not exceed the established baseline. In the event the property owner requests to intensify development on the site, which would result in increased trip generation, a plan amendment would be required, which would then allow the review of a traffic analysis to determine the impact on the interchange. The Transportation Planning Rule, Goal 12 would apply to proposals that increase the trip generation from the baseline established by this application. The baseline information will be contained within a comprehensive plan policy, so that changes will require the applicant to address compliance with not only the city's comprehensive plan, but compliance with Oregon Planning Goals, including Goal 12. The proposed trip generation baseline is outlined in Exhibit C.

The City is proposing to develop an overlay zone and defer the transportation analysis until a specific development is proposed for the property or a comprehensive update study on the interchange be completed. Because the Interstate interchange is not under the jurisdiction of the City, project planning and coordination must be led by ODOT, and coordinated with Lane County and the City of Coburg.

6. ORS 197.298 Priority of land to be included within urban growth boundary

This statute requires that the following priorities be followed with a city is considering adding land to its urban growth boundary:

- a. Urban Reserve Land. There is no urban reserve land designated within the Coburg Urban Growth Boundary.
- b. Exception areas/Nonresource Land. The lands subject to this proposal lie within a developed and committed exception area.

C. CONCLUSIONS

Based on the findings stated above, the application meets all the criteria for an amendment to the Coburg Comprehensive Plan .

D. Based on the findings stated above, the Coburg Planning Commission finds that the applicant meets the requirements for a plan amendment to expand the urban growth boundary for the property described in A.1, above. The Coburg Planning Commission recommends approval to the Coburg City Council. This recommendation of approval shall be forwarded to the Coburg City Council for public hearing and final decision.

Katie Thiel, Chair
Coburg Planning Commission

Date

ATTACHMENT A

**FINDINGS AND RECOMMENDATION
of the
COBURG PLANNING COMMISSION**

PA-2-03 /City of Coburg

A. The Coburg Planning Commission finds the following:

1. The Coburg Planning Commission has reviewed all material relevant to the Plan Amendment that has been submitted by the applicant and staff regarding this matter for property shown in Exhibit 1, including the criteria, findings, and conclusions within the findings and recommendation and attached staff report.
2. On February 4, 2004, the Coburg Planning Commission held a public hearing and reviewed the plan amendment application for City of Coburg after giving the required notice as per O.R.S. 197.195(3) and Coburg Zoning Ordinance No. A-133, Article X.B.

B. The Coburg Planning Commission recommends approval to the Coburg City Council for a plan amendment for the above mentioned parcels based on the following findings of fact:

The following are findings of fact and state whether or not the proposed application satisfies the required criteria (in *italics*) found in the Coburg, Oregon Zoning Ordinance, Ordinance No. A-133, Article X, Section G, Comprehensive Plan Amendment Procedures and Criteria

Comprehensive Plan Amendment Procedures and Criteria

1. Procedures for Amending the Comprehensive Land Use Plan

A proposal to amend the Comprehensive Land Use Plan including text, policies, Urban Growth Boundary, or map designations may be initiated by the Planning Commission, City Council or by petition of owners. Such proposals shall be considered under Type II procedures as outlined in ARTICLE X.B.13 or by legislative action as provided for in ARTICLE XI.B.

Proposals for Comprehensive Plan Amendments may be considered only on a pre-scheduled semi-annual basis as determined by the Planning Commission and City Council. In determining that an emergency situation does exist, the Council must adopt findings that the public interest would be best served by initiating a Comprehensive Plan amendment request.

RESPONSE: the City deems the proposal an emergency situation. The provision for city water service is of immediate nature, due to the time limitation on the

funding sources to provide the water service to the subject property. The public interest would be best served by initiating this request to allow for the property owners and city to share in the cost of providing safe drinking water and adequate fire flows for fire protection to the buildings on the subject property.

2. **Plan Amendment Criteria**

In reaching a decision on a Comprehensive Plan Amendment proposal, the Planning Commission and City Council shall adopt findings in consideration of the following:

- a. ***Conformance with goals and policies of the Plan or demonstration of change in circumstance which would necessitate a change in the goal and/or policies.***

Finding: The proposal is consistent with several policies and objectives of the Coburg Comprehensive Plan. The proposal also demonstrates there should be a change in several policies of the comprehensive plan, due to a demonstrated change in circumstances, described below.

The proposal is in conformance with the following objectives and policies in the Coburg Comprehensive Plan:

Goal 6 Air, Water and Land Resource Quality

Coburg Objective: To insure the continued quality of air, water and land resources within the City and its area of influence.

Policy 7: The City shall maintain water quality through cooperation with all appropriate federal and state agencies, including, but not limited to DEQ.

Goal 12 Transportation:

Coburg Objective: To provide for the transportation needs of all Coburg residents compatible with county and state plans and promoting the greatest possible energy efficiency.

- 2.1 ***All development proposals plan amendments, or zone changes shall conform to the adopted Transportation System Plan.***
- 2.2 ***Protect the function of existing and planned transportation systems as identified in the Transportation System Plan through application of appropriate land use regulations. When making a land use decision, the City shall consider the impact on the existing and planned transportation facilities.***

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

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

Finding: Air, Water and Land Resource Quality This proposal to include existing developed and committed land in the urban growth boundary is consistent with the above stated policies. The City desires to provide clean, safe drinking water to the city and the area of influence. The proposal will provide city water to these areas.

The City is working closely with the DEQ on water quality issues in the area. As discussed further below, the city will be included within a Groundwater Management Area, to be declared by the DEQ, due to the elevated nitrates found in the groundwater.

Finding: Transportation The proposal is also consistent with the above stated transportation policies in the TSP. The proposal will be in compliance with the TSP and coordinate with ODOT for the land use designations on the subject property. The proposal will also protect the function of transportation system with land use designations. The proposal, described further below, will utilize a plan amendment process that is essentially a "holding zone" to assure that additional trips created by new development will address the impact on the interchange. Recent improvements along Pearl Street by Lane County, which are different than the plan that was adopted in Coburg's TSP and planned safety projects by ODOT for the northbound off ramp, require that additional studies and coordination be completed within this area. Therefore, the proposal is consistent with portions of the TSP; there have been changes in circumstances in transportation project designs and priorities that necessitate changes to the plan.

CHANGE IN CIRCUMSTANCES THAT NECESSITATES A CHANGE IN POLICIES

Air, Water and Land Resource Quality: The City of Coburg will soon be included within the Southern Willamette Valley Groundwater Management Area by the Oregon Department of Environmental Quality because Coburg's

groundwater, as well as other areas in the southern Willamette Valley have been found to have elevated levels of nitrates.

Nitrates result from septic tanks and agricultural practices. Elevated nitrates have been found to cause negative health effects, such as “blue baby syndrome”, which results in the blood not being able to carry as much oxygen as needed, developing fetuses and children under the age of six months are at the most risk. Recently, there have been studies that show other health risks from elevated nitrates in drinking water for adults.

In order to meet the comprehensive plan objective to provide continued or better quality of water resources within the area of influence, the City desires to provide city water service to the subject property, which is within its area of influence.

In addition, Coburg’s Comprehensive Plan does not reflect the recent changes to the City’s plans for the construction of a wastewater treatment facility and domestic water system improvements. The city adopted a Wastewater Facility Master Plan, resolution 2003-2 and Water System Master Plan, resolution 99-13. Both of these facility master plans anticipate the city needing additional infrastructure to serve the community and future growth. The construction of a wastewater treatment facility will also allow the abandonment of existing on-site septic systems within the city. These issues are not addressed within the comprehensive plan.

Transportation

Recent improvements on Pearl Street completed in 2002 by Lane County and planned safety improvements by ODOT on the northbound off ramp are changes in circumstances that necessitate changes to the plan. The specific changes include the final design of Pearl Street is different than the design in the Coburg TSP, Appendix I. The lane configurations, driveway access points and median locations are different. In addition, ODOT’s planned safety improvements for the northbound off-ramp of Interstate 5 was not included in the TSP as a planned project.

The subject property located on the east side of the Interstate 5 interchange. This application will be closely coordinated with Oregon Department of Transportation (ODOT) to assure that traffic impacts from the subject property does not significantly impact the interchange, as required by Goal 12 Transportation Planning Rule. Van Duyn Road is under Lane County jurisdiction. The Interstate 5 interchange is under the jurisdiction of ODOT. Coburg’s Transportation System Plan (TSP) includes an Interstate 5 refinement plan, Appendix I, adopted in 1999. The refinement plan included the subject property in the study for future construction needs at this location. The TSP refinement plan also identified the interchange and needed projects

for the effective functioning of the interchange. This project will require intergovernmental coordination between ODOT, Lane County and City of Coburg because of the multi-jurisdictional roads within the project area.

An element of this application will be to develop a plan amendment review process that will address any new traffic generated by new development on this site and the impact on the transportation system. Rather than completing a detailed analysis at this time, the City is proposing to inventory the existing uses on the site and establish this criterion for review for any new development. The plan amendment review process will allow for establishment of a baseline trip generation on the site and allow redevelopment of portions of the site if the trips generated do not exceed the established baseline. In the event the property owners request to intensify development on the site, which would result in increased trip generation, a plan amendment would be required; this would then allow the review of a traffic analysis to determine the impact on the interchange. The Transportation Planning Rule, Goal 12 would apply to proposals that increase the trip generation from the baseline established by this application. The baseline information will be contained within a comprehensive plan policy, so that changes will require the applicant to address compliance with not only the city's comprehensive plan, but compliance with Oregon Planning Goals, including Goal 12.

The City is proposing to develop the plan amendment review process and defer the transportation analysis until a specific development is proposed for the property or a comprehensive update study on the interchange be completed. Because the Interstate interchange is not under the jurisdiction of the City, project coordination must occur between Lane County, Coburg and ODOT.

PROPOSED NEW PLAN POLICIES AND SUPPORTING FINDINGS

Due to changes in circumstances described above, this application also proposes to add the following policies and findings to the Coburg Comprehensive Plan text:

Air, Water and Land Resource Quality

1. *The city shall provide sanitary sewer and abandon existing septic systems as a way to lessen the impact on groundwater contamination within the city and exception areas immediately east of the city, outside the urban growth boundaries.*
2. *The city shall participate in the future Southern Willamette Valley Groundwater Management Area process with the Oregon Department of Environmental Quality to deal with ground water contamination issues in the area.*

3. *The City shall implement policies contained the Coburg's Drinking Water Protection Plan, adopted by Resolution 97-7.*


Findings:

1. *The City of Coburg will be included in the Southern Willamette Valley Groundwater Management Area, designated by the Oregon Department of Environmental Quality in 2003.*
2. *There is evidence of high levels of nitrates in the groundwater around the Coburg area, as reported in the Southern Willamette Valley Groundwater Assessment 2000-2001 Nitrate Study, Final Report February 2003, ODEQ.*
3. *Agriculture practices and on-site septic systems contribute to high nitrate levels in the Southern Willamette Valley and the Coburg area.*
4. *The USEPA sets a maximum contaminant level (MCL) for nitrates (as nitrogen) at 10 mg/L for the maximum concentration allowed in public water systems as regulated by the Safe Drinking Water Act.*
5. *Nitrate levels over 10 mg/L is considered a health hazard to infants below the age of six months. Nitrates can interfere with the ability of the blood to carry oxygen. The result is called hemoglobinemia or "blue baby syndrome".*
6. *The City's domestic water supply depends on good groundwater quantity and quality.*
7. *The City desires to participate in managing groundwater contamination.*
8. *Serving properties with sanitary sewers and abandoning on-site septic systems in and around the Coburg area will reduce nitrate contamination in the groundwater.*

Public Facilities and services

1. *The city shall seek to expand the urban growth boundaries and annex the existing exception areas immediately east of Interstate 5 and provide city water and sewer, when available, to reduce the groundwater contamination caused by septic systems.*

Water facilities

- 
1. *The city shall construct water system improvements, in conformance with the Water Master Plan, Resolution 99-13.*
 2. *The city shall expand the urban growth boundaries and city limits and provide city water service to existing exception areas immediately east of Interstate 5, currently located outside the city limits.*
 3. *The City shall implement the recommendations contained in Coburg's Drinking Water Protection Plan, Resolution 97-7.*

Sanitary facilities

1. *The city shall construct a wastewater facility, in conformance with the Wastewater Facility Plan, 2003-2.*
2. *The city shall plan to provide sanitary sewer service to properties within the city and within the city's urban growth boundary.*
3. *The city shall plan to provide sanitary sewer service to all developments within the urban growth boundary.*
4. *The city shall expand the urban growth boundary and city limits and provide sanitary sewer service, when available, to existing exception areas, immediately east of the Interstate and other appropriate areas to accommodate these uses.*
5. *The city shall work with the county, state and property owners to properly abandon septic systems as they are connected to sanitary sewer service.*

Findings:

1. *The City desires to provide clean drinking water for its residents, as well as for community members in the surrounding area.*
2. *Construction of a wastewater facility and abandonment of existing on-site septic systems will reduce nitrate loading to the groundwater.*
3. *Coburg's Drinking Water Protection Plan, 1997 identifies the exception areas immediately east of Interstate 5 as "Commercial/Industrial High and Moderate Risk" rating for potential contamination to the groundwater.*
4. *Coburg's Drinking Water Protection Plan identifies residential densities higher than two units per acre as a "moderate to high risk because of the potential for elevated nitrate levels".*

TRANSPORTATION

The proposal is also to add the following transportation policies and findings:

Transportation

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

Transportation System Plan goals and policies and with County requirements for roads in Lane Code 15.

2. *The exception area immediately east of the Interstate 5 interchange shall have an established trip generation baseline upon annexation of the property. The trip generation baseline shall be for average daily trips (ADT), weekday AM peak and weekday PM peak trips, based on ITE Trip Generation Manual and inventory of uses is as shown in Exhibit 2 and is incorporated as policy by reference.*
3. *All new development proposals and/or redevelopment proposals in the exception area immediately east of Interstate 5 that exceed the baseline trip generation established upon annexation shall be required to apply for a city plan amendment application and meet Statewide Goal 12, Transportation Planning Rule, in particular Section 0060, and develop a transportation analysis to determine the impact on the interchange and on County Roads. The County may require a traffic impact analysis and road improvements consistent with the Lane County Transportation System Plan goals and policies and with County requirements for roads in Lane Code 15. The new site development or redevelopment shall be required to measure the following trip impacts for all three of the following:

 - *Weekday PM peak hour trips between 4:00 pm and 6:00 pm*
 - *Weekday AM peak hour trips between 6:00 am and 9:00 am*
 - *Average Daily trips for the entire area in question.**
4. *In the event that Interchange Refinement Plan is completed and adopted in the Coburg TSP or Interchange Area Management Plan is developed and adopted, the exception areas immediately east of Interstate 5 shall be included in the plans and shall be governed by the results of that plan. Notwithstanding this provision, a traffic impact analysis, road dedications and road improvements may be required for new development affecting County roads in this area.*

Findings:

1. *The Coburg Interstate 5 interchange is identified in Coburg's Transportation System Plan, Coburg-Interstate 5 Interchange Refinement Plan as needing reconstruction.*
2. *The area immediately east of Interstate 5 was included in the refinement plan study.*
3. *Inclusion of the existing urban uses in exception areas immediately east of Interstate 5 into the Coburg urban growth boundary will not add any new traffic impacts to the Interstate 5/Van Duyn Road interchange.*
4. *Under Statewide Planning Goal 12, OAR 660-012-0060, the inclusion of the existing urbanized exception areas immediately east of Interstate 5 will have No Significant Impact on the transportation facilities of the state, county and city.*
5. *Proposals for new development within the exception area immediately to the east of Interstate 5 that would increase traffic in the area will be required to prepare a traffic analysis to determine if the proposal is*

consistent with Coburg's TSP and Statewide Planning Goal 12, Transportation.

REMOVE POLICIES FROM PLAN DUE TO DEMONSTRATED CHANGE IN CIRCUMSTANCES

This application also proposes to **delete the following policies** because they are no longer applicable to the City **due to demonstrated changes in circumstances**. The adoption of the Wastewater Facility Plan, which provides a plan to eliminate septic systems for the community and the construction of a wastewater facility plan. The Water System Master Plan, which determined that the existing water system needed upgrading. The elimination of these policies also pertain to the studies conducted by the Department of Environmental Quality in the last 10 years that reveal that there are elevated levels of nitrates in the groundwater and drinking water of Coburg. The city's septic systems, as well other agricultural practices have contributed to contamination of the groundwater in the Southern Willamette Valley.

Water Facilities

Policy 3: The city has developed and maintains a water supply and distribution system which assures safe, potable supply of water which is adequate for future domestic, commercial, industrial, fire protection and emergency requirements.

Sanitary Facilities

Policy 5: Community residential and commercial sewage disposal needs will continue to be met on an individual basis utilizing subsurface disposal systems (septic tanks).

Policy 6: Community industrial sewage disposal needs will be met either through the use of subsurface disposal systems or where soil conditions do not permit septic tanks, through the use of other means as defined in the Coburg Sewerage Facilities Plan Addendum.

Policy 7: The city will encourage proper maintenance of subsurface sewage disposal systems by developing a citywide public information program and septic maintenance program.

b. Citizen review and comment.

The proposal will receive adequate citizen review and comment. The proposal will have two public hearings at the City of Coburg, one before the Planning Commission and one before the City Council. The proposal will also have a public hearing before the Lane County Planning Commission and one public hearing before the Lane County Board of Commissioners. In addition,

property owners within 250 and 500 feet of the proposal will receive mailed notice and notice of the public hearings will be published in the local newspaper.

c. *Applicable Statewide Planning Goals.*

Goal 1: Citizen Involvement: Numerous public hearings, public work sessions and public meetings have been held on the sewer project. The proposed Plan amendment have been reviewed public hearings before the Planning Commission and the City Council

Goal 2: Land Use Planning: This goal requires that land use actions be consistent with comprehensive plans and that comprehensive plan changes be coordinated with affected governments. The requested urban growth boundary expansion is supported by proposed plan policy amendments that underwrite the city's commitment to addressing its groundwater contamination situation and the

As discussed elsewhere in this application, Coburg must develop a wastewater treatment system to address the contamination of the groundwater from subsurface disposal systems. The lagoon system that supports the commercial development at the southeast corner of the Van Duyn interchange also represents a substantial contributor of nitrates to the aquifer. Nitrates from this facility flow to the northwest toward the City.

Pursuant to ORS 197.298 the City of Coburg has reviewed all available options for expansion of the UGB. There are no designated urban reserve lands in the vicinity of Coburg. The property subject to this proposed plan amendment is an area acknowledged as a developed exception area that is adjacent to the existing urban growth boundary. There are no lands adjacent to the current UGB that are designated as marginal lands.

Goal 3: Agriculture Lands: None of the land associated with this proposed plan amendment is designated as agricultural lands.

Goal 4: Forest Lands. No forest lands are associated with this proposed plan amendment.

Goal 5: Opens Space, Scenic and Historic Areas and Natural Resources. The property subject to this plan amendment is already developed for non-resource uses.

Goal 6: Air, Water, and Land Resource Quality: This proposal will eventually result in a reduction the number of septic systems polluting the regional groundwater and will therefore have a positive effect in compliance with Goal 6.

The Southern Willamette Valley is considered by DEQ to be a priority area for groundwater assessment and protection for several reasons including the severity and extent of nonpoint source groundwater contamination that has been documented through several studies, the vulnerability of shallow groundwater to land use impacts, the expectation of rapid population growth and the heavy reliance by residents on groundwater as a primary drinking source.¹ The Coburg Drinking Water Protection Plan² indicates that a proposed City well field located west of Industrial Way was a high risk within five to ten years of contamination from the sewage lagoon that services the Country Squire motel and the adjacent RV park. It is also possible that the lagoon poses a risk to City Well #2, which draws from the shallow aquifer.

Goal 7: Areas Subject to Natural Disasters and Hazards; Goal 8: Recreational Needs; Goal 9: Economic Development and Goal 10: Housing, do not directly apply. The eventual provision of urban services to the property subject to this plan amendment will eventually improve economic redevelopment potential of the property, and in that way comply with Goal 9. The other goals are not applicable.

Goal 11: Public Facilities and Services: The existing public facility plans do not address the provision of service across the freeway to the east. However, plan policies and findings that accompany this urban growth boundary expansion do address the facility and service needs that have created the need for the proposed expansion of the urban growth boundary.

Goal 12: Transportation. This proposal will have no adverse effect on the transportation system. Proposed changes in use, scope or intensity of the uses on the property subject to the plan amendment will have to be consistent with Transportation Planning Rule and the adopted Coburg Transportation System Plan.

Conformance with OAR 660-0120-060

(1) Amendments to functional plans, acknowledged comprehensive plans, and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity and performance standards (e.g. level of service, volume to capacity ratio, etc) of the facility. This shall be accomplished by either:

(a) Limiting allowed land uses to be consistent with the planned function, capacity and performance standards of the transportation facility;

¹ Ibid, page 1.

² Ibid, page 52.

- (b) *amending the TSP to provide transportation facilities adequate to support the proposed land uses consistent with the requirements of this division;*
 - (c) *Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes; or*
 - (d) *Amending the TSP to modify the planned function, capacity and performance standards, as needed, to accept greater motor vehicle congestion to promote mixed use, pedestrian friendly development where multi-modal travel choices are provided.*
- (2) *A plan or land use regulation amendment significantly affects a Transportation facility if it:*
- (a) *Changes the functional classification of an existing or planned transportation facility;*
 - (b) *Changes standards implementing a functional classification system;*
 - (c) *Allows types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility; or*
 - (d) *Would reduce the performance standards of the facility below the minimum acceptable level identified in the TSP.*

Finding: The proposal does not significantly affect the Interstate 5 or Van Duyn Road transportation facilities. Coburg's TSP did not identify this area as significantly impacting the interchange. No new development or traffic will be generated by this urban growth boundary expansion. In order to allow for existing uses on the property to continue, a plan amendment process and review criteria for any new development will be placed on the property.

This plan amendment process for the subject property will allow for review of any new traffic generated by new development on this site and the impact on the transportation system. Rather than completing a detailed analysis at this time, the City is proposing to inventory the existing uses on the site and establish a plan amendment process. The plan amendment process will allow for establishment of a baseline trip generation on the site and allow redevelopment of portions of the site if the trips generated do not exceed the established baseline. In the event the property owner requests to intensify development on the site, which would result in increased trip generation, a plan amendment would be required; this would then allow the review of a traffic analysis to determine the impact on the interchange.

The Transportation Planning Rule, Goal 12 would apply to proposals that increase the trip generation from the baseline established by this application. The baseline information will be contained within a comprehensive plan

policy, so that changes will require the applicant to address compliance with not only the city's comprehensive plan, but compliance with Oregon Planning Goals, including Goal 12. The proposed trip generation baseline is outlined in Exhibit 2.

The City is proposing to develop a plan amendment review process for any new development on the property and defer the transportation analysis until a specific development is proposed for the property or a comprehensive update study on the interchange be completed. Because the Interstate interchange is not under the jurisdiction of the City, project planning and coordination must be led by ODOT, and coordinated with Lane County and the City of Coburg.

Goal 13: Energy Conservation. This goal is not applicable to this proposal.

Goal 14: Urbanization. Goal 14 requires that the establishment and change of urban growth boundaries shall be based upon consideration of two "need factors" and five "locational factors." However, in some situations a local government does not have to show a need for additional land to expand its urban growth boundary. *City of Salem v. Families for Responsible Government, Inc.*, 64 Or App 238 (1983) Thus, where adjacent land has been committed to urban use it may be included within an urban growth boundary if necessary to avoid illogical development or service patterns. In this regard, the following analysis of the "locational factors" of Goal 14 demonstrates that the property subject to this amendment is committed to urban use.

1. ***Demonstrated need to accommodate long-range urban population growth requirements consistent with LCDC goals.***
2. ***Need for housing, employment opportunities and livability;***

The first two factors do not apply to this application. The proposed expansion areas are already developed and will not accommodate long-range urban population growth. The area is already developed in commercial uses, so will not add any new housing or employment opportunities to the area.

3. ***Orderly and economic provision for public facilities and services;***

The proposed expansion of the urban growth boundary is the precursor to annexation and the provision of an urban level of domestic water service and urban level of sewerage service to property currently served by a wastewater lagoon. The property subject to the proposed urban growth boundary expansion is located immediately adjacent to the existing urban growth boundary and services can be logically and efficiently extended to serve this area. For instance, the inclusion of the freeway right-of-way will allow the City to create a loop system for its water distribution lines on the east side of the freeway. This loop system will allow for the

continuation of water service despite a line rupture and also provide for better fire flow protection for the subject property.

Conclusion: The property subject to the plan amendment also represents a location that can be as efficiently supplied with necessary urban services as any other alternative considered.

4. *Maximum efficiency of land uses within and on the fringe of the existing urban area;*

As mentioned above, the proposed urban growth boundary is necessarily site-specific. The problems addressed by the expansion are associated with the properties included in the expansion. Because these properties are immediately adjacent to the existing urban growth boundary and because they are already intensely developed, this will not be a situation where vacant or underdeveloped properties will be leapfrogged by the proposal. The proposed plan policies state that these areas are to be served by City water and sewer services when available after the urban growth boundary and annexation occur.

The City of Coburg recognizes that the Van Duyn interchange currently experiences traffic problems. This proposed plan amendment includes policies that address this issue by requiring “no significant impact” analysis be performed for any change or intensification of use of the properties after they are brought within the urban growth boundary. If a significant impact is present then the change may only occur through an amendment to the City’s Transportation System Plan.

Conclusion: The plan amendment will promote maximum efficiency of land uses by providing sewage treatment and domestic water to adjacent, developed land.

5. *Environmental, energy, economic and social consequences;*

Environmental: There will be positive environmental consequences by allowing this expansion of the urban growth boundary. The City’s wastewater treatment facility will treat effluent that would otherwise be placed into the groundwater through the sewage lagoon on the east side of the freeway. This will eliminate the addition of nitrates to the groundwater from several uses on the east side of the freeway, thereby providing positive environmental consequences

Energy: There will be no significant energy consequences with this proposal.

Economic: There will be economic consequences with the proposed expansion of the urban growth boundary. One economic benefit will be providing urban services to the developed properties on the east side of the freeway which will result in greater economies of scale for the Coburg sewer and water delivery systems.

Social: The social consequences related to the proposed expansion of the urban growth boundary will be including the subject property owners into the City limits. These business owners, property owners and residents will benefit from becoming members of Coburg, which will allow for involvement in City decisions for the future. They will also be provided with City services, which include safe drinking water, adequate sewage disposal, safe and an efficient transportation system.

Conclusion: The proposed Plan amendment will not have any significant adverse environmental, energy, economic or social impacts on the City, the property subject to the proposed urban growth boundary expansion or activities adjacent to the latter.

6. *Retention of agricultural land as defined, with Class I being the highest priority for retention and Class VI the lowest priority; and*

All of the land considered for the proposed urban growth boundary expansion is developed and is not designated as agriculture lands.

Conclusion: Agricultural lands will not be affected.

7. *Compatibility of the proposed urban uses with nearby agricultural activities.*

Adjacent uses include agricultural lands on the south and east and across the Van Duyn to the north. Interstate 5 and the highway commercial section of the City of Coburg are adjacent to the west. The only documented adverse impact from the urbanized area on the adjacent agricultural activities concerned contamination of Little Muddy Creek by the RV Park's lagoon system that sickened cattle that drank from that creek. The lagoon system has been upgraded, is operating under a current NPDES permit, and has not further contaminated local surface waters.

To date, there have been no documented adverse impacts on the urbanized area proposed for the urban growth boundary expansion and the adjacent agricultural uses. The latter are of a low intensity, comprised primarily of cattle grazing, and produce no dust, noise or odor impacts that would be incompatible with commercial activities.

Conclusion: The proposed urban growth boundary expansion will not increase the intensity of commercial activities located on the subject property and these uses currently do not adversely impact the adjacent agricultural activities. The adjacent agricultural activities are not intense and do not adversely affect the commercial uses on the subject property.

d. *Input from affected governmental units and other agencies.*

Potentially affected governmental units, such as Lane County, and other agencies, are given input opportunities through notification procedures and hearing proceedings. City of Coburg and LCOG staff will send referrals and request input from appropriate governmental units and other pertinent agencies.

e. *Short-and long-term impacts of the proposed change.*

This proposal will have no short-term adverse impacts to the subject property, City of Coburg residents, or adjacent properties. This proposal will have positive long-term impacts to County residents by reducing a sewage lagoon nitrate contamination source from the groundwater.

f. *A demonstration of public need for the change.*

The identified public need concerns the protection of the regional groundwater supply, in general, and specifically as that groundwater supplies potable water to the residents of Coburg. This proposal will have positive long-term impacts to County residents by reducing the nitrate contamination from a private sewage lagoon. Provision of City water to these areas will also provide for long term safety for fire protection, as well as domestic water supply.

g. *A demonstration that the proposed amendment will best meet the identified public need versus other available alternatives.*

The proposal will best meet identified public needs for providing city water, which will provide safe drinking water, adequate fire flow protection for current structures, eventual provision for sanitary sewer service, which will provide protection of further degradation of the groundwater quality from nitrate loading.

h. *Additional information as required by the Planning Commission or City Council.*

No additional information was required by either the Coburg Planning Commission or the Coburg City Council.

i. *In lieu of f. and g. above, demonstration that the Plan was adopted in error.*

This criterion is not applicable.

4. Statewide Planning Goals

See the analysis under the examination of Article X.G.2 of the Coburg Zoning Ordinance

5. OAR 660–012–0060(1)–(2) –Transportation Planning Rule

Subsection (1) of this portion of the Transportation Planning Rule requires that amendments to acknowledged comprehensive plans and land use regulations that significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards of that facility. Subsection (2) provides that a plan amendment significantly affects a transportation facility if it:

- (a) *Changes the functional classification of an existing or planned transportation facility;*
- (b) *Changes standards implementing a functional classification system;*
- (c) *Allows types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility; or*
- (d) *Would reduce the performance standards of the facility below the minimum acceptable level identified in the TSP.*

The Oregon Department of Transportation (ODOT) and the City of Coburg officials are both concerned that providing the developed property on the east side of the freeway with an urban level of sewer and water service will allow intensification or changes in use that will cause an increase of usage of the Van Duyn interchange. The capacity of the interchange is currently so overwhelmed at certain times of the day that Coburg police must facilitate traffic exiting the freeway.

In order to address subsection (1) of OAR 660–012–0060, the City has proposed comprehensive plan policies and review criteria that will require the applicant of any proposal change or intensify a use in the developed property on the east side of the freeway to demonstrate that no additional traffic will be generated. If any additional traffic is generated then the applicant must amend the Coburg Transportation System Plan.

With the proposed comprehensive plan policies, review criteria requiring a plan amendment and establishment of baseline trip generation, it can be concluded that this proposal is consistent with OAR 660–012–0060(1)–(2).

The proposal does not significantly affect the Interstate 5 or Van Duyn Road transportation facilities. Coburg's TSP did not identify this area as significantly

impacting the interchange. No new development or traffic will be generated by this urban growth boundary expansion. In order to allow for existing uses on the property to continue, a baseline trip generation and plan amendment process will be placed on the property.

An establishment of baseline trip generations, review criteria that require an amendment to the plan and addressing the Transportation Planning Rule for the subject property will allow for review of any new traffic generated by new development on this site and the impact on the transportation system. Rather than completing a detailed analysis at this time, the City is proposing to inventory the existing uses on the site and establish a process for review that functions as a "holding" overlay zone. The review criteria will allow for establishment of a baseline trip generation on the site and allow redevelopment of portions of the site if the trips generated do not exceed the established baseline.

In the event the property owner requests to intensify development on the site, which would result in increased trip generation, a plan amendment would be required, which would then allow the review of a traffic analysis to determine the impact on the interchange. The Transportation Planning Rule, Goal 12 would apply to proposals that increase the trip generation from the baseline established by this application. The baseline information will be contained within a comprehensive plan policy, so that changes will require the applicant to address compliance with not only the city's comprehensive plan, but compliance with Oregon Planning Goals, including Goal 12. The proposed trip generation baseline is outlined in Exhibit 2.

The City is proposing to the review criteria and baseline traffic generation and defer the transportation analysis until a specific development is proposed for the property or a comprehensive update study on the interchange be completed. Because the Interstate interchange is not under the jurisdiction of the City, project planning and coordination must be led by ODOT, and coordinated with Lane County and the City of Coburg.

6. **ORS 197.298 Priority of land to be included within urban growth boundary**

This statute requires that the following priorities be followed with a city is considering adding land to its urban growth boundary:


- a. Urban Reserve Land. There is no urban reserve land designated within the Coburg Urban Growth Boundary.
- b. Exception areas/Nonresource Land. The lands subject to this proposal lie within a developed and committed exception area.

C. CONCLUSIONS


Based on the findings stated above, the application meets all the criteria for an amendment to the Coburg Comprehensive Plan.

D. FINAL RECOMMENDATION TO COBURG CITY COUNCIL

Based on the findings stated above, the Coburg Planning Commission finds that the applicant meets the requirements for a plan amendment to expand the urban growth boundary for the property described in A.1, above. The Coburg Planning Commission recommends approval to the Coburg City Council. This recommendation of approval shall be forwarded to the Coburg City Council for public hearing and final decision.



Ken Donner, Chair
Coburg Planning Commission



Date

2/9/04

PROPOSED UGB EXPANSION AREA II

EXHIBIT 1

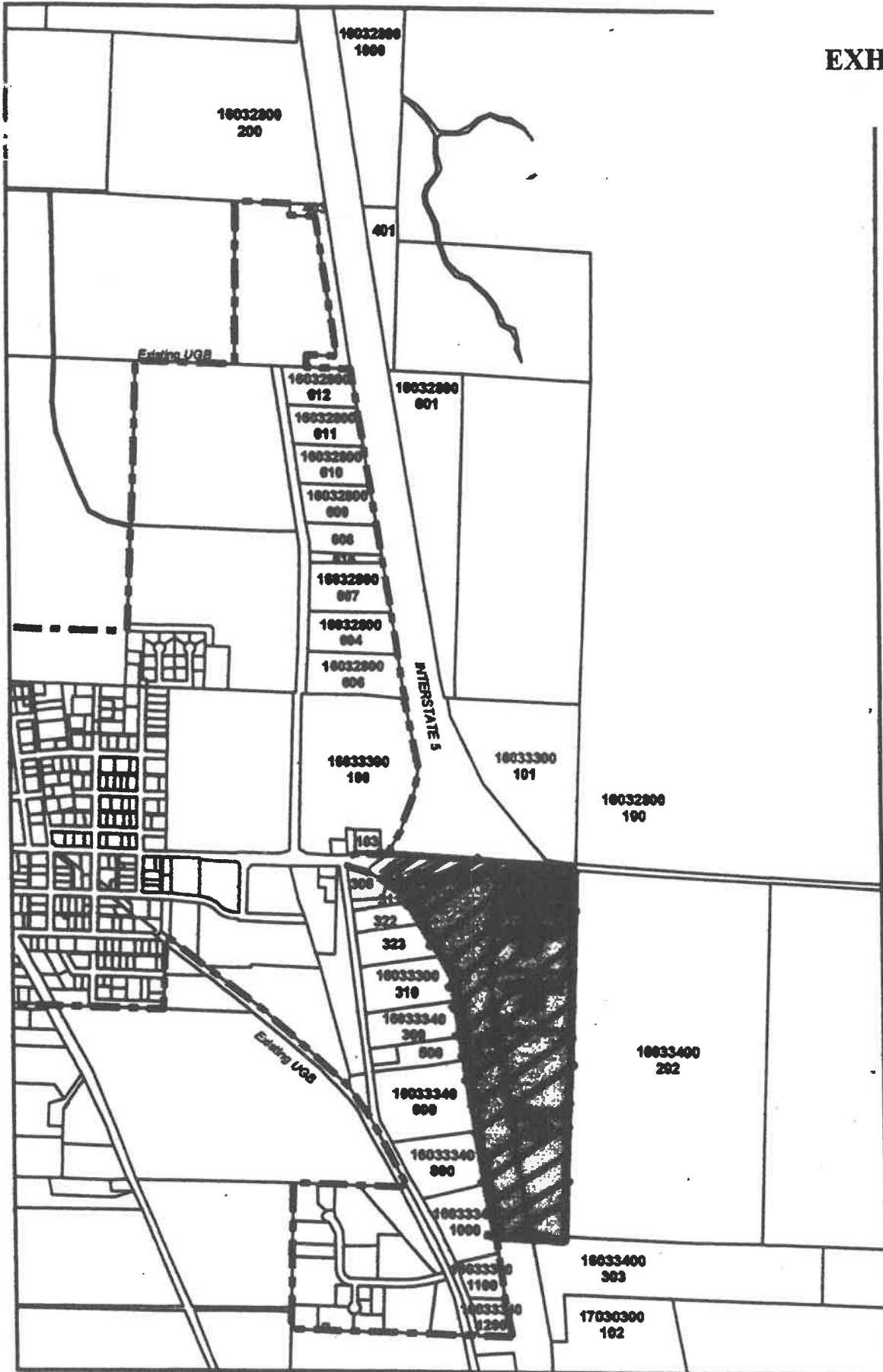


EXHIBIT 2

All trips are the estimated number occurring within the weekday, peak P.M. hour.

Tax lot 100/200:

i. 156 RV spaces 83 trips

Tax lot 201:

i. Gasoline service station/convenience store
13 pumps, no car wash 177 trips

Tax lot 202:

i. CB/radio repair store, retail, 1380 sq. ft gross leasable area 7 trips

Tax lot 203

i. Hotel/motel, 106 rooms, conference facility, restaurant/bar 65 trips

ii. High turnover, sit-down restaurant,
5535 sq ft. (est.) gross floor area 108 trips

iii. (Proposed) RV Sales, 1000 sq ft floor area/max 10 employees 6 trips

Taxlot 210

i. Restaurant/bar, 3344 sq ft. gross floor area 52 trips

Trip generation by Land Use for Taxlots in the Proposed UGB Expansion Area of Coburg

SUMMARY

Method:

- Taxlots within the region under consideration were examined using RLID, aerial photographs (circa 1994/95), and the Lane parcel data. (Section I)
- For all developed taxlots, existing land uses were determined through personal inspection by the City of Coburg planner, and building details were obtained from the Lane County Assessment and Taxation department. (Section I)
- The ITE manual, "Trip Generation" (6th edition), was consulted to determine the average number of trips generated by standardized land use categories that were the best match for the observed land uses. (Section II; Table 1). Only those formulae that used readily available data (gross area, number of pumps, number of rooms) were selected; other formulae requiring quantities that would need further and more detailed research such as number of *occupied* rooms, or number of employees, were not used.
- In some cases, an average was taken of trip estimates for two categories of land use when it seemed that neither category was a good match for the actual situation.
- Since the trip information was most complete only for weekday peak hours (Table 1), and since a peak traffic load seems most relevant to the capacity of the intersection, only weekday traffic estimates are provided below.

Results:

Estimated Average Trips

Property-taxlots	Use by ITE category	Weekday, peak hour of adjacent street traffic, one hour between 7 and 9 am	Weekday, peak hour of adjacent street traffic, one hour between 4 and 6 pm	Weekday, A.M. peak hour of generator	Weekday, P.M. peak hour of generator
100, 200	RV park ¹	53	74.5	59	83
201	Gasoline/Service Station	131	174	138	177
202	Specialty Retail Center ²	2	5.5	8	7
203	Hotel ³	60	65	56	65
	High turnover restaurant ⁴	52	61	81	108
	RV Sales ⁵	2	3	4	6
210	Drinking Place	0	39	0	52
TOTAL		300	422	346	498

¹ An average of land uses characterized by "Trip Generation" categories "RV Park" and "Mobile Home Park," based on the type of use that this business appears to encompass.

² An average of land uses characterized by "Specialty Retail Center" and "Hardware/Paint Store." No category in "Trip Generation" adequately matched the characteristics of a small repair store.

³ "Hotel" was chosen over "Motel" as typical of the expected traffic due to the presence in "Hotel" of a convention center, restaurant/bar.

⁴ Trips related to a "High turnover (sit-down) restaurant" were included based on the observation that there were two restaurants associated with the business on taxlot 203.

⁵ An average of the estimated trips calculated by number of employees and by gross floor area.

Table 1. Summary of Average Trips for Specified Land Uses

Property - taxlots	Use	Weekday, peak hour of adjacent street traffic, one hour between 7 and 9 am	Weekday, peak hour of adjacent street traffic, one hour between 4 and 6 pm	Weekday, A.M. peak hour of generator	Weekday, P.M. peak hour of generator	Saturday, peak hour of generator	Sunday, peak hour of generator	Week day	Saturday	Sunday
100, 200	RV Park Mobile Home Park	43 63	61 88	50 68	75 91	85	78	751	776	678
201	Gasoline/Service Station	131	174	138	177			2117		
202	Specialty/Retail Center Hardware/Paint Store	2	4 7	9 7	7 7	16	14	57 71	59 114	29 95
203	Motel Hotel High turnover restaurant RV Sales Office (by sq ft) RV Sales Office (by employees)	48 60 52 2	50 65 61 3	47 56 81 2	60 65 108 3	111 3	103	597 873 722 38	869 877 21 106	631 730 10 53
210	Drinking Place		39		52					

Numbers in italics indicate highest hourly rate

This table summarizes the data listed in Section II for the parcels described in Section I.

I. Property Description (see attached map)

(Note on map: aerial photograph is dated 1994/1995)

Map/taxlot 16-03-33-40-00100 and Map/taxlot 16-03-33-40-00200 – RV Park and extension

- Current uses shown are RV Park (taxlot 100) and vacant commercial land (taxlot 200).⁶
- Reported future use as RV Park with 156 RV spaces⁷.

Map/taxlot 16-03-333-00-00201 – GAS STATION/convenience store

This taxlot contains a building complex consisting of⁸:

- Under canopy: 2 above ground gas tanks: 10 gas pumps
- Side of property: 1 diesel tank: 1 gas pump
1 propane tank: 1 pump
1 gasoline tank: 2 pumps
- 4 modular buildings: 2 buildings which together compose a convenience store
1 restroom
1 storage building

Total number of gas pumps is 13.

Map/taxlot 16-03-333-00-00202 – CB/radio repair store

This taxlot contains a building consisting of⁹

- Retail store, with total floor area of 1380 sq. ft

Map/taxlot 16-03-33-40-00203 – MOTEL/Restaurants/Bar/Conference facility

This taxlot contains a building consisting of¹⁰

- 2 story motel with a total of 106 rooms for accommodation (53 per floor) and a total floor area of 47,844 sq. ft. (first floor: 23,404 sq. ft; second floor: 24440 sq. ft.)
- a conference facility located on the second floor, occupying 8,977 sq. ft.
- a coffee shop, restaurant and bar on the first floor, occupying 11,070 sq. ft.
Assume that half of this area is open at any one time, and qualifies as a "high-volume (sit down) restaurant," separate from the "hotel" facility.
- PROPOSED RV Sales, occupying 1000 sq ft of first floor (this is to occupy part of the area currently used as restaurant/bar, and employing a maximum of 10 employees.¹¹

Map/taxlot 16-03-333-00-00210 – BAR/restaurant

This taxlot contains a building consisting of¹²:

- Restaurant and bar with a total floor area of 3344 sq. ft.

⁶ RLID and report by City of Coburg planner, Anita Yap

⁷ Pers. Comm., Anita Yap, 7/23/03

⁸ Land use survey by Anita Yap, City of Coburg planner, 7/22/03

⁹ Lane County Tax/Assessor office, building inspector report, reviewed 7/22/03

¹⁰ Lane County Tax/Assessor office, building inspector report, reviewed 7/22/03

¹¹ Land Use Application PA03-6309, 1/29/04

¹² Lane County Tax/Assessor office, building inspector report, reviewed 7/22/03

II. Trip generation statistics for selected land uses¹³

Recreational RV Park

Land use 416: Campground/Recreational Vehicle Park

Description: "Campgrounds and recreational vehicle parks are recreational sites that accommodate campers, trailers, tents, and recreational vehicles on a transient basis. They are found in a variety of locations and provide a variety of facilities, often including rest rooms with showers, recreational facilities such as a swimming pool, a convenience store and a laundromat."

(Ref: ITE, 1997; pg. 630)

Average vehicle trip ends per occupied camp site
(2 studies; data sets covers 21 to 23 camp sites)

Definition	Average	Range	Std. Dev.	156 sites
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	0.27	0.19 – 0.35	--	43
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	0.39	0.33 – 0.43	--	61
Weekday, A.M. peak hour of generator	0.32	0.29 – 0.35	--	50
Weekday, P.M. peak hour of generator	0.48	0.38 – 0.57	--	75

Land use 240: Mobile Home Park

Description: "Mobile home parks generally consist of trailers that are sited and installed on permanent foundations and typically have community facilities such as recreation rooms, swimming pools, and laundry facilities."

(Ref: ITE, 1997; pg. 408)

Average vehicle trip ends per occupied dwelling unit
(19 – 37 studies; data sets covers 25 to 800 occupied units)

Definition	Average	Range	Std. Dev.	156 units
Weekday	4.81	2.29 – 10.42	2.60	751
Saturday	4.97	2.12 – 10.93	2.73	776
Sunday	4.34	1.86 – 8.98	2.47	678
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	0.40	0.16 – 1.00	0.66	63
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	0.56	0.33 – 1.04	0.76	88
Weekday, A.M. peak hour of generator	0.43	0.29 – 1.00	0.67	68
Weekday, P.M. peak hour of generator	0.58	0.35 – 1.07	0.77	91
Saturday, peak hour of generator	0.54	0.38 – 1.13	0.74	85
Sunday, peak hour of generator	0.50	0.29 – 1.47	0.72	78

¹³ (Reference : Institute of Transportation Engineers, 1997. Trip Generation. 6th Edition. Volumes. 1-3. Washington, D.C.)

Gasoline Service Station

Land use 845: Gasoline/Service with Convenience Market

Description: "...This land use includes service stations with convenience markets where the primary business is the fueling of motor vehicles, although they may have facilities for servicing and repairing motor vehicle. Some commonly sold convenience items are newspapers, coffee or other beverages, and snack items that are usually consumed in the car. This land use does not include stations with car washes."

(Ref: ITE, 1997; pg. 1464)

Average vehicle trip ends per vehicle fueling position
(11 - 37 studies with number of fueling positions from 4 to 20)

Definition	Average	Range	Std. Dev.	13 pumps
Weekday	162.78	90.67 – 299.50	68.16	2117
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	10.06	3.50 – 33.40	6.01	131
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	13.38	4.25 – 57.80	7.98	174
Weekday, A.M. peak hour of generator.	10.56	3.50 – 33.40	6.15	138
Weekday, P.M. peak hour of generator	13.57	4.25 – 57.80	7.94	177

CB/Radio Repair Shop

Land Use 814: Specialty Retail Center

Description: "Specialty retail centers are generally small strip shopping centers that contain a variety of retail shops and specialize in quality apparel; hard goods; and services such as real estate offices, dance studios, florists and small restaurants."

(Ref: ITE, 1997; pg. 1223)

Average vehicle trip ends per 1000 sq ft of gross leasable area
(2 - 3 studies; data set consists of stores with 15,000 to 45,000 sq ft)

Definition	Average	Range	Std. Dev.	1380 sq ft.
Weekday	40.67	21.30 – 50.94	13.70	57
Saturday	42.04	22.57 – 54.47	13.97	59
Sunday	20.43	6.96 – 32.82	10.27	29
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	2.59	2.03 – 5.16	1.74	4
Weekday, A.M. peak hour of generator.	6.41	5.40 – 8.85	--	9
Weekday, P.M. peak hour of generator	4.93	4.59 – 5.75	--	7

Land use 816, Hardware/Paint Store

Description: "Hardware and paint stores are generally free-standing buildings with off-street parking."
 (Ref: ITE, 1997; pg. 1252)

Average vehicle trip ends per 1000 sq ft of gross floor area
 (3 – 4 studies; data set consists of stores with 10,000 to 60,000 sq ft)

Definition	Average	Range	Std. Dev.	1380 sq. ft.
Weekday	51.29	43.58 – 74.09	14.43	71
Saturday	82.52	75.30 – 109.09	15.27	114
Sunday	68.65	64.00 – 87.45	11.63	95
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	1.08	0.42 – 3.50	1.53	2
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	4.42	1.52 – 7.36	2.70	7
Weekday, A.M. peak hour of generator.	4.91	4.45 – 7.17	2.37	7
Weekday, P.M. peak hour of generator	4.74	3.98 – 8.27	2.55	7
Saturday, peak hour of generator	11.18	10.33 – 14.45	3.61	16
Sunday, peak hour of generator	9.81	8.77 – 13.27	3.54	14

Motel/Restaurant/Bar/Conference Facility

Land use 320: Motel

Description: "Motels are places of lodging that provide sleeping accommodations and often a restaurant. Motels generally offer free-on site parking and provide little or no meeting space." (Ref: ITE, 1997; pg. 552)

Average trip ends per room
 (10 – 27 studies; data set consists of motels with 20 – 550 rooms)

Definition	Average	Range	Std. Dev.	106 rooms
Weekday	5.63	3.47 – 10.04	3.31	597
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	0.45	0.15 – 0.97	0.70	48
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	0.47	0.20 – 1.69	0.72	50
Weekday, A.M. peak hour of generator.	0.44	0.18 – 1.33	0.69	47
Weekday, P.M. peak hour of generator	0.56	0.24 – 1.83	0.81	60

Land use 310: Hotel

Description: "Hotels are places of lodging that provide sleeping accommodations, restaurants, cocktail lounges, meeting and banquet rooms or convention facilities, and other retail and service shops. Some of the sites included in this land category are actually large motels providing the facilities of hotel noted above."

(Ref: ITE, 1997; pg. 502)

Average vehicle trip ends per room
(8 – 34 studies; data set consists of motels with 100-1900 rooms)

Definition	Average	Range	Std. Dev.	106 rooms
Weekday	8.23	3.47 – 9.58	3.38	873
Saturday	8.19	6.35 – 9.79	3.13	869
Sunday	5.95	4.01 – 8.48	2.89	631
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	0.56	0.20 – 1.03	0.78	60
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	0.61	0.21 – 1.03	0.81	65
Weekday, A.M. peak hour of generator.	0.52	0.16 – 1.42	0.75	56
Weekday, P.M. peak hour of generator	0.61	0.20 – 1.23	0.81	65

Land Use 832: High-Turnover (Sit-down) restaurant

Description: "This land use consists of sit-down eating establishments with turnover rates of approximately one hour or less. This type of restaurant is usually moderately priced and frequently belongs to a restaurant chain. Generally, these restaurants serve lunch and dinner; they may also be open for breakfast and are sometimes open 24 hours a day. Some facilities contained within this land use may also contain a bar area for serving food and alcoholic drinks."

(Ref: ITE, 1997; pg. 1375)

Average vehicle trip ends per 1000 sq. ft gross floor area
(3 – 34 studies; data set consists of sites with 3000 – 11500 sq ft gross floor area)

Definition	Average	Range	Std. Dev.	5535 sq. ft. ¹⁴
Weekday	130.34	73.51 – 246.00	43.77	722
Saturday	158.37	144.60 – 172.71	(small sample size)	877
Sunday	131.84	119.38 – 143.80	(small sample size)	730
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	9.27	0.53 – 25.60	7.46	52
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	10.86	2.80 – 62.00	9.83	61
Weekday, A.M. peak hour of generator.	14.62	3.00 – 54.09	10.49	81
Weekday, P.M. peak hour of generator	19.38	5.60 – 69.20	14.39	108
Saturday, peak hour of generator	20.00	10.80 – 50.40	16.54	111
Sunday, peak hour of generator	18.46	9.79 – 43.20	13.74	103

¹⁴ Half of the area indicated as café/restaurant/bar in the motel (see section I) (11,070 / 2 = 5535 sq. ft.)

Restaurant and Bar***Land Use 836: Drinking Place***

Description: "A drinking place contains a bar where alcoholic beverages and snacks are served and possibly some type of entertainment such as music, television screens, video games, or pool tables."
(Ref: ITE, 1997; pg. 1423)

Average vehicle trip ends per 1000 sq. ft gross floor area
(8 - 11 studies; data set consists of sites with 1000 - 6500 sq ft gross floor area)

Definition	Average	Range	Std. Dev.	3344 sq. ft.
Weekday, peak hour of adj. street traffic, one hour between 4 - 6pm	11.54	3.73 - 29.98	8.30	39
Weekday, P.M. peak hour of generator	15.49	3.73 - 29.98	8.63	52

RV Sales***Land use 841: New Car Sales***

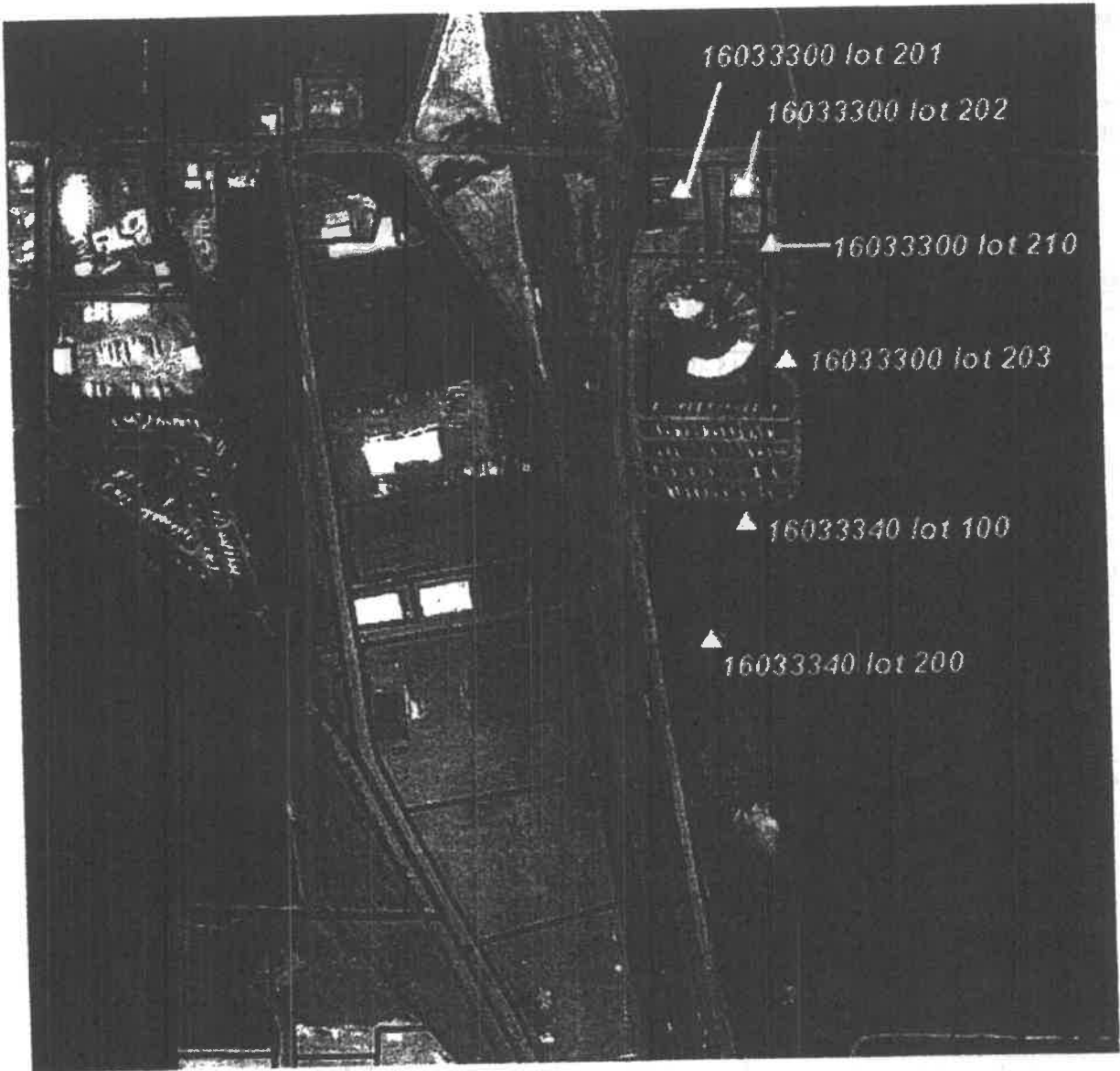
Description: "...Automobile services, part sales and substantial used car sales may also be available. Some dealerships also include leasing options and truck sales and servicing."
(Ref: ITE, 1997; pg. 1436)

Average vehicle trip ends per 1000 sq. ft gross floor area
(3 - 28 studies; data set consists of sites with 590 - 79000 sq ft gross floor area)

Definition	Average	Range	Std. Dev.	1000 sq. ft
Weekday	37.5	15.64 - 79.66	24.92	38
Saturday	21	15.47 - 34.12	9.38	21
Sunday	10.48	7.82 - 17.90	5.23	10
Weekday, peak hour of adj. Street traffic, one hour between 7 and 9 a.m.	2.21	0.75 - 6.17	1.92	2
Weekday, peak hour of adj. Street traffic, one hour between 4 and 6 p.m.	2.80	1.49 - 5.81	2.02	3
Weekday, A.M. peak hour of generator.	1.84	0.59 - 6.00	1.79	2
Weekday, P.M. peak hour of generator	2.50	0.89 - 5.41	1.98	3
Saturday, peak hour of generator	2.97	1.41 - 4.64	2.15	3

Average vehicle trip ends per employees
(3 - 7 studies; data set consists of sites with 42 - 62 employees)

Definition	Average	Range	Std. Dev.	10 employees
Weekday	21.14	10.82 - 38.55	10.91	211
Saturday	10.55	8.50 - 11.60	3.45	106
Sunday	5.26	2.66 - 8.95	3.37	53
Weekday, A.M. peak hour of generator.	0.67	0.35 - 1.13	0.85	7
Weekday, P.M. peak hour of generator	0.96	0.48 - 1.93	1.06	10



*LCOG: L:\SMALL CITY PLANNING\COBURG\UGB EXPANSION\TRIP GENERATION_LANDUSE EAST OF 15\COBURG
TRIPS_UPDATEDJAN04.DOC
Last Saved: January 30, 2004*

→ A Non Pollutant Discharging Effluent NPDES

SY Item 5 Permit

It is a

LANE COUNTY PLANNING COMMISSION
STAFF REPORT

GRAVEL RECIRCULATING Sewer Treatment Plant Operating under

HEARING DATE: March 2, 2004

FILE No. PA 03-5883

REPORT DATE: February 20, 2004

I. PROPOSAL DESCRIPTION

A. Owners

Grand Field Corp., Frank Tien
Joe Landeros
Paul Williams

Applicant

City of Coburg
Mike Huston/City Administrator
P.O. Box 8316
Coburg, OR 97408

Correct Record

Full Compliance with DEP

Fully Monitored / Delta Environmental

Not a single well

Gary Darnielle/Agent

Lane Council of Governments (LCOG)
99 E. Broadway
Eugene, OR 97401

Gov
Policies
are ours

B. Proposal

1. The City of Coburg proposes to expand the Coburg Urban Growth Boundary (UGB) eastward, across and including Interstate 5 and the developed and committed properties south of Van Duyn Road, and to change Coburg Comprehensive Plan policies to support extension of urban services to the subject properties to improve groundwater quality.

2. This proposal includes a change to the Plan designation from Commercial/Park & Recreation (Lane County) to Highway Commercial (Coburg).

3. Rezoning of the subject properties from RC Rural Commercial and RPR Rural Park & Recreation (LC Chapter 16) to CT Tourist Commercial (LC Chapter 10) is also proposed.

II. RECOMMENDATION

The proposal as presented extends the UGB to include a developed and committed exception area east of Interstate 5 and the portion of the freeway right of way that connects to the existing UGB on the west. Groundwater quality in Coburg is declining, and a study is underway investigating on-site sewer systems that may be a source of pollution that is contributing to the decline in groundwater quality that is reaching a critical level in the Southern Willamette Valley.

Planning staff concurs with the need to provide municipal sewage treatment and water service to the developed and committed area east of I-5, and that these services are logically to be provided by the city of Coburg. Expansion of the UGB to include these properties is the first step in annexation into the city and the subsequent provision of urban levels of these services to the subject property.

III. SITE AND PLANNING PROFILE

A. Location

The subject property, located east of Interstate 5, is commonly known as Country Squire Inn and RV Park. The proposed expansion also includes the parcels where the sewage lagoons that serve the property are located and some Interstate 5 right-of-way.

Tax lots : 16-03-33, tax lots 200, 201, 202, 203, 204, 206, 207, 208, 209, 210, 211;
16-03-40, tax lots 100 and 200.

B. Zoning

Plot Map #381. Total 36.09 acres.

24.41 ac. RC Rural Commercial, and 11.68 ac. RPR Rural Park & Recreation.

C. Proposal / Background

The Groundwater Management Plan for the Southern Willamette Valley identifies Coburg as one of three municipalities with elevated nitrate levels, and the city is addressing the problem by constructing a municipal sewage treatment facility and a city-wide collection system. Providing an urban level of wastewater treatment is necessary to eliminate a major source of the groundwater pollution caused, in part, by numerous on-site sewage treatment systems in this city and its surrounding rural fringe. The Lane County Board of Commissioners, on November 12, 2003, approved an expansion of the Coburg UGB northward on the west side of the freeway to include property proposed for the location of the wastewater treatment plant.

This request (Coburg UGB 'II') is to expand the UGB eastward, which would provide city jurisdiction to properties that have a documented history of contributing to the groundwater contamination through leaching from the on-site sewage treatment system which serves the commercial uses and the 160 unit RV Park on the site.

This proposal also includes text amendments to the Coburg Comprehensive Plan for new policies that commit the city to providing municipal sewerage and water service and eliminating previous text that supported on-site septic systems as the preferred method. Expanding the Urban Growth Boundary is the first step to move the subject property into the city to facilitate the provision of municipal services to the developed lands east of the freeway. The city's financial commitment for water system improvements with the Oregon Economic and Community Development Department (OECDD) is for the first phase of the necessary improvements to the current water system. Additional funding will be necessary and most likely available from OECDD to serve whatever additional needs would be generated by including these properties on the system.

D. Site Characteristics

The subject properties are developed & committed exception areas. Existing uses include a hotel, two restaurants, gas station, tavern, and semi-permanent RV Park. A two-basin sewage lagoon is located on the southernmost property that currently provides wastewater treatment for the RV Park and Hotel.

Interstate 5 right-of-way currently on the eastern boundary of the city would be included in the Coburg UGB upon approval of this expansion as presented. The Interstate is a high-speed, four-lane freeway with wide grassy shoulders and center median.

E. Surrounding Area

The east side of I-5 in the Coburg area is agricultural land (ranching, grass seed) below the Coburg Hills, and a combination of agricultural and forest lands on the foothills, which recently were rezoned into RR10, Rural Residential 10 acre lots, which are served by a private community well system for water and on-site septic tanks for sewage treatment. The city of Coburg extends to the west side of the Interstate in this area.

F. Services

Fire Suppression: Coburg Rural Fire Protection District

Police: Lane County Sheriff/State Police

Sewer: On-Site Lagoons

Water: On-Site well

School: Eugene School District 4J

Power: Emerald People's Utility District, EPUD

Phone: Qwest

Access: Van Duyn Road is included in the expansion proposal where it borders the property on the north. A portion of I-5 is included in the proposed expansion. The freeway is currently the boundary between the city of Coburg and the subject property.

G. Referral Comments Received

No comments were received from the public by Lane County prior to the Planning Commission Public Hearing. State and County Transportation Planning staff and County Sanitation staff have provided comments that are incorporated into this report.

IV. APPROVAL CRITERIA & ANALYSIS

A. Character of the Request

The request for expansion of the UGB is based on a need to serve developed and committed property with urban levels of municipal services, especially drinking water and sewage treatment. The need for future residential land will not be met with this request because the property is now, and will remain, in commercial activity.

The city of Coburg's request to expand the UGB east of I-5 is characterized by a need for improvements to drinking water quality and the local government acknowledgement that they are the logical provider of the urban level of municipal services necessary to improve groundwater quality for human health. The subject properties use on-site septic treatment that is identified as a primary source of the nitrate loading that may contribute to the groundwater pollution.

B. Statement of Criteria

Plan Amendment

1. Oregon's Statewide Planning Goals 2, 11, 12, 14
2. Lane County Rural Comprehensive Plan Policies
3. Lane County Rural Comprehensive Plan Amendment Process 12.050 & 16.400

Zone Change

1. Lane Code 10.315 Procedures for Zoning and Rezoning
2. Lane Code 10.166 Tourist Commercial (CT).

C. Analysis/Evaluation

The above criteria are addressed below. The Planning Goals that are not addressed in detail are not affected by this proposal.

Goal 2: Land Use Planning

This goal is intended to be instructive, directional and positive, not limiting local government to a single course of action when some other course of action would achieve the same result. Citizens in the area and the affected governmental unit have had

opportunity to review and comment on this proposal through the city process. An exception for the subject property was taken upon adoption of the Lane County Rural Comprehensive Plan as shown by the commercial designation and zoning category applied to the developed portion of the subject property. The Parks and Recreation category was also an appropriate designation for a commercial RV Park and sewage lagoons, due to the outdoor nature of these components of the commercial venture.

ORS 197.298(1)(b) lists the categories of land to be included in UGB's, and this property meets the second priority for land to be included within an urban growth boundary. This property is land adjacent to a UGB that is identified in an acknowledged comprehensive plan, the Lane County Rural Comprehensive Plan, as an exception area on non-resource land.

Goal 11: Public Facilities and Services

The planning guidelines under this goal address the rural and urban levels of public facilities, and the necessary coordination between jurisdictions when transitioning to urban uses. The city of Coburg, in addition to expanding the UGB to include this exception area, will revise their Comprehensive Plan Policies and findings to ensure Plan consistency with construction of a municipal sewage system, participation in the DEQ Southern Willamette Valley Groundwater Management Area Program, and elimination of on-site septic systems once the municipal system comes on-line. The city of Coburg has determined that expanding the UGB to include the subject property would be beneficial to the city, and would not have significant effect beyond the immediate area.

Goal 12: Transportation

The intersection of Interstate-5 and Van Dune Road is heavily traveled at certain times of the day due to the large number of commuters employed in the RV industry in Coburg. The Oregon Department of Transportation is constructing an extra refuge lane on the northbound side of the freeway and is installing directional signals and traffic flow controls that will ease the morning and evening commuter traffic at this intersection. The interchange improvements are a significant upgrade to the transportation system at this intersection, and state and county transportation planners have expressed concerns about any new development on the subject property potentially increasing the traffic volume soon after this large capital outlay.

To address these concerns, Coburg will develop a Plan Amendment Review Process that will address any new traffic generated by new development on this site and the potential impact that would have on the transportation system. The city provides a baseline trip generation analysis for the site (included in the attached application). In the event the property owner requests to intensify development on the site, a Transportation System Plan Amendment would be required that would include a detailed traffic analysis at that time.

Goal 14: Urbanization

State goal 14 requires that the establishment and change of urban growth boundaries shall be based upon consideration of the following seven factors. Appropriate responses to these factors drive the need for the UGB to be expanded.

- 1. Demonstrated need to accommodate long-range urban population growth requirements consistent with LCDC goals. and*

2. Need for housing, employment opportunities, and livability;

The relevance to the proposal under these two factors would be the availability of employment opportunities because the property will remain committed to commercial uses. The need for housing for long term population growth and livability do not apply.

3. Orderly and economic provision for public facilities and services;

The city of Coburg is constructing a municipal wastewater treatment and collection system, and is concurrently working to complete major upgrades to their municipal water system to meet current and future needs in the city. The subject property, in order to be included in the necessary calculations to determine capacity of the municipal systems, must be brought into the city in order to be part of those critical calculations used to develop the appropriate size of system. Therefore, expansion of the UGB to initiate the annexation meets the criteria for orderly and economic provision for public facilities and services.

4. Maximum efficiency of land uses within and on the fringe of the existing urban area;

The property is developed for commercial uses, it is located at the fringe of the existing urban area of Coburg, and due to human health concerns, needs urban levels of water and sewer service. Expanding the UGB to include this exception area is in keeping with efficient land use. The uses will remain the same.

5. Environmental, energy, social and economic consequences (EESA);

The environmental consequence of expanding the UGB is neutral. Eliminating groundwater pollution by moving from rural to urban type systems for sewage treatment is positive, and will be the eventual result of including the property in the city. The energy consequences of expanding the UGB are also neutral. Social consequences would be beneficial to public health, commercial activities on the site include those with a social nature, restaurants, etc. The economic consequence is probably positive due to the location and commercial nature of the property. An additional economic benefit will be to have the property participating in the revenue generation for the municipal water and wastewater system costs for upgrades and construction.

6. Retention of agricultural land as defined, with Class I being the highest priority for retention and Class VI the lowest priority; and

7. Compatibility of the proposed urban uses with nearby agricultural activities.

The proposal has no effect on agricultural land surrounding the subject property because only the developed and committed area and the sewage lagoons that serve the commercial activities on the site are included in the proposed expansion. Nearby agricultural activities are expected to remain the same. No comments to the contrary have been received by the city or the county.

Lane County Rural Comprehensive Plan Policies

The County Policies are intended to guide actions and decisions that affect land use throughout the County. The policies are formatted parallel to the statewide goals, and cover the same broad range of topics. Policies 11, Public Facilities and Services, and 14, Urbanization, are most relevant to this proposal.

The County seeks agreement with each city to commonly determine the location of UGB's, and each city is regarded as the logical and ultimate provider of urban services within its UGB, and the County does not encourage contrary activities. It is also the County's position that urban levels of density should occur only where all essential public facilities and services are or will be shortly available.

Goal 11: Public Facilities and Services Policy

1. Lane County shall provide an orderly and efficient arrangement for the provision of public facilities, services and utilities. The commercial activities of the subject property will not change with an expansion of the UGB. Expanding the UGB allows the orderly and efficient arrangement for water service at this time and wastewater treatment in the future to this property.

5. Lane County shall participate in the coordination of planning and development for various public facilities and utility services. The primary means of affecting this policy shall be through a system whereby land use applications are referred and coordinated with the various providers of services. The City of Coburg provides water service, and is the logical provider of water to the urbanized property. The City has adopted this proposed amendment to its Comprehensive Plan and is referring this request for Lane County to co-adopt the text and diagram amendments.

Goal 12, Transportation Policy

Lane County shall strive for a coordinated and balanced transportation system which complies with LCDC Goal 12 and is responsive to the economic, social and environmental considerations, and which will work toward the following objectives.

1.c. A transportation system responsive to changing needs and conditions. and

1.f. Coordination with the development of statewide comprehensive transportation plans.

The freeway interchange improvements underway are in response to the changing needs and conditions. County transportation concerns regarding additional impacts to the county road in this area are addressed in the proposal to expand the UGB by the establishment of a baseline trip analysis completed by the city planning staff and the commitment to conduct a transportation analysis at such time uses change on the property.

3.h. ...coordinate implementation of new highway facilities with land development needs to minimize stimulation of untimely land development. The 'holding zone' policy language incorporated into Coburg's Comprehensive Plan should be adequate to address county transportation concerns. The coordination with state and city transportation planners is essential and has been proven successful at this location.

Goal 14: Urbanization Policy

2. The County shall provide for orderly and efficient transition from rural to urban land use while ensuring the supply of housing, employment, livability and other amenities, in order to accommodate the long-range growth of each city.

The proposal supports and assists in the orderly transition from rural to urban land use.

3..The county shall provide for a cooperative UGB management process between the County and the cities in the County by...

- a. establishing and periodically revising urban growth boundaries and the planning and implementation of common policies and procedures within the boundaries, and*
- b. coordinated establishment approaches are desired.*

This proposal provides for orderly and efficient transition from a rural service level to an urban service level to address water quality issues of a regional magnitude that are directly impacted by the treatment methodology used on this property.

4. *The county shall continue to comply with the planning coordination requirements and the urban growth management program requirements of LCDC.*

This proposal is made through the provisions of Lane Code for co-adoption of an amendment consistent with Statewide Goals and Coburg's Comprehensive Plan.

5. *The County will seek agreement with each city to commonly determine the location of UGB's and the interim and long-term land use designations and public improvement project designations within the UGB's.*

The land use designation for the subject property will remain commercial, for the interim and for the long-term, due to location and existing improvements to the property.

6. *Each city is regarded as the logical and ultimate provider of urban services within its UGB; Lane County will not approve any development nor encourage the establishment of urban services or facilities within the city's UGB that are contrary to city policy or agreement.*

Coburg provides municipal water service at this time, and is developing a city wide wastewater treatment system that will be constructed in the near future. In order to comply with this section, Lane County supports the expansion of the Coburg UGB to include the developed and committed area east of the Interstate.

9. *Any County approval of land activities within a UGB will be consistent with the applicable city plan. If necessary, the County may take one or more of the following actions to land outside the city's jurisdiction:*

- b. determining that the design and operation of an interim land use will allow for later conversion.....will not otherwise pre-empt the subject property from the future orderly provision of urban services and facilities.*

By not changing the plan designations from commercial, this policy remains consistent with the proposal and the property will not be pre-empted from urban levels of service in the future.

Lane County Rural Comprehensive Plan Amendment Process

Lane Code 12.050 (2) The Board may amend or supplement the comprehensive plan upon a finding of:

- (b) changed circumstances affecting or pertaining to the plan;*

The change in circumstances affecting the plan is the identification of Coburg as one of three municipalities that provide drinking water and the possibility of on-site sewage systems possibly contributing to the increasing nitrates in the groundwater. The policies and findings to be adopted by the city as part of this project will ensure application of improved practices throughout the city.

- (d) change in public need based on a reevaluation of factors affecting the plan; provided, the amendment or supplement does not impair the purpose of the plan as established by LC 12.005.*

Policies and findings are now needed to address the groundwater management practices that are being reevaluated and possibly contributing to groundwater pollution in this area. In addition, adoption of the proposed change to the Coburg UGB will allow an intensely developed property currently outside their jurisdiction to be connected to the municipal systems. Adoption of this amendment will not impair the purpose of the Rural Comprehensive Plan.

Lane Code 16.400 (6)(h)(iii) Method of Adoption and Amendment

(aa) requires that the adoption of amendments to the Rural Comprehensive Plan meet all applicable requirements of local and state law, including Statewide Planning Goals and Oregon Administrative Rules.

See the Statewide Planning Goals discussion above. The Oregon Administrative Rules relating to Transportation and land use are included under the relevant goals.

(bb) (ii-ii) requires minor amendments to be necessary to fulfill an identified public or community need for the intended result of the component or amendment;

Coburg has identified the need for providing urban levels of water and sewer service to the subject property due to increasing public health risk due to groundwater pollution. The county supports cities meeting their own needs, as discussed in the policies above. This proposal is consistent with the Statewide Goals, the Coburg Comprehensive Plan upon adoption of the text changes, the Lane County Rural Comprehensive Plan, and the provisions for Plan Amendments in Lane Code.

Lane County Zoning Criteria

Lane Code 10.315 states that rezoning shall be enacted to achieve the general purpose of Chapter 10 and shall not be contrary to the public interest. Zoning shall also be consistent with the specific purposes of the Zone District Classification proposed, applicable comprehensive plan elements and components, and statewide planning goals.

The proposed zone district for the subject property is 10.166 Tourist Commercial District (CT). This district is intended to provide for accommodations and facilities serving tourists, the motoring public, and other travelers and to provide basic local services for permanent and seasonal residents. This zone is appropriately located at freeway interchanges. The current uses on the property meet either permitted or conditional uses allowed by Lane Code in this district. The city plans to eventually annex the subject property, and at that time the property would become Highway Commercial, a Coburg designation.

V. CONCLUDING COMMENTS

A. Summary Remarks

Coburg has provided sufficient information to determine that expansion of the Coburg UGB to include the exception area east of I-5 will provide for the orderly and efficient provision of urban levels of infrastructure to the subject property, and will not negatively impact farm or forest land surrounding the city. Staff concurs with the proposal, and recommends that the Planning Commission forward a recommendation to approve the request to the Board of County Commissioners.

B. Attachments

1. Application from City of Coburg



Oregon

Lane County Local Government Boundary Commission

99 East Broadway

Suite 400

Eugene, OR 97401-3111


(541) 682-4425

FAX (541) 682-2635

Item 5.

August 3, 2004

TO: Boundary Commission Members; Lane County Commissioners; Lane County Land Management Division; Lane County Environmental Health Division; City of Coburg; Coburg Rural Fire Protection District; Paul D. Williams, LLC; Grand Field Corporation; Dorothy Landeros and José Landeros; and James and Mary Murphy, trustees for the Kilcrease Family Trust and Wanlass Trust

FROM: Paula L. Taylor, Executive Officer 

SUBJECT: EC CB 04 – 40 (Expedited Procedure)
ANNEXATION OF TERRITORY TO THE CITY OF COBURG
(Grand Field Corporation, et al./Interstate 5)

Enclosed is a copy of the staff analysis for this proposal. It is sent to you as required by ORS 199.466. Please read the analysis carefully. The proposal is recommended for approval without a public hearing or further staff study.

There are two alternatives:

1. If you agree with this recommendation, you need do nothing.
2. If you feel that a public hearing is needed, you must request, in writing by August 13, 2004, that a hearing should be set. The request must be in the commission's office by 5:00 p.m., August 13th. You must use the form that is provided at the end of the staff analysis to request a hearing. For units of government, the form should be signed by the chairman/mayor or other authorized person. If you or your unit of government requests a public hearing, the boundary commission asks that you attend the requested public hearing. If a hearing is requested, it will be set for the next available boundary commission public hearing.

IF YOU HAVE ANY QUESTIONS REGARDING THE PROPOSAL OR PROCEDURE, PLEASE CONTACT OUR OFFICE (541-682-4425).

Attachments

pt: LCBC: L:\ABC\EXP\MEMO\2004\ECB0440 MEM.DOC
Last Saved: August 3, 2004

EXPEDITED PROCEDURE - STAFF ANALYSIS

LANE COUNTY LOCAL GOVERNMENT BOUNDARY COMMISSION

Annexation of Territory to the City of Coburg (Grand Field Corporation, et al./Interstate 5)

1. BC File EC CB 04 – 40
Initiated by City of Coburg Resolution No. 2004-09
Action under ORS 199.466 and 199.490(1)(a) of boundary commission law
Received July 19, 2004
Public hearing requests by August 13, 2004

Description

Located east of the City of Coburg, east of I-5, south of Van Duyn Road

Property owners: Grand Field Corporation (33100 Van Duyn Rd, Eugene); Paul D. Williams, LLC (33616 Firdale Rd, Cornelius, OR); Dorothy and José Landeros (33616 Ewing Rd, Springfield)

Tax lots: 200, 201, 202, 203, 204, 206, 207, 208, 209, 210, 211, T16S R03W S33; 100, 200, T16S R03W S33 Map 40

Acres: ± 68.41 (± 36.41 acres in tax lots; ± 32 acres in road right-of-way)

Estimate of existing population: 50 (one permanent residence, 156 RV spaces)

Existing land use: Gas station, motel, RV park, restaurants, convenience store, road right-of-way

Existing zoning in Lane County: CT, tourist commercial

Applicable comprehensive plan: Coburg Comprehensive Plan (acknowledged in December 1982 and has been subsequently amended)

Existing public services to the property: Fire (Coburg Rural Fire Protection District), police (Oregon State Police, Lane County Sheriff), electricity (EPUD), roads (State of Oregon, Lane County, City of Coburg), school (Eugene School District #4J)

Reason for Annexation

The City of Coburg initiated this annexation in order to bring the properties into the city to prepare for the extension and provision of city services. Annexation to the City of Coburg is required prior to the provision of urban services.

This annexation proposal was filed with the boundary commission on July 19, 2004, in accordance with ORS 199.490(1)(a), initiated by city council resolution, and ORS 199.466 (expedited procedure).

ORS 199.466 authorizes approval of annexations without a public hearing or adoption of a final order if requested by the principal petitioner. Under the expedited procedure, the boundary commission executive officer must prepare an analysis of the proposal within 15 days from its receipt. If, after 25 days from the filing date (in this case, August 13th), no written objections are received from direct recipients of this staff analysis, the request is approved. However, if any direct recipient of this staff analysis does object, the proposal is scheduled for the next regular boundary commission public hearing.

Under Oregon law, when the following conditions are met, an annexation's effective date is delayed: when the effective date falls within the period between the election filing deadline and the election day, the election is a primary or general election, and there are electors registered within the proposal area. This annexation request meets these three conditions; therefore, the annexation will not be effective until the day after the November 2004 election. If no public hearing is requested and the annexation is approved, this annexation will be effective November 3, 2004.

The annexation was initiated by the City of Coburg by resolution (Resolution No. 2004-09) on June 24, 2004, by unanimous consent. Prior to initiating the annexation, the city contacted all of the property owners within the annexation area to explain that the city was initiating the annexation. Each property owner provided written support for the annexation. The city also contacted some of the electors registered within the annexation area and each provided written support for the annexation. At the time the city contacted the electors, Lane County elections records showed there were 26 electors registered. The method used by the city to initiate the annexation process is authorized by ORS 199.490(1)(a) and does not require the city to obtain consents from property owners or electors. The written support statements from the property owners and electors do provide evidence for support of the annexation.

The area proposed for annexation was included in the Coburg Comprehensive Plan's urban growth boundary (UGB) earlier this year through the plan amendment process. Action by the City of Coburg was taken on February 17, 2004 (file number PA-2-03, Ordinance No. A-131-P). The deadline for appeals of this action to the Oregon Land Use Board of Appeals (LUBA) was March 9, 2004. No appeals were filed and the adoption of Ordinance No. A-131-P is final.

Action on the plan amendment by Lane County was taken on April 28, 2004 (file number PA 03-5883, Ordinance No. PA-1200). The deadline for appeals for this action to LUBA was May 21, 2004. No appeals were filed and the adoption of Ordinance No. PA-1200 is final.

The City of Coburg supported the plan amendment because the properties were designated exception areas and were already developed and committed in the Lane County Rural Comprehensive Plan. In addition, the Oregon Department of Environmental Quality (DEQ) has designated Coburg and its environs as a Water Quality Management Area because of high nitrate loading. An existing lagoon system located east of Interstate 5 (I-5) serves many of the properties proposed for annexation. The lagoon system is currently operating within DEQ permit standards—although that has not always been the case. The city is concerned about continued nitrate loading of the aquifer that provides potable water to the city. The Coburg Drinking Water Protection Plan indicates that pollutants entering the groundwater on the east side of the freeway would migrate under the freeway towards the locations of existing and potential city well fields. The city wishes to provide wastewater service to the annexing properties to prevent pollution of the groundwater table from failure of the private lagoon system.

The existing development within the area to be annexed is served by two wells. During the summer months, the amount of potable water often is insufficient and water pressure for fire protection is inadequate.

The City of Coburg intends to provide city water and wastewater service to the annexing properties as part of the city's updated public facilities plan. Updates to the 1999 Water System Master Plan and 1999 Wastewater Facilities Plan will be completed in 2004 as part of the city's periodic review process. Additionally, the current Water System Master Plan identifies a need for a 1,000,000 gallon reservoir in the hills adjacent to the annexing properties. The city is in the process of seeking easements and property location for the future reservoir.

The current level of development will remain and only after a plan amendment to allow intensification of uses will more development be allowed. Throughout the recent plan amendment process, the city indicated its intent to annex the area brought into the UGB and to provide municipal water and wastewater services. I-5 right-of-way was included in the plan amendment and is included in the annexation area. Inclusion of I-5 will facilitate the provision of urban services to the properties east of I-5. It will also facilitate the coordination of any improvements needed at the I-5 interchange that provides access to the properties east of I-5.

The proposed annexation involves 13 tax lots (T16S R03W S33 tax lots 200, 201, 202, 203, 204, 206, 207, 208, 209, 210, 211; T16S R03W S22 Map 40 tax lots 100 and 200; refer to Maps No. 1 and 2) totaling approximately 36½ acres and about 32 acres of I-5 right-of-way. The annexation area totals approximately 68½ acres. The annexation area is developed with a 106 room motel with conference facility and convenience store; restaurant with bar and high turnover sit-down restaurant; gas service station and convenience store; a separate restaurant and bar; and an RV park. The portion of I-5 adjacent to the tax lotted properties is included in the annexation area.

The privately owned properties within the annexation area are in the following ownerships. This annexation was initiated by city council resolution without consents from the property owners. The property owners did provide written support for the annexation indicating their knowledge of and support for the annexation.

Property Owners	Tax Lot Numbers
Grand Field Corporation	16-03-33 TLs 200, 201, 202, 203, 204, 207, 211
Paul D. Williams, LLC	16-03-33 TLs 209, 210
Dorothy Landeros and José Landeros	16-03-33 TLs 206, 208 16-03-33-40 TLs 100, 200

The privately owned properties within the annexation area are zoned CT, tourist commercial, in Lane County. They are designated highway commercial in the Coburg Comprehensive Plan. If the annexation is approved and when it is effective, the annexation area will be zoned consistent with the plan designation. The annexation is within the urban growth boundary in the acknowledged Coburg Comprehensive Plan and is coterminous with the annexation area along the north, east, and south boundaries.

The proposed annexation will create an islanded area located west of I-5, south of Pearl Street, east of Roberts Avenue (part of tax lot 306, T16S R03W S33; refer to Map No. 2). An islanded area is an area totally surrounded by properties in the city. Tax lot 306 is owned by Kilcrease Family Trust and Wanlass Trust (James Murphy Trustee and Mary Murphy, Trustee), 344 Singing Brook Circle, Santa Rosa, California. Prior to initiating the annexation, city staff attempted to contact the two trusts that own this property to determine if there was interest in

including the portion of tax lot 306 not in the city in the annexation area. Those efforts were unsuccessful. The portion of the tax lot not part of the proposed island is already inside the City of Coburg. **The portion of the tax lot that will be islanded is not included in the proposed annexation.** The property owners were sent a copy of this staff report.

Oregon law allows a city to initiate the annexation of "island" areas without the consent of the property owners or electors. The City of Coburg has not used the island provisions to initiate an annexation and supports annexation where the property owners are in support. The property owners of the islanded area will continue to have the option of applying for annexation when the owner wishes to do so.

Following is a brief analysis of each of the boundary commission standards.

Provide an impartial forum for resolution of local jurisdictional questions. Consider the effects of the boundary change on other units of governments. ORS 199.410(1)(b) and 199.410(3)(c)

This annexation request was filed in accordance with provisions in ORS 199 and was determined to be a valid filing in accordance with OAR 191-006 (adopted administrative rule on boundary commission filing requirements). The chief petitioner requested the proposal be processed using the expedited procedure.

This staff analysis was sent to the Lane boundary commission members; Lane County commissioners; Lane County Land Management Division; Lane County Environmental Health Division; Coburg Rural Fire Protection District (RFPD); City of Coburg; Paul D. Williams, LLC; Grand Field Corporation; Dorothy Landeros and José Landeros; and James and Mary Murphy, trustees for the Kilcrease Family Trust and Wanlass Trust.

The annexation area is in the Coburg RFPD. Following annexation to the city, the area will remain in the district because the city is a part of the fire district and it will continue to be provided service by the fire district. The annexation area is approximately 1-1/8 miles east of the Coburg RFPD fire station located in northwest Coburg at the intersection of Coburg Road North and Van Duyn Road (91232 Coburg Road N).

This request is consistent with this standard.

Consider the orderly determination and adjustment of local government boundaries to best meet the needs of Lane County and Oregon. Consider alternative solutions where intergovernmental options are identified and make decisions based on the most effective long-range option among identified alternatives. ORS 199.410(1), 199.410(2), and 199.410(3)(a) and (e)

The annexation area is located within the acknowledged UGB of the Coburg Comprehensive Plan. The UGB is coterminous with the boundaries of the annexation area. Territory within the UGB in the area of the annexation proposal ultimately will be within the City of Coburg. The annexation area is contiguous to the City of Coburg along its westerly boundary.

This annexation is consistent with boundary commission administrative rule implementing policies (1), (2), (5), and (7) which recognize annexation to an existing city as the preferred method of servicing urbanizable land.

- (1) This policy recognizes cities as the logical providers of urban levels of service within urban growth boundaries when consistent with the comprehensive plan.
- (2) This policy expresses the commission's preference for providing urban services through annexation to a city in order to provide urban services to urbanizable lands.
- (5) This policy encourages the provision of urban levels of service within urban growth boundaries.
- (7) This policy expresses the commission's preference for annexation to an existing city over all other alternatives as a means of extending services to urbanizable lands.

Implementing policy (3) recognizes that in order to meet the long-term objectives of annexing out to an acknowledged urban growth boundary, short-term boundaries are created which are logical within the context of the future service boundary.

The proposed annexation area is a logical extension of the city limits. The affected area is within the adopted UGB.

This proposal to annex territory to the City of Coburg is consistent with boundary commission policies and this standard.

Make boundary commission determinations which are consistent with acknowledged local comprehensive plans. Assure an adequate quality and quantity of public services required in the comprehensive plan to meet existing and future growth. For major boundary changes, there must be assurance that the proposed unit of government is financially viable. ORS 199.410(1)(d), 199.410(3)(b) and (d)

The annexation area is inside the acknowledged urban growth boundary (UGB) of the Coburg Comprehensive Plan, which was acknowledged by the Land Conservation and Development Commission (LCDC) in December 1982 and has been subsequently amended.

The proposed annexation area is zoned CT, tourist commercial, in Lane County and is designated highway commercial in the Coburg Comprehensive Plan. If the annexation is approved, the property will be zoned consistent with the comprehensive plan designation. The proposed uses are consistent with the plan designation.

The following services are either available or can be extended to the annexation area.

Water – The City of Coburg indicates that the city's 1999 Waster Master Plan listed a one million gallon reservoir on the east side of I-5. The city is currently underway with discussions

with property owners for a reservoir site. Once the reservoir is constructed, a 16-inch water transmission main will cross the interstate and also be able to provide domestic and fire services to the annexation area. The city anticipates that the distribution system will provide a minimum of at least 8-inch sized water lines and adequate fire hydrants for fire protection. The existing wells on the annexing properties will provide additional system back up. The city plans to construct water lines from south Roberts Road across I-5 easterly to serve city properties located east of I-5.

Electricity – The annexation area is within Emerald People’s Utility District (EPUD) and will continue to be provided with electric service by EPUD following annexation to the city.

Police services – City staff indicates that the annexation area will benefit from increased police service by being in the city. The City of Coburg has been patrolling the I-5 area since 1995 through an intergovernmental agreement with the Lane County sheriff’s office. The agreement has since changed; however, the city continues to provide services along this corridor because the activity occurring in the area greatly affects the safety of the residents of Coburg. Following annexation, the Coburg police department will respond to all calls originating in the annexation area. Further, regular patrols of the area by the Coburg police department, a service that was to be discontinued, will continue following annexation.

Fire and emergency services – Fire protection is currently provided to the area by the Coburg RFPD. Because the city is a part of the fire district, the annexation area will remain in the fire district after it becomes a part of the City of Coburg. The annexation area is east of the fire station approximately 1-1/8 miles located at the intersection of Coburg Road North and Van Duyn Road. Installation of water lines and fire hydrants will provide a reliable source of water through connection to the city water system.

Emergency medical transport (ambulance) services have long been provided on a regional basis by Eugene and Springfield to central Lane County, including the Coburg area. On May 1, 2002, a new ambulance service area (ASA) was implemented and is served by Lane Rural Fire/Rescue. The annexation area will continue to receive this service consistent with the newly adopted ambulance service area plan. Mutual aid agreements have been adopted by the three regional ASA providers (Eugene, Springfield, and Lane Rural Fire/Rescue) to provide backup coverage for each other’s jurisdictions.

Schools – The annexation area is served by the Eugene School District #4J and will continue to receive school services from this school district following annexation.

Wastewater – The city notes that public wastewater service will be provided to the annexation area once the municipal wastewater system is constructed and is operational. The City of Coburg does not currently provide municipal wastewater service to properties within the city limits—onsite wastewater disposal systems are the method of waste treatment. The city continues to work toward the most economical and efficient method for providing municipal wastewater service to territory within the city. It is expected that 8-inch wastewater lines will be extend across I-5 to serve properties in the city located east of I-5. The existing wastewater treatment systems serving the annexation area will continue in service until the municipal wastewater

system is extended. I-5 right-of-way is included in the annexation area to facilitate the extension of wastewater service to properties in the city east of I-5.

Stormwater – Stormwater services are provided to the annexing properties through existing natural drainage ways. New development within the annexation area is not expected and can only occur after a plan amendment process addressing service needs justifying increased development.

Streets – The annexation area is adjacent to I-5 and takes access from the I-5 interchange. The privately owned properties are currently developed and no additional development is proposed at this time. Access will continue to be provided as is currently provided; however, if any access issues arise in the future they will be addressed by the appropriate service agencies. The portion of I-5 adjacent to the privately owned properties is included in the annexation area to allow for coordinated jurisdictional review for interchange management planning, to establish a contiguous city limits, and to provide for adequate city services to the annexation area as well as police protection of I-5 and adjacent properties.

Land use controls – The annexation area is within the urban growth boundary and is contiguous to the Coburg city limits. After the annexation effective date, the city will administer all land use controls.

The required services are either immediately available or can be provided within a reasonable future time frame as needed. This request is consistent with this boundary commission standard.

Consider the comprehensive plan's economic, demographic, and sociological trends and projections and its environmental policies, pertinent to the proposal. ORS 199.410(3)(d) and 199.462(1)

The annexation proposal is consistent with the Coburg Comprehensive Plan and is an incremental step in implementing the plan. The urban growth boundary, land uses, and policies in the comprehensive plan were developed to meet the future needs of the Coburg community. The existing uses are consistent with the long-range plans for the area.

This request is consistent with this boundary commission standard.

Recommendation

The boundary commission staff recommends that the proposed annexation to the City of Coburg (EC CB 04 – 40) be approved without the hearing and staff report as required by ORS 199.466.

If a public hearing is requested, the proposal will be heard at the next available boundary commission public hearing. If none is requested it will be approved August 13, 2004 (ORS 199.466) and effective November 3, 2004 (ORS 199.519).

#

Sign and return to boundary commission office ONLY if you desire that a public hearing be held.
Office: 99 East Broadway, Suite 400, Eugene, Oregon 97401-3111

Pursuant to ORS 199.466, I REQUEST THAT A PUBLIC HEARING and STAFF STUDY be conducted on an annexation of territory to the City of Coburg (Grand Field Corporation, et al.; T16S R03W S33 tax lots 200, 201, 202, 203, 204, 206, 207, 208, 209, 210, 211; T16S R03W S22 Map 40 tax lots 100 and 200, and a portion of I-5 right-of-way), EC CB 04 – 40, as required by ORS 199.461. This form must be filed in the commission office no later than 5:00 p.m., August 13, 2004.

Reason for public hearing: _____

Date

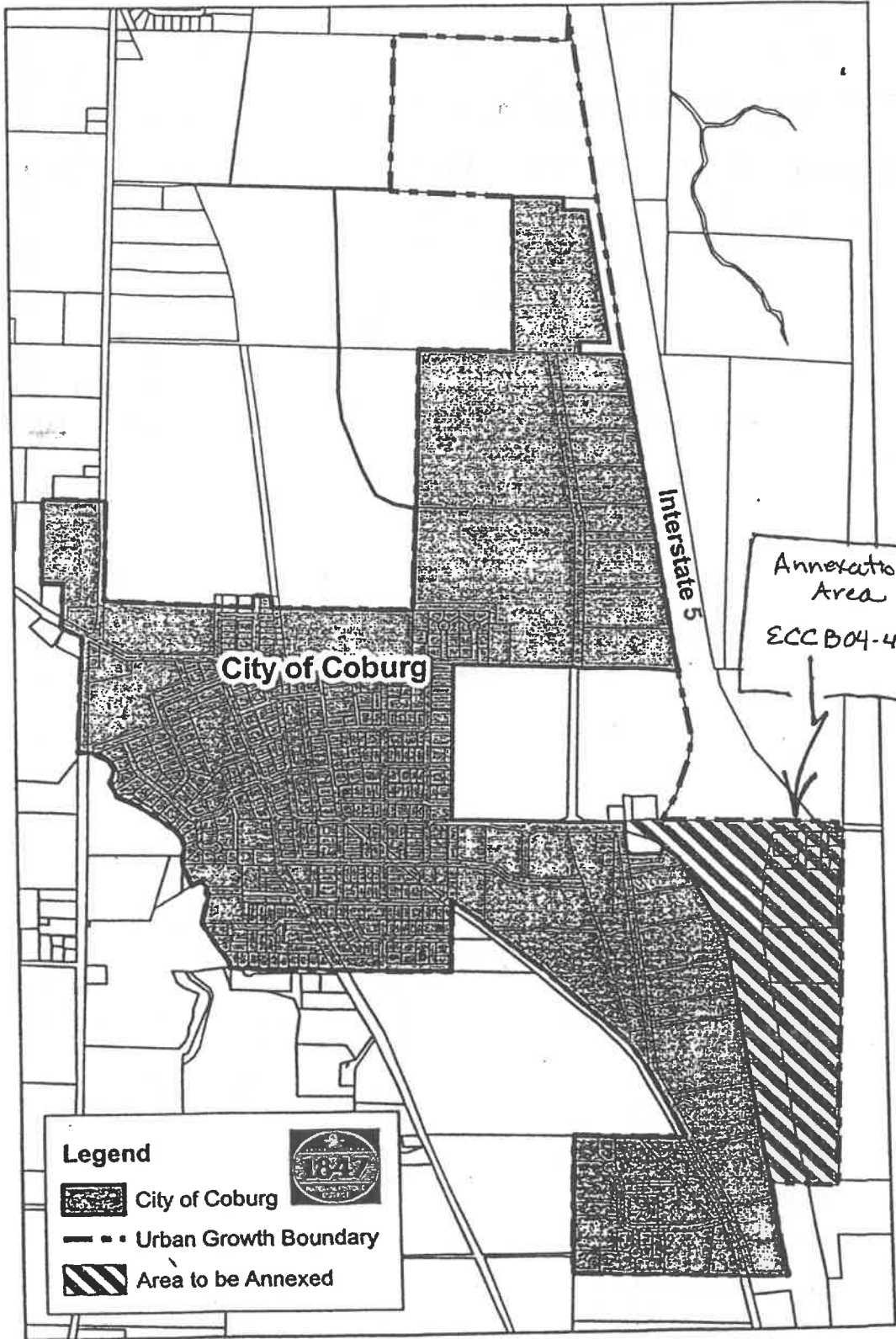
Signature

Title




Representing


Note: If you or your agency request a public hearing, the commission asks that you attend the requested hearing.

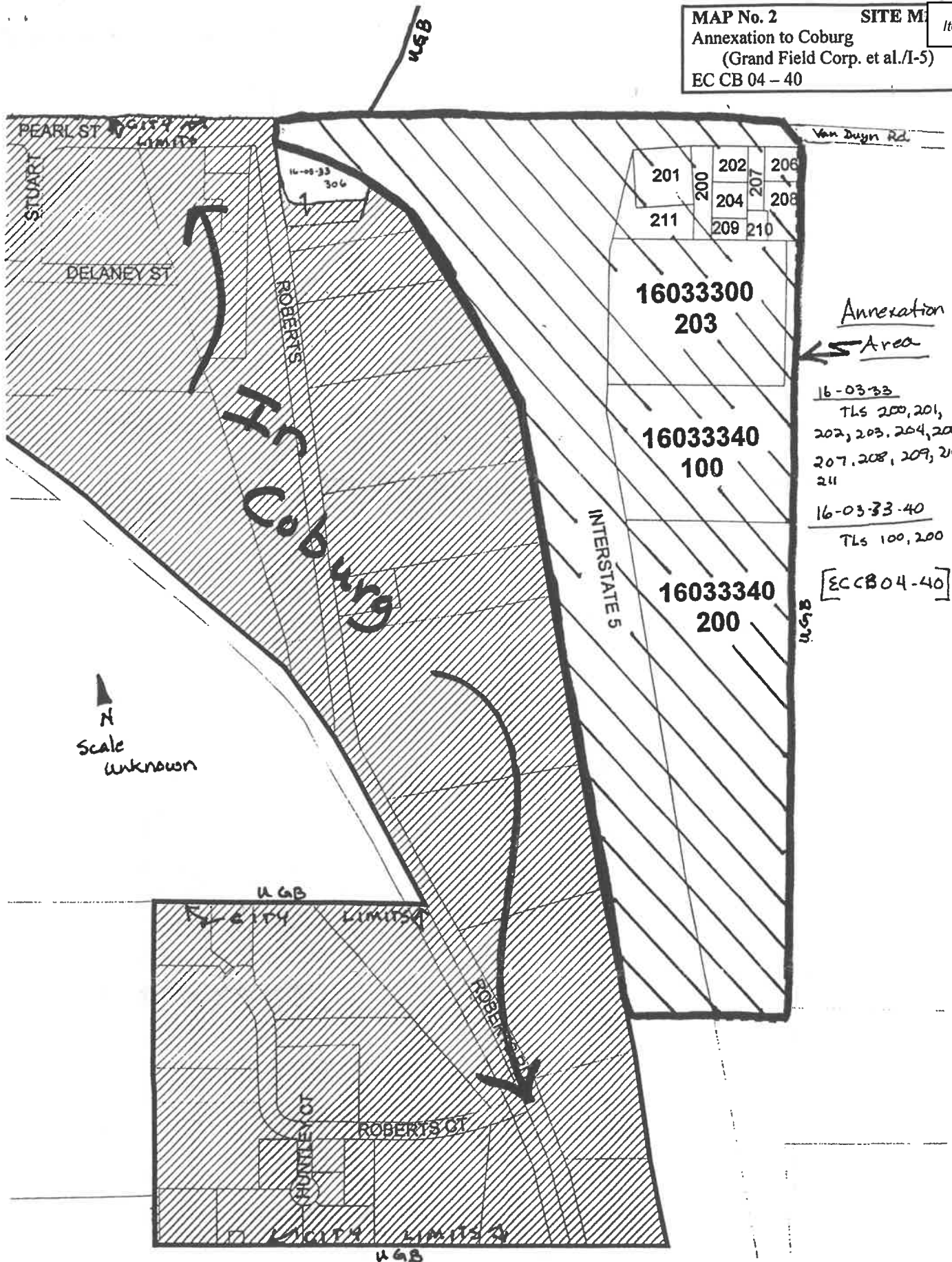
*pt: LCBC: L:\BC\EXP\2004\ECB0440 SN.DOC
Last Saved: August 3, 2004*



Legend

-  City of Coburg
-  Urban Growth Boundary
-  Area to be Annexed





Paul Williams

Presentation to Coburg City Council

4.7.09

I have three minutes.

Not sufficient time to even begin to address the issues. I know that you do not really want to dialogue with me. You have structured this meeting so that your stakeholders have no opportunity for any meaningful give and take.

You have an awesome responsibility. You are making decisions that will affect the economic well being of every citizen for years to come.

I only want to make one point. Your financial model is fatally flawed. My handout tells you part of the reason why but there are others. In the past you promised you would look into a population study. To my knowledge that has not been done. On three occasions you have promised me to get back to me for clarification or to put me in touch with your consultants. You have never done that. You are acting on bad information but won't accept help in getting better information.

In good faith you have made a series of decisions based on bad information and unrealistic assumptions.

I don't know the source of that bad information and I am not here to affix blame.

You are going to bring financial Armageddon on to me personally and to the city. Your actions to date will result in an increase in costs to Premier that will cause the value of our business to decline by at least \$1,000,000. It is certain that the sewer bills for all citizens are going to be at the high end of your projections. (about \$150 per month per EDU) I think there are some of you at the front tables that know that. You have a duty to speak.

Every citizen of Coburg is going to see a decrease in the value of their property if the sewer program goes forward as now planned.

It is certain that the city will either have to default on loans, take bankruptcy or increase sewer rates to a level that devalues your property and mine.

Madame Mayor, You have often said that sewers are going to be your legacy. I agree with that. The question is will it be a good legacy or a bad one. I agree that the West side of town needs a sewage solution but not at any price.

Coburg City Counsel 6.10.2014

I haven't spoken at one of these meetings for a long time. My grandfather used to tell me that when you are in a hole, stop digging. Tonight we are meeting in a new space that is a reflection that the City of Coburg seems to just keep digging.

Four years ago you started your sewer project and the first phase came in above budget. But you kept digging.

Myself and at least one of your counsel members warned you that your accounting was not accurate and that you actually had a much bigger general fund debt. But you ignored us and kept digging.

Your consultant Ray Bartlett gave you projections that in hindsight look very accurate but you didn't like them so you kept digging and let his contract expire.

Your engineers made a major mistake on the I-5 Crossing Dig. But you kept digging.

I among others questioned in writing whether the city was financially strong enough to buy a city hall building. But you kept digging.

The promises this city made to us to induce us to be annexed have not been met. No Water, High Cost Sewer, Low level police protection and Zoning that means nothing because the city cannot provide the needed services for development. In short the city is not a reliable partner. We cannot take you at your word and we can't depend on you.

Now we are all in a huge hole. I appeal to you to start listening to some voices other than the ones who have helped you dig this huge hole. I think that myself and others have some valuable experience and ideas we can share to help the city get out of this hole. I would prefer to collaborate with you but if there is no appetite for collaboration then I have to protect my business. It would be refreshing if the city would simply ask the question "what do you think" and give stakeholders input at the front end of decisions rather than make decisions behind closed door and force the community to accept the consequences or to fight legal battles.

From: Paul Williams [mailto:pandywilliams@msn.com]
Sent: Friday, July 07, 2017 11:06 AM
To: HEATH Anne <anne.heath@ci.coburg.or.us>; Ray Smith <coburgray@gmail.com>; HARMON Brian <brian.harmon@ci.coburg.or.us>; Dave and Lisa Hill <Indteetime19@sbcglobal.net>; Kevin Hunt <kevin@deltaesi.com>
Subject: Coburg Plan for Water on East side of Freeway

Hello all,

Yesterday I spoke with Jay McPherson who is working on the certification of our new domestic water well. He asked me if I knew that the city was bringing a new water line to the East side of the freeway. That came as quite a shock to me as no one from the city has breathed a word to me about this. He claims that the city has already applied for the loan, has selected a route for the pipe (apparently through our property), has completed the engineering and that he is confident that the city will get the loan approved.

I am writing to get confirmation of this. If it is, I am surprised that no one from the city has contacted us since we represent about 75% of the land east of the Freeway that is currently in the city of Coburg. Mr. McPherson told me that the only reason a loan would not be approved would be if the affected land owners objected.

I do not want to thwart the cities' plan but I do want a written understanding regarding the route of the pipe, compensation for any landscaping or buildings or paving that will be disturbed and most importantly that we have the cities express approval to continue to use our wells for irrigation purposes in perpetuity. We have spent well over \$50,000 in the last year to assure that we had adequate water for the new addition to our resort. This included drilling a new domestic water well on the resort property, a new irrigation well on the 40 acres that we formerly owned south of Reed Road (which we retained water rights to) and installation of new water storage tanks and a pumping and chlorinating system. I think it would be fair to allow us to use the existing system for 5 years before requiring us to hook up to the city water. We should have a chance to amortize those costs over a reasonable period of time. I am confident, that our water costs will show a dramatic increase when city water is used. The only property that is substantially favorably impacted by this decision is the Alaska Seafood and the Truck Stop and any new lands annexed to the city on the east side of the freeway. I want those properties to be developed because they are such an eye sore and that would be my main reason for giving support to the project if we can reach an accommodation regarding the items listed above.

To be candid, it really feels unfair to me that the city would move forward with this type of improvement that will impact our property in multiple ways (some good, some bad) and not involve the property owners in the discussion. This happened on the sewer system many years

ago and I would have thought we all would have realized by now the importance of clear communication on major proposed capital improvements.

I would like to propose a meeting as soon as possible so that I can be brought up to speed on what the city is proposing. It is not my intent to oppose the funding if we can come to agreements to protect our investment but if that is not done I will have no choice than to contact the funding agency and object to the loan.

Regards,

Paul Williams
Managing Member
Eugene Premier RV Resort, LLC

From: Lisa []
Sent: Thursday, May 2, 2019 3:58 PM
To: HEATH Anne
Cc: 'Paul Williams'
Subject: RE: Eastside water Line

Anne,

Thank you so much for this information. I will talk to Paul about it and I am hoping that we can schedule a meeting which he would be willing to attend as well. This month is looking extra busy for me, but it would be great if we could meet with you at some point in June. Are there any days in June that would work better for you than others? - Lisa

From: HEATH Anne < >
Sent: Wednesday, May 1, 2019 3:36 PM
To: ; Paul Williams < >
Subject: Eastside water Line

Lisa,

I wanted to reach out to you because I made a promise to your dad that I would keep Premier RV apprised of the water project.

It has taken a bit of time to get the project started due to requirements of foundational paperwork required by the funding company. Oh the red tape.

It is likely that the I-5 bore will go to bid in early June with it being completed in late summer or fall of 2019. What that means is that a water line would be crossing I-5 after the bore is completed and Premier RV will have access to City water within the next six months if things work as planned.

I know that your dad wanted to discuss some options that Premier might have for how you hook up to the water line so when you want to discuss this just let me know and I'm happy to sit down with you. While I most likely can't make any decisions over your requests, I can and would bring your requests to our City Council.

Hope all is going well as you gear up for the summer. The park looks great from the freeway.

Anne Heath
City Administrator
City of Coburg

Various Payments to The City of Coburg 2014 to through sewer due 7/1/24

Utility & Street Improvement Fees		YTD through 7/1/24
2024	27,243.36	
2023	53,953.88	
2022	55,573.28	
2021	47,744.52	
2020	45,116.50	
2019	32,942.95	large credit this year for overbilling in past - did not cover all amounts overbilled
2018	55,459.00	
2017	93,169.82	
2016	44,161.87	
2015	53,196.00	
2014	15,249.87	
	Total Sewer/Street Fees	523,811.05

LID for Sewer	
2015	216,553.00
	LID Total 216,553.00

Property Taxes	
2023-2024	33,503.13
2022-2023	33,015.57
2021-2022	31,774.82
2020-2021	31,365.36
2019-2020	30,697.49
2018-2019	30,153.38
2017-2018	28,957.69
2016-2017	18,262.82
2015-2016	16,602.66
2014-2015	16,156.46
	Prop Tax Totals: 270,489.38

includes Coburg Urban Renewal, Coburg Fire District, Coburg RFPD, City of Coburg

this tax bill did not have Coburg Fire District, but did have a RFPD bond pre-expansion property tax bill

Total of All Payments To City of Coburg 1,010,853.43



MINUTES

Coburg City Council Meeting
January 10th, 2023 at 6:00 P.M.
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Cathy Engebretson, Alan Wells

MEMBERS ABSENT: None

STAFF PRESENT: City Administrator Anne Heath, City Recorder Sammy Egbert, City Attorney Anne Davies, Chief of Police Larry Larson, Public Works Director Brian Harmon

GUESTS: Paul Williams of Premier RV

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor Bell called the meeting to order at 5:59 pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

OATH OF OFFICE

Ms. Egbert administered the Oath of Office to Mayor Bell; to Councilors Engebretson, Lehmann, and Wells; and to City Administrator Heath.

STATE OF THE CITY

Mayor Bell thanked the voters, staff, volunteers and Council. She reported on the state of the city, indicating that the community was thriving.

Claire Smith was awarded Citizen of the Year by Mayor Bell.

Ms. Heath gave a city update.

Sarah Athey was awarded Employee of the Year.

Officer Kevin Wilson was given the Employee Longevity award.

Mayor Bell announced a recess at 6:30.

City Council reconvened at 6:40 pm.

MAYOR COMMENTS

Mayor Bell related that all notes taken by Council members must be entered into record. She handed out notebooks for the purpose.

1. Elect Council President

MOTION: Councilor Lehmann moved to elect Kyle Blain as Council President for a term ending on December 31, 2024, seconded by Councilor Wells. The motion passed 4:0:1. Councilor Blain abstained from voting for himself.

AGENDA REVIEW

Ms. Egbert noted that Item 8 had moved to the end of the Agenda.

CITIZEN TESTIMONY

None.

RESPONSE BY CITY COUNCIL

None.

CONSENT AGENDA

2. Minutes December 13, 2023

MOTION: Councilor Fox moved to accept the December 13th Minutes as presented, seconded by Council President Blain. The motion passed unanimously -- 5:0:0.

SPECIAL GUEST

3. Paul Williams, Premier RV Resort Inc.

Mr. Williams provided history on the annexation of the Premier RV property, stating that he understood there to be a promise of a reciprocal connection to city water, which had not been delivered on. He requested that the Council provide a definitive date for hook-up.

Mayor Bell explained that an exact date could not be provided. Ms. Heath noted that the City was waiting on the approval of permits that had been filed with the State. She further stated that Mr. Williams had the option to connect on the south end of the property in the spring.

Councilor Wells asked if Mr. Williams had a contract verifying the promise of water. Mr. Williams didn't know.

↓
Spring 2023

ORDINANCES AND RESOLUTIONS

4. Second Reading

ORDINANCE A-199-I AN ORDINANCE AMENDING THE COBURG COMPREHENSIVE PLAN MAP

ORDINANCE A-200-M AN ORDINANCE AMENDING THE COBURG OFFICIAL ZONING MAP

Ms. Winner presented, noting that the first change was to add the Downtown District overlay that was adopted by Council on September 27th, 2022. The second change was to remove a strip of Parks, Rec And Open Space (PRO) zoning from three parcels near City Hall, believed by Staff to be incorrectly labeled. Ms. Winner cited Map 8 of the 1980 Comprehensive Plan, where the lots were zoned both PRO and Central Business District.

Some minor clarifications were requested by Councilors Engebretson, Wells, and Blain. They were provided.

MOTION: Councilor Fox moved to accept the Second Reading of Ordinances A-199-I and A-200-M as presented, seconded by Council President Blain. The motion passed unanimously -- 5:0:0.

5. RESOLUTION 2023-01 A RESOLUTION APPLYING A CONSTRUCTION COST INFLATION FACTOR TO EXISTING SYSTEM DEVELOPMENT CHARGES

Ms. Winner explained that the inflation factor was an annual item, currently at 5.6% as researched by Branch Engineering.

Councilor Wells requested clarification on how costs were calculated.

MOTION: Councilor Lehmann moved to approve Ordinance 2023-01 as presented, seconded by Councilor Fox. The motion passed unanimously -- 5:0:0.

COUNCIL ACTION ITEMS

6. Park Tree Committee Appointment for 2023 Calendar Year

Mr. Harmon requested that the Council recommend that the Mayor reappoint the current Park and Tree Committee members for 2023.

MOTION: Council President Blain moved to recommend that the Mayor reappoint Mary Mosier, Tom Beatty, Lonna Meston, Joe Morneau, Coleen Marshall, Claire Smith, and Karen Coury as the seven voting members of the Park and Tree Citizen Advisory Committee for calendar year 2023, seconded by Councilor Engebretson. The motion passed unanimously -- 5:0:0.

Mayor Bell appointed Mary Mosier, Tom Beatty, Lonna Meston, Joe Morneau, Coleen Marshall, Claire Smith, and Karen Coury as the seven voting members of the Park and Tree Citizen Advisory Committee for calendar year 2023.

ADMINISTRATIVE INFORMATION REPORTS

7. Administration Monthly Report

Ms. Heath presented, reminding the Council of the upcoming work session on the 24th of January and the Council Retreat on February 4th.

Councilor Wells requested clarification on the Oregon Mayors Association funding.

Councilor Lehmann wanted to know if a Council liaison would be attending the interviews for Finance Director.

Councilor Fox inquired about sign standardization. Mr. Harmon said it was in process. He also invited the Council members to tour the treatment plant.

Councilor Engebretson raised the question of tailoring street lights to suit Dark Sky efforts as well as citizen lighting needs. Mayor Bell noted that while the building code did not require the installation of street lights in new development, it did require that conduit be laid.

Councilor Lehmann wondered about the Council Retreat Agenda. Mayor Bell requested that suggestions be submitted via email.

8. Council Vacancy and Recruitment

Ms. Egbert explained that the Council was required to declare a vacancy.

MOTION: Councilor Wells moved to declare a City Council Vacancy, seconded by Councilor Fox. The motion passed unanimously -- 5:0:0.


COUNCIL COMMENTS

Ms. Heath asked the Council how they would prefer to receive the upcoming audit information. The decision by consensus was to have the auditor present to the Finance/Audit Committee and hear their recommendations. Councilor Engebretson was asked to act as pro tem liaison.

ADJOURNMENT

Mayor Bell adjourned at 7:40 pm.

APPROVED by the City Council of the City of Coburg on this 14th day of February, 2023.


Nancy Bell, Mayor

ATTEST: 
Sammy L. Egbert, City Recorder

Coburg City Council

Remarks 2-10-23

1. Thanks for listening
2. Brief History covered by my email which I understand you have
3. We were mislead not once but multiple times
4. It has been 15 years since we were first promised city water as an inducement to allow our property to be annexed
5. What have we gotten for that?
 - a. A very expensive Sewer bill About \$40,000 per year
 - b. Property Taxes of \$53,000
 - c. A junk yard neighbor
 - d. A moving target on when and how the water will be connected.

ASK: A definitive date by which we will be hooked up and some consideration for all the funds we have had to expend making temporary improvements in our water source (wells).

The East side of the Freeway is now no-mans land. It needs to stop. We deserve to have a city government that pays attention to the buildings that have become junk and the tenants who store junk.

Alternative: A lawsuit seeking to reverse our property annexation.



MINUTES

Coburg City Council Meeting
February 14th, 2023 at 6:00 P.M.
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, John Fox, John Lehmann, Cathy Engebretson

MEMBERS ABSENT: Kyle Blain, Alan Wells

STAFF PRESENT: City Administrator Anne Heath, City Recorder Sammy Egbert, Chief of Police Larry Larson, Public Works Director Brian Harmon

GUESTS: Park | Tree Committee, Chair Mosier; Planning Commission, Chair Bell

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor Bell called the meeting to order at 6:16 pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

Ms. Egbert called roll. A quorum of three was present.

MAYOR COMMENTS

Mayor Bell announced that the appointment of liaisons would be moved to the March Agenda. After thanking the Council for a great retreat, she noted that the official resignation of the City Administrator could be found in the red folders. She thanked Ms. Heath for the written notice.

AGENDA REVIEW

Ms. Egbert noted that the red folders contained Agenda Item 5.1, an IGA (Inter-governmental agreement) for the recruitment of a City Administrator, as well as an informational copy of the Quarterly Finance Report.

CITIZEN TESTIMONY

None.

RESPONSE BY CITY COUNCIL

None.

CONSENT AGENDA

1. Heritage Committee Appointment - Ronald Spores
2. Minutes January 10, 2023 City Council
3. Minutes January 24, 2023 City Council Work Session

Councilor Fox stated the title on the January 24, 2023 meeting should be changed, the wording should be changed from City Council "Meeting" to "Work Session".

MOTION: Councilor Engebretson moved to accept the Consent Agenda as amended, seconded by Councilor Lehmann. The motion passed unanimously -- 3:0:0.

Mayor Bell officially appointed Ronald Spores to the Heritage Committee for the remainder of the term expiring in March of 2024.

SPECIAL GUEST

Park | Tree Committee, Chair Mosier

Ms. Mosier presented an update on the Park & Tree Committee's activities and projects. The Committee requested that the Council consider funding for the planned Veterans Memorial, with an estimate to be provided by May for inclusion in the conceptual budget.

Planning Commission, Chair Bell

Commissioner Bell stated that the Planning Commission had adopted the same goals for 2023 as it had for 2022. He mentioned that the Commission had a vacancy to be filled. Commissioner Bell brought up narrow legacy streets and increased traffic, particularly the Weichert subdivision, as a subject for further consideration.

ORDINANCES AND RESOLUTIONS

4. RESOLUTION 2023-02 A RESOLUTION AUTHORIZING GRANT PROPOSAL TO THE REGIONAL FIBER CONSORTIUM FOR EXTENDING FIBER LINE TO THE SEWER PLANT AND NORTH COBURG ROAD

MOTION: Councilor Lehmann moved to adopt Resolution 2023-02 as presented, seconded by Councilor Fox. The motion passed unanimously -- 3:0:0.

COUNCIL ACTION ITEMS

5. Audit | Annual Finance Report through 6/30/2022

Ms. Heath presented, noting that the Council had chosen to let the Finance/Audit Committee receive the audit. Their recommendation was to accept the audit as presented.

MOTION: Councilor Engebretson moved to accept the Audit | Annual Finance Report through 6/30/2022 as presented, seconded by Councilor Fox. The motion passed unanimously -- 3:0:0.

5.1 Lane Council of Governments (LCOG) Local Government Personnel Services (LGPS)
IGA

Council discussed the topic of City Administrator Recruitment, noting that the Council had considered three recruitment options and had chosen LCOG LGPS. Councilor Lehmann noted an inconsistency in the language of the contract and requested that paragraph 3 be amended to "not to exceed \$8500."

MOTION: Councilor Lehmann moved to approve the IGA with LCOG for Local Government Personnel Services to provided cruitment services for the City Administrator position with a "Not to exceed \$8,500" added to IGA, seconded by Councilor Fox. The motion passed unanimously -- 3:0:0.

ADMINISTRATIVE INFORMATION REPORTS

6. Public Works Operations Building Update

Mr. Harmon presented, stating that the new Public Works building was 90% planned, with the bidding process expected to begin in May or June.

7. American Rescue Fund Update

Ms. Heath requested that the Council consider how to allocate \$130,000. She gave the recommendations of lost revenues, Main Streets, safe routes to school and food banks as possible options.

8. Citizen Inquiry Quarterly Report

Ms. Egbert explained the process of Citizen Inquiry. She said the noise reports were being monitored.

9. Police Department Quarterly Presentation

Chief Larson presented, noting that the third quarter was high due to ODOT traffic stops. He also noted that an officer had been out of service due to medical reasons.

Councilor Lehmann asked if the majority of stops were residents. Chief Larson said the majority were travelers. Councilor Lehmann requested information on physical contact. Chief Larson stated that all contact was reported in Level of Resistance forms and he would provide that data. Councilor Lehmann wondered about the use of body cams and chokeholds. Chief Larson said that body cams were used regularly and that Oregon law forbade the use of chokeholds.

10. Finance Quarterly Presentation

Ms. Heath presented.

11. Administration Monthly Report

Ms. Heath brought to the Council's attention a letter from Paul Williams of Premiere RV, requesting that the City extend a water line to the south end of his property at the City's expense. The estimated cost was \$175,000 - 180,000 with a 20% contingency. The decision by consensus was to add a Staff Report to the March Agenda including any documentation, distances and the City's legal obligations.

Ms. Heath shared that public feedback on Macy Street was divided equally between no changes and adding speed cushions and sidewalks. The Council's direction to Mr. Harmon was to work with the engineers for a final design that might include future traffic calming solutions.

Ms. Heath outlined a timeline for moving forward with a utility fee increase.

- Council suggestions to be sent and received by February 22nd
- Informational material to be mailed and posted on social media before March 14th
- Public hearings on March 14 and April 11th
- Decision to be made no later than May for inclusion in the new budget in July

Lehmann requested the inclusion of the Consumer Price Index (CPI) in the informational material.

COUNCIL COMMENTS

Councilor Lehmann wanted to add discussing a stipend for the position of Mayor to the Agenda. He wondered how the City of Eugene's ban on natural gas might affect Coburg.

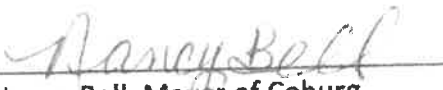
Councilor Fox noted that the new Heritage Committee member was the great-grandson of Jacob Spores. He recommended microphone checks for the benefit of those attending remotely.

Councilor Engebretson thanked the Staff for their work.

ADJOURNMENT

Mayor Bell adjourned at 8:45 pm.

APPROVED by the City Council of the City of Coburg on this 14th day of March, 2023.


Nancy Bell, Mayor of Coburg

ATTEST: 
Sammy L. Egbert, City Recorder



MINUTES

Coburg City Council Meeting
March 14th, 2023 at 6:00 P.M.
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Alan Wells (via Zoom, 6:15)

MEMBERS ABSENT: Cathy Engebretson

STAFF PRESENT: City Administrator Anne Heath, City Attorney Anee Davies, City Recorder Sammy Egbert, Chief of Police Larry Larson, Public Works Director Brian Harmon, Megan Winner, Coburg Planning

GUESTS: Russ Hayworth, Main Streets

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL THE CITY COUNCIL MEETING TO ORDER
Mayor Bell called the meeting to order at 6:02 pm.

PLEDGE OF ALLEGIANCE
Counselor Blain led the Pledge.

ROLL CALL
Ms. Egbert called roll. A quorum was present.

MAYOR COMMENTS

1. Arbor Day Proclamation

Mayor Bell proclaimed April 28th, 2023 as Arbor Day.

2. Child Abuse Prevention Proclamation

Mayor Bell proclaimed April, 2023 as Child Abuse Prevention Month.

AGENDA REVIEW

Ms. Egbert stated that the Council's red folders contained a staff report regarding an OLCC license for The Greenhouse on page 66, under Action Items. The Employee Housing Agreement listed under the Consent Agenda was moved to Action Items, as well.

CITIZEN TESTIMONY

3. Written Testimony Premier RV

4. Written Testimony Chief Minter

RESPONSE(S) BY CITY COUNCIL

None

CONSENT AGENDA

5. Minutes February 14, 2023, City Council

Councilor Lehmann requested that Item 5.1 be amended to read "Councilor Lehmann noted" rather than "she noted."

MOTION: Councilor Fox moved to accept the Consent Agenda as amended, seconded by Councilor Blain. The motion passed unanimously -- 4:0:0.

SPECIAL GUEST

7. Coburg Main Streets - Russ Hayworth

Mr. Hayworth gave an update on Main Street, noting it was now an established 501c3. He detailed current and upcoming projects and requested that the Council make a financial commitment of \$25,000 plus benefits for the position of Main Street Executive Director. He praised the work of Tracey Pugh.

8. Financial Consulting Solutions Group, Inc. - UTILITY RATE Presentation, Doug Gabbard

Mr. Gabbard presented a slide show detailing utility rate basics and what had changed in the rate analysis with the addition of the \$8.7 million water project.

Councilor Fox wondered why Springfield was not on the list of comparison rates. Mr. Gabbard did not know.

Councilor Lehmann asked if the projections included the subdivision. Ms. Heath said yes, but that the development was taking longer than originally anticipated.

Councilor Wells asked if the projection could be forecast further into the future to show a leveling off of costs. Mr. Gabbard explained that there were too many unknowns.

Councilor Lehmann requested to know the dollar amount per year on the debt service. Ms. Heath said she would provide the information.

After discussion, Council directed Staff to update the public on the rate increases being considered.

COUNCIL ACTION ITEMS

9. Junction City Intergovernmental Agreement for Police Chief

Chief Larson presented a request for one less 10-hour shift per week in order to lend assistance to Junction City Police Department. Rather than an IGA, the decision by consensus was that Chief Larson could take on the request as a personal service agreement for 3.5 months.

MOTION: Councilor Lehmann moved to permit Chief Larson to enter into a personal services contract with the city of Junction City for 20 hours per week, reducing his time in Coburg by 10 hours per week, for a period of 3.5 months, seconded by Councilor Blain. The motion passed -- 3:1:0. Councilor Fox voted nay, citing stretched resources.

10. Planning Commission Recommendations to Council

Ms. Winner presented the Planning Commission's recommendations that the City Council ensure that planned improvements to Macy St., N. Willamette St. and Harrison St. were completed before the developer connected the subdivision, and that the City Council formally address the issue of the intersection of N. Willamette and Van Duyn.

Mr. Harmon spoke to the recommendations.

Mayor Bell noted that the issues would be addressed by the Transportation Group. No action was taken.

12. Budget Officer 2023-24

MOTION: Councilor Blain moved to appoint Ms. Anne Heath as Budget Officer, seconded by Councilor Fox. The motion passed unanimously -- 4:0:0.

13. Council Goals and Work Plan 2023-24

Ms. Heath relayed the Finance/Audit Committee's request to merge with the Budget Committee.

Mayor Bell noted that in Item 12, page 64, the word "law" should be corrected to "lawn."

MOTION: Councilor Fox moved to adopt the preamble goals for fiscal year 2023-24 as amended, seconded by Councilor Blain. The motion passed unanimously -- 4:0:0.

9. Greenhouse OLCC License - 91070 N. Willamette

MOTION: Councilor Blain moved to recommend that OLCC grant The Greenhouse a full on-premises liquor license for the property located at 91070 N. Willamette, seconded by Councilor Fox. The motion passed -- 3:0:1. Councilor Wells recused himself from the vote.

9. Employee Housing Agreement - Stallings Lane

Ms. Heath proposed renting city-owned housing to Public Works employees.

MOTION: Councilor Lehmann moved to approve the employee housing agreement pending review by City attorney Anne Davies and City Administrator Anne Heath, seconded by Councilor Fox. The motion passed unanimously -- 4:0:0.

ADMINISTRATIVE INFORMATION REPORTS

14. Administration Monthly Report

Ms. Heath presented.

City Administrator recruitment would be open until April 10th.

Premier RV was invited to the March 28th work session.

Two candidates were being considered for the Finance Department.

15. Local Government Basics

Ms. Heath encouraged the Council to read the provided insert.

Councilor Blain asked for an update on Douglas Fiber. Ms. Heath said she would provide that information.

COUNCIL COMMENTS

16. Liaison Appointments 2023

Councilor Wells - Audit/Finance

Councilor Engebretson - Heritage, backup for ACT

Councilor Fox - Lane ACT, backup for Heritage

Councilor Blain - Planning Commission

Councilor Lehmann - Police
Mayor Bell - LCOG, MPO, Main Street, Park | Tree

ADJOURNMENT

Mayor Bell adjourned at 8:33 pm.

APPROVED by the City Council of the City of Coburg on this 11th day of April, 2023.



Nancy Bell, Mayor of Coburg

ATTEST: 

Sammy L. Egbert, City Recorder

**Premier RV Resorts, LLC
Eugene Premier RV Resort, LLC
33620 SW Firdale Rd.
Cornelius, Or. 97113**

January 30, 2023

Anne Heath
City Administrator
91136 N. Willamette Street,
Coburg OR 97408

RE: Domestic water to Eugene Premier RV Resort, LLC

33022 Van Duyn Rd, Eugene, OR 97408

Dear Ms. Heath,

Thank you for the productive meeting with your staff concerning the extension of the city water line to our property.

Based on our discussion with you and your staff we propose the following:

1. The City of Coburg extend the water line the approximately 71 feet to reach our south property line at its cost.
2. The city installs a water meter (which shall be paid for by Eugene Premier RV Resort LLC) sized to serve our resort as determined by our engineer.
3. Eugene Premier RV Resort will hire an engineer at its expense to determine the size of meter, and supply pipe needed to service the resort and the required back flow device to meet the city standards.
4. The city will keep us apprised of the progress in getting the state permit and will review our engineering as we wait for the state permit so that we can begin construction of our water line as soon as the state permit is issued.

Time is of the essence for this project. We cannot predict how long our domestic water wells will have sufficient flow to provide the potable water for our resort.

Please share this letter with the mayor and council members.

We remind the city that we have been promised water for almost 18 years and the proposed hook up date has been moved back at least 4 times in the last 4 years.

We do not want to have to litigate this issue but are prepared to do so should the city again fail to perform as promised.

Very Truly Yours,

Paul Williams

Managing Member Eugene Premier RV Resort, LLC



AGENDA CITY COUNCIL WORK SESSION

91136 N Willamette Street & ZOOM Video

541-682-7852 | coburgoregon.org

Tuesday, March 28, 2023 at 6:00 PM

Join this meeting in-person at City Hall, or by Zoom. To participate by Zoom pre-register with the City by 3PM the day of the meeting. Council meetings are recorded and live stream both available at coburgoregon.org

CALL THE CITY COUNCIL WORK SESSION TO ORDER

ROLL CALL

WORK SESSION DISCUSSION TOPICS

1. Premier RV Resort - Water Service
2. Alley Encroachment and Vacation
3. Tree Fee

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.eqbert@ci.coburg.or.us

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

Recording of meeting online

1:09 - 26:00 our testimony

Annexed in 2004



MINUTES

Coburg City Council Meeting

May 9th, 2023 at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, John Fox, John Lehmann, Kyle Blain, Claire Smith

MEMBERS ABSENT: Cathy Engebretson, Alan Wells

STAFF PRESENT: City Administrator Anne Heath, City Attorney Anee Davies, City Recorder Sammy Egbert, Chief of Police Larry Larson, Public Works Director Brian Harmon, City Accountant Gregory Peck

GUEST: Robert Killen, Regional Accelerator & Innovation Network (RAIN)

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL THE CITY COUNCIL MEETING TO ORDER

Mayor Nancy Bell called the meeting to order at 6:00 pm.

PLEDGE OF ALLEGIANCE

Counselor John Fox led the Pledge.

ROLL CALL

City Recorder Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Bell thanked the Council and audience. She then read the Public Works Week Proclamation, proclaiming the week of May 21 - 27, 2023, as National Public Works Week. She noted that Coburg Public Works had a new lawn tractor.

AGENDA REVIEW

Item 10, listed as informational only, would instead be an Action Item.

CITIZEN TESTIMONY

1. Written Testimony Joshua Briegl - Public Hearing on Utility Rates

RESPONSE(S) BY CITY COUNCIL

None

CONSENT AGENDA

2. Minutes April 11, 2023 City Council
3. Minutes April 25, 2023 City Council Work Session
4. Planning Commission Appointment - Jerry Behney
5. RESOLUTION 2023-07 A RESOLUTION 2023-07 DESIGNATING SIGNING AUTHORITY WITH KEY BANK AND OREGON TREASURY LOCAL GOVERNMENT POOL ACCOUNTS

MOTION: Councilor Fox moved to accept the Consent Agenda as presented, seconded by Councilor Blain.

The motion passed unanimously -- 4:0:0.

SPECIAL GUEST

Robert Killen, Deputy Director of RAIN, presented the organization's annual report as a slideshow and answered Council questions. He suggested that alternative funding might be found if the City wished to finish out the MOU for a fifth year. Entrepreneur Gina Moran spoke positively about her experience with RAIN.

Counselor Blain asked for more examples of RAIN's work with entrepreneurs. Project Manager Aqsa Khan provided some.

ORDINANCES AND RESOLUTIONS

Mayor Bell moved Item 7, Resolutions 2023-05 and 2023-06, to Item 6.

6. Public Hearing

- RESOLUTION 2023-05 ADOPTING RATES FOR WASTEWATER EFFECTIVE JULY 1, 2023
- RESOLUTION 2023-06 ADOPTING WATER RATE SCHEDULE EFFECTIVE JULY 1, 2023

Mayor Bell opened the Public Hearing at 6:31 p.m.

Ms. Heath provided a Staff Report.

Citizen testimony: Larry Vonsieger, speaking on behalf of the Pioneer Valley Estates (PVE), requested that the Council take accountability for PVE. He pointed out that the 40-home suburb had no representation and had outdated water infrastructure. He wished to know what improvements the PVE could expect after the rate increases.

Mayor Bell closed the Public Hearing at 6:45 p.m.

Councilor Blain expressed that raising the utility rates was a difficult decision, which the Council had taken very seriously.

MOTION: Councilor Fox moved to adopt Resolutions 2023-05 and 2023-06, effective July 1st, 2023, as presented, seconded by Councilor Blain.

The motion passed unanimously -- 4:0:0.

7. Public Hearing | First Readings

-ORDINANCE A-171-C AN ORDINANCE AMENDING ORDINANCE A-171, AS AMENDED BY A-171-A AND A-171-B, AN ORDINANCE ESTABLISHING CITY PARK REGULATIONS
-ORDINANCE A-246-A AN ORDINANCE AMENDING ORDINANCE A-246, AN ORDINANCE CONTROLLING VEHICULAR AND PEDESTRIAN TRAFFIC

Mayor Bell opened the Public Hearing at 6:49 p.m.

Ms. Heath provided a Staff Report.

Councilor Blain inquired about funding. Mayor Bell said funding had been requested by the OMA (Oregon Mayors' Association) but hadn't been established.

Councilor Smith wanted unhoused campsites to maintain a reasonable distance from children's play areas. She also suggested that personal belongings remain within the footprint of a vehicle or tent.

Mayor Bell closed the Public Hearing at 7:09 p.m., noting that the Second Hearing would take place on June 13th, 2023.

COUNCIL ACTION ITEMS

8. Jones Drilling Co. Inc, Secondary Wellfield Project Contract

Mr. Harmon presented.

MOTION: Councilor Blain moved to approve the contract as presented, seconded by Councilor Fox.

The motion passed unanimously -- 4:0:0.

9. Land Lease Agreement with Coburg Fire District

Mr. Harmon presented, providing background.

MOTION: Councilor Lehmann moved to approve the contract as presented, seconded by Councilor Blain.

The motion passed unanimously -- 4:0:0.

ADMINISTRATIVE INFORMATION REPORTS

10. Premier RV Water Service

Mr. Harmon presented.

MOTION: Councilor Blain moved to approve the installation of Premiere RV water service subject to the approval of necessary easements and permits, seconded by Councilor Fox.

The motion passed unanimously -- 4:0:0.

The Council requested information on the infrastructure issues in Pioneer Valley Estates. Mr. Harmon furnished the details.

11. Finance Quarterly Presentation

Ms. Heath reported.

Councilor Lehmann asked about the Tree Fee. Ms. Heath said no decisions had been made.

Ms. Heath introduced the City's new accountant, Gregory Peck.

12. Police Department Quarterly Report

Chief Larson delivered the quarterly report.

Councilor Fox wondered why traffic stops were in a decline. Chief Larson said an officer was out.

13. Administration Monthly Report

Ms. Heath presented. She informed the Council that a City Administration candidate had been signed and would begin on July 31st. Regarding the Water Project, an LOI (Letter of Intent) had been filed with Business Oregon and the Oregon Water Resources grant needed to be updated. Ms. Heath noted that the Parks | Tree Committee would meet with the designer soon. The Coburg Loop Path was now projected to cost \$300,000 more than anticipated. Other options were discussed.

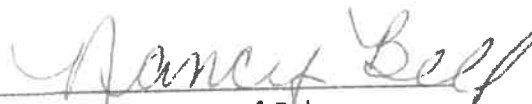
COUNCIL COMMENTS

Councilor Lehmann wished to see written evaluations from RAIN's partners. Councilor Fox thought that RAIN needed better outreach. Councilor Blain said he'd rather focus on Main Street. Councilor Smith noted that Main Street had great ideas but lacked the processes to follow through. Ms. Heath inquired if the Council would finish the contract if RAIN found other funding. The consensus was yes.

ADJOURNMENT

Mayor Bell adjourned at 8:07 pm.

APPROVED by the City Council of the City of Coburg on this 13th day of June, 2023.


Nancy Bell, Mayor of Coburg

ATTEST: 
Sammy L. Egbert, City Recorder



MINUTES

Coburg City Council Meeting
August 8th, 2023 at 6:00 P.M.
91136 N Willamette Street
Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Nancy Bell, Kyle Blain, Cathy Engebretson, John Fox, John Lehmann, Claire Smith, Alan Wells

MEMBERS ABSENT: None

STAFF PRESENT: City Attorney Anne Davies, City Administrator Adam Hanks, Anne Heath, City Recorder Sammy Egbert, Chief of Police Larry Larson, Finance Director Greg Peck, Public Works Director Brian Harmon

RECORDED BY: Jackie Low, Lane Council of Governments (LCOG)

CALL THE CITY COUNCIL MEETING TO ORDER
Mayor Bell called the meeting to order at 6:01 pm.

PLEDGE OF ALLEGIANCE
Mayor Bell led the Pledge.

ROLL CALL
Ms. Egbert called roll. A quorum was present.

MAYOR COMMENTS
Mayor Bell welcomed City Administrator Adam Hanks, who started in this role on July 31st. Ms. Egbert conducted swearing in ceremony for City Administrator Hanks. Mayor Bell thanked City Administrator Anne Heath for her service to the city and announced retirement party for Ms. Heath at City Hall on Thursday, August 31st from 3:00 to 6:00 pm. Ms. Heath will continue to work with the city through August to assist with the city audit.

AGENDA REVIEW

Amended Minutes for June 13, 2023 and July 11, 2023 for consideration under the consent agenda.

Remove Agenda Item 5 Wildish Building Company Contract.

CITIZEN TESTIMONY

None.

CONSENT AGENDA

1. Minutes June 13, 2023, City Council
2. Minutes July 11, 2023, City Council

MOTION: Councilor Fox moved, seconded by Councilor Wells, to accept the consent agenda as amended.

The motion passed unanimously – 6:0.

ORDINANCES AND RESOLUTIONS

3. Second Reading

ORDINANCE A-163-U AN ORDINANCE ADOPTING THE OREGON CRIMINAL CODE, OREGON UNIFORM CONTROLLED SUBSTANCES ACT, OREGON LIQUOR CONTROL ACT, AND THE OREGON MOTOR VEHICLE CODE; REPEALING CONFLICTING ORDINANCES

MOTION: Councilor Lehmann moved seconded by Councilor Blain to adopt Ordinance A-163-U An Ordinance Adopting the Oregon Criminal Code, Oregon Uniform Controlled Substances Act, Oregon Liquor Control Act, and the Oregon Motor Vehicle Code; repealing conflicting ordinances,

The motion passed unanimously- 6:0.

4. **RESOLUTION 2023-13** A RESOLUTION APPROVING THE ORIGINAL ART MURAL POLICY

Member comments and questions included clarification of the definition of mural, approval criteria, and who would be responsible for approving or denying proposals. Mural was defined as an original art not intended to advertise. Criteria for approval include color, size, materials, workmanship, and themes on a content neutral basis. Ms. Winner informed the Council the policy was written in alignment with Type 1 Land Use review and proposals in public spaces would be required to go through the process for donations for public spaces policy in addition to the Type 1 review.

Councilor Lehmann expressed concern of the responsibility and liability placed on city administration staff to approve or deny proposals.

Mr. Hanks advised that as the policy is written, Type 1 review may be forwarded to the appropriate committees. Discussion was held to determine if Type 2 review may be more appropriate for this policy.

Mr. Hanks proposed adopting resolution as it is written with direction for discussion between Council and staff at a future date, potentially the Council's upcoming work session in September.

MOTION: Councilor Fox moved, seconded by Councilor Engebretson to adopt Resolution 2023-13 A Resolution approving the Original Art Mural Policy.

The motion passed 4:1 with Councilor Lehmann voting against because he wasn't ready to make final decision. Councilor Smith abstained.

Councilor Engebretson recommended staff consider changing policy to Type 2 from Type 1 and to include language for murals on City buildings.

Councilor Lehmann recommended staff compare mural and sign ordinances for consistency of definitions and approval criteria.

COUNCIL ACTION ITEMS

5. Wildish Building Company Contract to Build an Operations and Storage Building

This item was removed from the agenda. Ms. Heath noted that the City issued an intent to award to Wildish Building Company and, consistent with both state and local procurement laws, a protest of the intent to award was filed by one of the bidders. Staff is working with the City's legal team to ensure the protest process is addressed and resolved prior to Council making the formal contract award. Councilor Fox appreciated the review attention given to the lowest bid and the acknowledgement of issues.

6. Branch Engineering Contract and Rates

Ms. Heath presented a 1 year contract renewal with Branch Engineering explaining there is a proposed rate increase of 25% on current projects in process, and a 40% increase on any new projects that begin under this contract.

Council comments and questions included acknowledgement of impact of rate increases on the budget and inquired with staff on the ability to develop a Request for Proposal (RFP) for engineering services prior to the expiration of this new contract renewal in July of 2024. Mr. Hanks advised Council that an RFP could be developed for a number of different engineering service scenarios and suggested that staff could provide Council with several different options and highlight anticipated pro's and con's associated with the different options.

MOTION: Councilor Blain moved, seconded by Councilor Fox to approve the contract with Branch Engineering Inc. as City Engineer.

The motion passed unanimously 6:0:0.

ADMINISTRATIVE INFORMATION REPORTS

5. Finance Quarterly Presentation

Mr. Peck presented the finance quarterly report.

Councilor Engebretson asked about the Water Fund revenue versus expenses. Mr. Peck clarified that reports are preliminary, and Ms. Heath stated reimbursements are expected.

Councilor Lehmann asked if the previous warning of the outlook for Personal Services still stood from two months ago. Ms. Heath shared the City needs to continue to generate revenue for the General Fund to accommodate increasing costs and clarified that water revenues will not be going into the General Fund.

Mayor Bell shared Budget Committee has asked how revenue can be increased and Council is tasked with evaluating ways to increase revenue. Mr. Peck shared this is a statewide trend.

Councilor Wells asked clarification if the city is running at a deficit each year. Ms. Heath shared the General Fund absorbs departments, such as Parks, that do not generate revenue which impacts deficit. Councilor Wells asked how to fund a deficit. Ms. Heath emphasized that report is preliminary and there is approximately \$800,000 in reimbursement from the water fund that is still expected.

Councilor Lehmann asked if funds are received from use of parks for events. Ms. Heath advised revenue is very minimal and Council can evaluate how revenues are serving the community and impact on Public Works.

6. Total Maximum Daily Load Annual Update

Mr. Harmon presented.

Councilor Fox asked for clarification of the period of the report. Mr. Harmon stated this report is for the year 2022.

7. Administrative Monthly Report

Ms. Heath presented. She informed the Council that the Water Project well drill is not completed. Ms. Heath advised Premier RV delineation is still in process with a letter sent to the governor's office. The city can apply for a temporary hook up to water through OHA which will have its own application process. Mr. Harmon will work with Premier RV to determine the seriousness of the situation and timeline in order to determine if temporary line should be placed.

Mayor Bell asked if liaison assignments are working for the Council. Consensus to continue with current assignments.


COUNCIL COMMENTS

Mayor Bell asked if Ms. Heath has had an opportunity to follow up with citizen inquiries about the post office. Ms. Heath shared she has tried to contact the post office without success and is still investigating.

ADJOURNMENT

Mayor Bell adjourned at 8:30 pm.

APPROVED by the City Council of the City of Coburg on this 12th day of September, 2023.


Nancy Bell, Mayor of Coburg

ATTEST: 
Sammy L. Egbert, City Recorder



MINUTES
City Council Meeting
 December 12, 2023
 Coburg City Hall
 91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell; Mayor, John Fox, Alan Wells, Cathy Engebretson, Claire Smith, John Lehmann

MEMBERS ABSENT: none

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Greg Peck; Finance Director, Larry Larson; Chief of Police

RECORDED BY: Lynn Taylor; Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:01pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Bell shared:

- The Christmas in Coburg was a rousing success and she thanked many of those who contributed to that accomplishment, including the Main Street organization, the Coburg Grange, Public Works staff and the countless volunteers who worked to make the event happen.
- The food drive for the local food pantry was also a great success
- A holiday party in appreciation of Coburg city staff was scheduled for December 14, 2023
- There had been very good attendance at the meeting with Pioneer Valley Estates. She hoped for an open dialogue with residents and improved trust. While the development was not within Coburg city limits, those living there did consider themselves part of the community.

- Council Kyle Blain officially resigned effective November 28, 2023, and the Charter required the Council to declare that vacancy by a majority vote and she invited a motion to make that declaration.

MOTION: Councilor Smith, seconded by Councilor Fox, moved to declare City Council Position 5 vacant and to move forward with the recruitment to fill the vacancy.

The motion passed unanimously — 5:0.

Mayor Bell stated that Councilor Blain had served as Council President and the Council would need to elect a councilor to serve as Council President until January 2025.

MOTION: Councilor Wells, seconded by Councilor Lehmann, moved to elect Councilor Engebretson as to Serve as the Council President.

The motion passed unanimously — 5:0.

Mayor Bell said that Councilor Blain had also served as the Council's liaison to the Planning Commission, but filling that position would be delayed until Councilor Blain's position was filled.

AGENDA REVIEW

There were no changes made to the agenda.

CITIZEN TESTIMONY

There were no request(s) made to publically speak. There were no written statement(s) received.

CONSENT AGENDA

Mayor Bell briefly reviewed the items on the Consent Agenda and there were no requests to remove an item for separate consideration.

1. Finance Audit Committee Member Appointment
2. Minutes November 14, 2023

MOTION: Councilor Engebretson, seconded by Councilor Fox moved to approve the Consent Agenda as presented.

The motion passed unanimously — 5:0.

COUNCIL ACTION ITEMS

1. Transportation Safety Ad Hoc Appointment

Mr. Hanks stated that the Council had created an ad hoc committee to address transportation safety issues as described in the agenda materials. There had been an excellent response from the community, with six people applying to serve on the committee along with Mayor Bell, Councilor Lehmann and Planning Commissioner John Marshall. In an effort to maximize community involvement, the recommendation was to appoint four citizen members to the committee, with the two other citizen applicants serving as alternates.

Mayor Bell explained that the recommended citizen appointments were taken in the order of their application dates and the alternates would be provided all meeting materials and welcomed to attend committee meetings. The slate of appointments was:

- Bryan Hamburger - citizen member
- Brandon Rhodes - citizen member
- James Bell - Planning Commission member alternate
- Jean Schapper - citizen member
- McKenzie Bryant - citizen member
- Alan Wells - City Council member alternate
- Michael McDonald - citizen member alternate
- Vilma McDonald - citizen member alternate

Councilors Lehmann and Smith supported the idea of appointment of community member alternates to maintain balance between elected officials and community members.

MOTION: Councilor Wells, seconded by Councilor Fox, moved to recommend Mayor Bell appoint Bryan Hamburger, Brandon Rhodes, Jean Schapper and McKenzie Bryant, as well as Alan Well as an alternative city councilor and James Bell as an alternative planning commissioner to the Transportation Safety Ad Hoc Committee, and in addition Michael McDonald and Vilma McDonald as alternate citizens at large to the Transportation Safety Ad Hoc Committee.

The motion passed unanimously — 5:0.

2. Water Fund Capital Project Expenditure for Coburg Water (Hydraulic) Modeling

Mr. Hanks briefly summarized the Item, which had been discussed during the Council's November 28 work session. The intention with the modeling was to conduct an analysis now that there was more information about well #3 and adjusted population data and growth forecast. That would assist in examining scenarios with the changed data points from the original master plan. If the Council concurs with the modeling, by the spring of 2024 with the combination of a conservation management plan and the modeling, an updated Capital Improvement Plan (CIP) and an updated financial picture should culminate in the ability to determine what projects were priorities and in what order.

Councilor Lehmann asked about the status of an earlier consultant's report discussing the option of a third reservoir and improvements to the existing two reservoirs and recommendations regarding lowering usage of the existing tanks. Mr. Hanks replied that recommendations on the existing tanks had not been implemented. Staff was searching for grant funding to complete a seismic rehabilitation project that would allow the capacity to remain the same or slightly increase. The cost of a third tank was high and the modeling would help determine priorities.

In response to a question from Councilor Fox, Mr. Hanks said staff was working with Lane County on development of a grant application in the June-July 2024 time period with submission by the County to the Federal Emergency Management Administration (FEMA) in October. It was a competitive process and other funding sources such as other grants and loans were also being researched.

Mr. Harmon added that the reservoir levels would not be reduced prior to the third well production line coming into the system in order to maintain capacity in the event of one of the wells required recharging.

MOTION: Councilor Lehmann, seconded by Councilor Fox, moved to approve utilization of up to \$25,000 of budgeted Water Fund appropriations to conduct water system hydraulic modeling consistent with the attached scope of work.

The motion passed unanimously — 5:0.

3. Wastewater Facilities Master Plan Sole Source Procurement

Mr. Hanks explained that the Council's role at the local Contract Review Board required approval of the staff request to enter into a sole source contract with a vendor the City had used in the past rather than using a competitive solicitation process. Materials in the agenda packet provided details of the requirements for using the sole source procurement method. He said that the proposed vendor, Kennedy Jenks Consultants, was the contractor that developed the Wastewater Master Plan, possessed all details of the system and plans and was best positioned to deliver a facilities plan in the most efficient and economic way with the highest level of expertise without the time and expense involved in issuing a request for proposals (RFP) for the project.

Councilor Lehmann expressed some concern, but understood the rationale for the sole source request.

Councilor Wells noted that \$65,000 had been appropriated for the project and asked if the contract amount would be negotiated. Mr. Hanks said if the negotiations with Kennedy Jenks resulted in a higher amount to do the work, the City would have the option of issuing an RFP. Mr. Harmon added that in his discussions with the vendor the cost was estimated at \$35-40,000; \$65,000 was appropriated as a buffer in case issues arose during the project that required additional time.

Councilor Fox observed that Coburg's system was unique. Mr. Harmon agreed and the two primary engineers responsible for the system design were still employed with Kennedy Jenks and would work on the project.

Councilor Wells asked if there was a concern that potential vendors knew how much was available for a project contract. Mr. Hanks replied that the City's budget was public information and contract amounts were individually negotiated; \$65,000 was the total budgeted project cost, not the amount of the contract. Staff would still conduct the same analysis of a sole source contract as would be done in a competitive situation.

MOTION: Councilor Lehmann, seconded by Councilor Wells, moved to approve a sole source exemption from competitive bidding for the planned wastewater facilities plan contract and concur that the request complies with the exemption requirements set forth in Ordinance A-91-c, Section 7, the City of Coburg Rules for Public Contracting.

The motion passed unanimously — 5:0.

4. Wetland Credits for Waterline Extension and Service Connection

Mr. Hanks provided an overview of the item, explaining that it related to the purchase of wetland credits that would enable the City to obtain the environmental permits necessary to extend water service to Premier RV and eventual extension of water service to the 107 acres of land immediately east of Premier RV. Public improvements projects impacted a small .184 portion of land and that triggered mitigation, which could include either onsite mitigation with associated maintenance and reporting plan over a five year period or the purchase of credits that demonstrate an equal amount of wetlands had been protected, maintained or restored in another area. Time elapsed since the original disturbance prevented the onsite mitigation option, but the cost of purchasing credits was about equivalent to that option. A sample contract was provided in the agenda materials. He said wetland credits were in demand and the cost was rising. He hoped, if approved by the Council, the purchase could move forward in January 2024.

Mayor Bell pointed out that the City did not know the area was considered a wetland when the project began. Mr. Harmon replied that at the time the bore pit was dug the wetland designation was not called out; that occurred when annexation of the 107 acres was under consideration and permits were being obtained. He said the purchase of credits would cost about the same as mitigation work, but without the maintenance and reporting requirements for a five year period.

MOTION: Councilor Wells, seconded by Councilor Smith, moved to authorize the City Administrator to execute a contract for the purchase of wetland credits for the purpose of fulfilling permit requirements of the eastside waterline extension, estimated at a current market rate cost of between \$32,000 and \$35,000 for the .184 acre of required credits.

The motion passed unanimously — 5:0.

ADMINISTRATIVE INFORMATION REPORTS

5. City Logo Discussion

** Was it not considered wetlands until the annexation next year? If so City West Dept. Mr. Harmon*

Mr. Hanks said the logo was an item in the Council's goals and current work plan. There had been discussions of the logo from the perspective of messaging from the City that was distinctive from other organizations such as Main Street and the Chamber of Commerce. There were several options to consider such as one logo for the entire City or separate logos for department, what should the City's logo convey to the public and what elements of the current logo should be retained or revised. He said updating the logo could be done in house with assistance from a graphic designer and the estimated cost was based on that option. He asked for guidance from the Council.

Councilor Lehmann anticipated questions from community members could include when was the logo created and was there a need for change. He liked the current logo, but understood the need to consider whether a redesign might be needed to better communicate with the community.

Mr. Hanks said there had been discussion of separation of the branding Main Street was doing to promote tourism and the City's messaging.

Councilor Wells commented that the current logo looked dated, but updating it would require changing the City's letterhead, website, signage and other places the logo was used.

Councilor Smith said she had no objection to either continuing to use the current logo or updating it. She felt it was important that the City's logo be very different from the logos of other organizations so people would understand if, for example, Main Street was hosting an event, the City was not funding that function. She suggested adding the word "City" to the current logo.

Mr. Hanks said another element that could be added was the date Coburg was established.

Mayor Bell said the logo had been the topic of discussion for a number of years, but with all of the City's pressing projects she was not certain how to move forward. She was not unhappy with the current logo, but the word "City" could be added for better identification. The date the City was established could also be added.

Councilor Engebretson indicated she was not certain there was a need to update the logo with the other priorities the City was facing, but liked the idea of adding "City" and the established date to the current version. It would be helpful to compare the City's logo to that of other organizations in the community.

Councilor Lehmann said the historic nature of Coburg was celebrated and perhaps the word "Historic" could be added instead of "City."

Mr. Hanks summarized that the Council felt it was worthwhile for staff to explore some options for an updated logo and present alternatives that reflected the Council's discussion at the next retreat.

6. Pioneer Valley Estates Open House Update

Mr. Hanks briefly reviewed the information provided in the agenda materials that included the invitation to the open house and a summary of the event. He said the turnout was excellent and those

present understood the intent of the meeting was to begin a dialogue, hear what Pioneer Valley Estates residents had to say and re-establish communications. The most tangible takeaway was that the infrastructure project was not in the City's CIP. It was a known deficiency in the City's system and should be included in the CIP. Staff would research the cost and recommend placement in the CIP. It was a policy decision about how to consider residents outside of the city limits in terms of including them in the water system.

Mayor Bell said Lane County was planning on resurfacing roads in that development and the City would need to coordinate with the County regarding installation of water lines.

Councilor Lehmann commended Mayor Bell, Mr. Hanks and Mr. Harmon for their facilitation of the meeting.

7. Council Vacancy Recruitment and Appointment Process

Mr. Hanks summarized the recruitment and appointment processes information provided in the agenda materials.

Mayor Bell noted that it was a partial term and only a 12 month commitment was required.

8. Administration Monthly Report

Mr. Hanks Briefly reviewed the items in the Monthly Report.

COUNCIL COMMENTS

Councilor Fox commended Mr. Harmon and Public Works staff for their work on crosswalks and coordination with Lane County.

Mayor Bell thanked Mr. Harmon for listening to his staff and adjusting work schedules, thereby increasing staff satisfaction and retention

Councilor Smith expressed appreciation for the consistently positive responses from Public Works to inquiries and suggestions and willingness to help make the community a better place.

Councilor Lehmann asked if there would be a letter of appreciation to Councilor Blain for his service and an invitation to him and his family to attend the staff appreciation holiday party.

Mayor Bell determined there was consensus to extend an invitation to the holiday party and present a plaque at the next Council meeting in recognition of his service.

Councilor Fox observed that the Christmas event was the best ever. He heard the same feedback from community members.

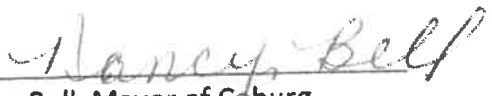
X Interesting - not our issue but this was directly addressed in PA-2-03. They have also been promised water resolution since 2003.

Mr. Hanks said there was a great working relationship between Public Works and the Main Street organization.


ADJOURNMENT

Mayor Bell adjourned the meeting at 7:57 pm.

APPROVED by the City Council of the City of Coburg on this 9th day of January, 2024.



Nancy Bell, Mayor of Coburg

ATTEST: 

Sammy L. Egbert, City Recorder



MINUTES

**City Council & Local Contract Review Board
Joint Meeting & Public Hearing**

April 9, 2024 at 6:00 PM
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell; Mayor, Alan Wells, Cathy Engebretson, John Lehmann

MEMBERS ABSENT: John Fox, Claire Smith

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Greg Peck; Finance Director, Larry Larson; Chief of Police

GUESTS PRESENT: Charlie Conrad; State Representative, Megan Dompe; Coburg Main Streets

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:05pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Bell mentioned:

- The Council Appointment review
- The Staff Report
- Child Abuse Prevention Month campaign

1. Council Appointment Review

City Administrator, Adam Hanks explained that upon further investigation, Brandon Rhodes, which council appointed as a councilor at the last meeting, does not actually reside within the City limits, therefore he is not eligible to be a Coburg City Councilor. Mr. Rhodes' resignation letter was provided.

MOTION: Councilor Lehmann, seconded by Councilor Wells, moved to resend the appointment of Brandon Rhodes to the position of City Councilor.

The motion passed unanimously — 3:0.

AGENDA REVIEW

There were some proposed changes to the agenda including;

- City Administration Report (in red folder) will go with Agenda item 11
- Finance Audit Committee Report (in red folder) will go under Liaison Updates
- Added Agenda item 9.5 - new OLCC License Application

CITIZEN TESTIMONY

There were no request(s) made to publically speak. There were no written statement(s) received.

RESPONSE(S) BY CITY COUNCIL

There were no response(s) made by City Council.

CONSENT AGENDA

Mayor Bell briefly reviewed the items on the Consent Agenda and there were no requests to remove an item for separate consideration.

2. Minutes February 10, 2024 City Council Retreat

3. Minutes March 5, 2024 City Council Work Session

- Councilor Engebretson pointed out an scrivener's error in the March 5th minutes; on Page 3, paragraph 4, to make the RARE acronym capitalized

MOTION: Councilor Lehmann moved, seconded by Councilor Engebretson to approve the Consent Agenda as presented.

The motion passed unanimously — 3:0.

SPECIAL GUEST

State Representative, Charlie Conrad – District 12

Representative Conrad presented the Council with an overview of the 2024 Oregon Legislature short session. Rep Conrad provided an orientation of the short session including how bills were allowed to be developed and presented, committee work he was involved with, bills that he developed/sponsored,

and a highlight of bills passed that he felt had relevance to the cities within District 12, which he represents. Highlighted bills included Housing production (SB 1537) Housing Infrastructure Grants (HB 4128A), Right to Repair (SB1596) and Measure 110 Reform (HB 4002). Rep Conrad also specifically addressed SB 1576, addressing Recreational Immunity, and stressed that the bill contained only temporary language and will be addressed in the next full session in hopes of security long term solutions. Rep Conrad explained the process utilized for the infrastructure funding requests that came from local jurisdictions within District 12, including Coburg, and announced that the funds were highly competitive and focused on projects that would aid in the short term development of housing.

Coburg's request for funding assistance for the rehabilitation of its water storage tanks was not among those selected for funding, but will continue to be pursued into the next session. Councilor Lehmann inquired about the potential for the existing "kicker tax" to be modified to provide funding for the needed infrastructure work around the state. Rep Conrad responded that no discussion on that matter occurred in the last session and there is not much general support for modifications from his perspective. Mayor Bell and the Council thanked Rep Conrad for attending the meeting and providing a very complete report on the short session and also thanked him for his willingness to listen to local needs and support solutions at the state level.

ORDINANCES, RESOLUTIONS AND CONTRACTS

4. Second Reading

ORDINANCE A-225 AN ORDINANCE REPEALING ORDINANCE A-91-C AND AUTHORIZING THE ADOPTION OF PUBLIC CONTRACTING RULES AND STAFF SPENDING AUTHORITY BY RESOLUTION

Mayor Bell held the second reading of Ordinance A-225 at 7:06pm.

- o The first reading and public hearing of Ordinance A-225 was held at the March 12, 2024 City Council Meeting.

Mr. Hanks provided a staff report. He stated that all current public contracting rules are embodied in the current Ordinance A-91-C. The negative of that is how time consuming and cumbersome it is to update the public contracting rules when needed. The objective with Ordinance A-225 is to repeal the old Ordinance A-91-C, and adopt the public contracting rules by resolution, which in turn shortens the ordinance itself and allows for easier updating and improving of the rules.

Two resolutions will follow the ordinance, including Resolution 2024-02 which would be to opt out of the Attorney General's Model Public Contracting rules, and instead adopt a full set of public contracting rules consistent with Oregon State Laws, but specifically for Coburg, along with Resolution 2024-03 which entails establishing the purchasing and spending authority for City Staff. If Council chooses to approve, the Ordinance and Resolutions will go into effect on May 9, 2024.

Mr. Lehmann asked if other cities were also making this change, and also asked why we haven't looked at this before. Mr. Hanks said that several cities in the region have done this already. Over the last 5-10 years cities have been more aware of it and public contracting has been more challenging and complicated, so more cities have adopted their own set of rules. Lehmann then asked if there were any disadvantages for this change. Mr. Hanks said no, there are just some temporary timing and workload changes that will go into updating all of the necessary pieces.

Ms. Engebretson asked about the amount in the spending authority. Mr. Hanks clarified the mix up.

MOTION: Councilor Lehmann moved, seconded by Councilor Engebretson to adopt Ordinance A-225 An Ordinance repealing Ordinance A-91-C and authorizing the Adoption of Public Contracting rules and staff spending authority by resolution.

The motion passed unanimously — 3:0.

5. CALL TO ORDER THE LOCAL CONTRACT REVIEW BOARD

Mayor Bell called the Local Contracting Review Board to order at 7:24pm.

- o The City Council and Contract Review Board Joint meeting is to consider the next resolution. The Public Hearing notice was published in the Register Guard inviting citizens to comment.

Joint Public Hearing on DRAFT findings supporting the exemption of certain classes of special procurements and public improvement contracts for competitive bidding requirements

No requests to comment were received so no public hearing was held.

RESOLUTION 2024-02 A RESOLUTION OF THE CITY OF COBURG AND LOCAL CONTRACT REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL'S MODEL PUBLIC CONTRACTING RULES AND ADOPTING PUBLIC CONTRACTING RULES FOR THE CITY OF COBURG

MOTION: Councilor Lehmann moved, seconded by Councilor Wells to adopt Resolution 2024-02 A resolution of the City of Coburg and Local Contract Review Board opting out of the Attorney General's Model Public Contracting rules and adopting Public Contracting rules for the City.

The motion passed unanimously — 3:0.

Mayor Bell adjourned the Contract Review Board meeting at 7:27pm.

6. RESOLUTION 2024-03 A RESOLUTION ESTABLISHING PURCHASING AUTHORITY AND SPENDING LIMITS FOR THE CITY OF COBURG STAFF

MOTION: Councilor Lehmann moved, seconded by Councilor Engebretson to adopt Resolution 2024-03 A resolution establishing purchasing authority and spending limits for the City of Coburg Staff; authorizing the City Administrator to enter into contracts not exceeding \$75,000 and emergency contracts not exceeding \$150,000; and authorizing Department Heads to enter into city contracts not exceeding \$10,000.

The motion passed unanimously — 3:0.

7. Pavilion Park Phase 1 Sub Contract(s) Pre-Authorization

Mr. Hanks said they went out for informal quotes for this phase of tasks, which require electrical and plumbing commercial license work. They are handling Phase 1 internally for cost and timing purposes.

They are asking council for a pre-authorization approval of up to \$20,000 for both electrical and plumbing contracts.

MOTION: Councilor Wells moved, seconded by Councilor Engebretson to authorize the City Administrator to execute plumbing and electrical contracts in support of Phase 1 of the Pavilion Park Improvements project not to exceed \$20,000 each and request that the final contracted amounts be reported to City Council at a future meeting.

The motion passed unanimously — 3:0.

8. RESOLUTION 2024-04 A RESOLUTION ADOPTING THE FY 2024-25 CAPITAL IMPROVEMENT PLAN

Mr. Hanks provided a staff report. He reports that this document is the same as was provided in the prior work session, where they went over the policy language and process component of the Capital Improvements Plan. There are two formats of the project list, one which lists by fund, and the other by fiscal year. The CIP was last adopted by resolution in 2022. The goal is to discuss CIP in depth twice a year, first in October/November and again during budget time. In the next update, they will separate the design and construction dollars, along with what fiscal year the project components will happen in.

Mr. Hanks explained that this is a plan that pulls together projects from the various master plans and incorporates them in a way that allows them to plan for the infrastructure and budget allowance.

Mr. Lehmann clarified that these were almost fully funded. Mr. Hanks said that the first few years of the 6-year plan are almost fully funded. The actual costs versus the estimates will make the difference.

Mr. Lehmann also asked if they've gotten the list prioritized for the first 2 years. Mr. Hanks responded that they are working on it, and are hoping to have Water and Streets ready by the July work session.

MOTION: Councilor Engebretson moved, seconded by Councilor Lehmann to adopt Resolution 2024-04 A resolution adopting the FY 2024-25 Capital Improvement Plan.

The motion passed unanimously — 3:0.

9. Umpqua Valley Finance Contract for Audit Service

Mr. Hanks reported that this is an annual contract for the next round of audits with Umpqua Valley Financial. Provided are engagement letters and contracts for both the City Audit and the Urban Renewal Component Unit. The pricing is just over \$32,000 for the City Contract, and \$6,000 for the Urban Renewal Component Unit, along with a fee schedule for a single audit if needed.

Hanks said they will need a single audit either this year or next. Federal funds of over \$700,000 in the audited year triggers the need for a single audit. There was an RFP process for audit services in 2021. Hanks explained some concerns and problems with the audit services.

Mr. Lehmann directed everyone to page 257, and mentioned that in 2020 they restructured loans and ended up saving about \$1 million in interest. Lehmann asked if this was an example of one that was restructured. Mr. Hanks said yes, US Bank has three components consolidated into that total.

MOTION: Councilor Lehmann moved, seconded by Councilor Wells to approve the proposed Umpqua Valley Financial Contract for audit service in the amount not to exceed \$32,340 for the City and \$6,000 for the URA.

The motion passed unanimously — 3:0.

9.5 New OLCC License Application

Ms. Egbert handed out the added OLCC License Application.

Mr. Hanks explained that this application requires a recommendation from the local governing body. The application is for taking over the 91088 N Willamette space. Hanks believes there were no prior issues at the particular site of application.

MOTION: Councilor Lehmann moved, seconded by Councilor Engebreston to recommend approval of the liquor license application for Coburg Mercantile LLC.

Councilor Wells abstained from the vote due to conflict of interest.

The motion passed unanimously — 2:1.

ADMINISTRATIVE INFORMATION REPORTS

10. Annual Comprehensive Financial Report for FY 2022-23

Mr. Hanks gave a quick summary. He mentioned that the auditors requested an extension for the audit of December 31, 2023. They received the draft at the end of February and worked with them on some corrections. They received Version B, which converted into the final version. The audit was clean without any issues. They are hoping to get more information from the auditors in future years. Hanks mentioned that they were a little disappointed with the presentation from the auditors at the Finance Audit Committee meeting, and they have communicated with them what they would like to see.

11. Administration Monthly Report

Mr. Hanks briefly reviewed the items in the Monthly Report. On #1, Hanks stated that they have looked into applying for a round of grant funding from ODOE for solar and provided more details regarding that. Depending on which option they choose, the cost could be covered by 50%, or 100%. He explained this grant and project in more depth.

Mr. Hanks moved to #2 in the report; Coburg's Long-term credit rating results with S & P Global. This review is done every three years. The 2024 rating was reduced from an AA- to an A+, with a AAA as the highest possible rating. That drop is primarily caused by the small general fund balance.

For #3, Hanks explained that the 107 acres on the east side of I-5 was recently rewarded a \$2 million forgivable loan for pre-development work. Hanks explained more on this topic. The wetland permit to connect Premier RV to city water has been issued, which also allows for future water connection to the 107 acre parcel. Project start date is scheduled for mid-June and expected water connection by July 1.

On #4, Hanks said they are in great shape with the Water Loan, but they may want to request an extension, past the December 2024 due date, for the loan to be able to spend the full loan allotment. Hanks provided more detail on this loan.

For #5, Mr. Hanks said the RFP is ready to go and they are including and updating a draft contract. They hope to get that out within the next week, it will be out for about 3 weeks, then a small committee will review it. This allows them to select someone and have design work done by contractors based on the type and not have one contract for them all. There was such a big increase from Branch Engineering last year was because they did regular rate increases for all their other clients, except for Coburg. The current rates are very normal rates, but the timing of the large increase was unfortunate.

Mr. Hanks briefly mentioned #6, Lane Transit District's Strategic Planning Committee looking for more members. Hanks thinks it would be good to have a Coburg voice on that group.

Lastly, #7, Hanks explained that the Summary of Bills from League of Oregon Cities lists all bills that passed and failed. Staff is doing some additional work to see if any bills effect Coburg.

Mr. Hanks explains more about the current projects and contracts. This is where all approved contracts will be listed for Council to see and discuss if desired.

COUNCIL COMMENTS & LIAISON UPDATES

12. Finance Audit Committee Report to Council

Council looked over the report. There was no liaison reports from the Finance Audit Committee meeting's last meeting.

Mayor Bell mentioned that she will not be at the May 7th Budget Committee Meeting or the May 14th Council meeting. Councilor Engebretson will be chairing the May 14th Council Meeting.

COUNCIL COMMENTS

Mr. Lehmann asked about further conversation on diesel tax. Mr. Hanks said that as soon as they are done with budget, he is going to work with staff to do a build out of the net framework document. That topic lies in the 10-year revenue forecast and goes with the CIP conversation regarding water and streets. He would expect a starter conversation regarding that topic in July, and a more understood schedule of the 10-year revenue forecast following that.


Ms. Engebretson mentioned that she is continuing to attend the Lane ACT Meetings and they are supposed to discuss the regional member's priorities. For Coburg, the two priorities are the I-5 interchange and the commercial traffic coming through town.

Mr. Hanks said that the search for funds are primarily focused on environmental review and right-of-way acquisition. They are looking at a \$3-5 million range for those focus points. Mayor Bell mentioned some issues and details on the bridges and overpasses.


ADJOURNMENT

Mayor Bell adjourned the meeting at 8:50 pm.

APPROVED by the City Council of the City of Coburg on this 14th day of May, 2024.


Cathy Engebretson, City Council President


Nancy Bell, Chair of Local Contract Review Board

ATTEST: 
Sammy L. Egbert, City Recorder

ORDINANCE NO. 172-B**AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF SYSTEM DEVELOPMENT CHARGES FOR THE CITY OF COBURG AND REPEALING CONFLICTING ORDINANCES.****THE CITY OF COBURG ORDAINS AS FOLLOWS:**

- Section 1. **Purpose.** The purpose of the system development charge is to impose a portion of the cost of capital improvements upon those developments and redevelopments that create the need for or increase the demands upon capital improvements.
- Section 2. **Scope.** The system development charge imposed by this Ordinance is separate from and in addition to, any applicable tax, assessment, charge, or fee otherwise provided by law or imposed as a condition of development.
- Section 3. **Definitions.** For purposes of this Ordinance, the following mean:
- (1) **Capital Improvements**
 - (a) Facilities or assets used for:
 - (I) Water supply, treatment or distribution or any combination;
 - (II) Waste water collection, transmission, treatment or disposal or any combination;
 - (III) Drainage or flood control;
 - (IV) Transportation; or
 - (V) Parks and recreation
 - (b) "Capital improvement" does not include costs of the operation or routine maintenance of capital improvements.
 - (2) **Development** Development means all improvements on a site, including buildings, other structures, parking and loading areas, landscaping, paved or graveled areas, and areas devoted to exterior display, storage or activities. Development includes redevelopment of property. Development includes improved open areas such as plazas and walkways, but does not include natural geologic forms or unimproved lands. Development includes any change in capacity or demand to use a capital improvement.
 - (3) **Improvement Fee.** A fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to Section 4 of this Ordinance.
 - (4) **Land Area.** The area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane, with the exception of a portion of the parcel within a recorded right-of-way or easement subject

to a servitude for a public street or for a public scenic or preservation purpose.

- (5) **Owner.** The owners of record, title, or the purchaser or purchasers under a recorded land sales agreement, and other persons having an interest of record in the described real property.
- (6) **Parcel of Land.** A lot, parcel, block, or other tract of land that in accordance with City regulations is occupied or may be occupied by one or more structures or other use, and that includes the yards and other open spaces required under the zoning, subdivisions, or other development ordinances.
- (7) **Permittee.** A person to whom a building permit, development permit, a permit or plan approval to connect to the sewer or water system, or right-of-way access permit is issued.
- (8) **Qualified Public Improvements.** A capital improvement that is required as a condition of development approval, identified in the plan adopted pursuant to Section 8 of this Ordinance; and either:
- (a) Not located on or contiguous to property that is the subject of the development approval; or
 - (b) Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
 - (c) For purposes of this definition, contiguous means in a public way which abuts the parcel.
- (9) **Reimbursement Fee.** A fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to Section 4 of this Ordinance and for which the City determines that capacity exists.
- (10) **System Development Charge.** A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of a development permit or building permit, or at the time of connection to the capital improvement.
- (a) A system development charge includes that portion of a sewer system connection charge that is greater than the amount necessary to reimburse the City for its average cost of inspecting and installing connections with sewer facilities.
 - (b) A system development charge does not include fees assessed or collected as part of or in lieu of a local improvement district assessment or the cost of complying with requirements or conditions imposed by a land use, limited land use, or expedited land division decision.
 - (c) A system development charge may be a combination of a reimbursement fee and an improvement fee if the methodology

demonstrates that the charge is not based upon providing the same system capacity.

Section 4. System Development Charge Established.

- (1) A system development charge shall be established and may be revised by resolution of the City Council. The resolution shall set the amount of the charge, the type of permit to which the charge applies, and, if the charge applies to a geographic area smaller than the entire City, the geographic area subject to the charge.
- (2) Unless otherwise exempted by the provisions of this Ordinance or other local or state law, a system development charge is hereby imposed upon all parcels of land within the City, upon the act of making a connection to the City water or sewer system within the City, and upon all development outside the boundary of the City that connects to or otherwise uses the sewer facilities, storm sewers, or water facilities of the City.

Section 5. Methodology.

- (1) The methodology used to establish or modify the reimbursement fee shall consider the cost of then-existing facilities including without limitation design, financing and construction costs, prior contributions by then-existing users, gifts or grants from federal or state government or private persons, the value of unused capacity available to future system users, rate-making principals employed to finance publicly owned capital improvements, and other relevant factors identified by the City Council. The methodology shall promote the objective that future system users shall contribute no more than an equitable share of the cost of then-existing facilities.
- (2) The methodology used to establish or modify the improvement fee shall consider the estimated cost of projected capital improvements identified in the Improvement Plan needed to increase the capacity of the system to which the fee is related that will be required to serve the demands placed on the system by future users. The methodology shall be calculated to obtain the cost of capital improvements for the projected need for available system capacity for future system users.
- (3) The methodology used to establish or modify the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the City Council.
- (4) The methodology used to establish the improvement fee or the reimbursement fee shall not:
 - (a) Include or incorporate any method or system under which the payment of the fee or the amount of the amount of the fee is determined by the number of employee of an employer without regard to new construction, new development or new use of an existing structure by the employer;
 - (b) Include or incorporate any method or system under which the payment of the fee or the amount of the fee is based on the

number of individuals hired by the employer after a specified date; or

- (c) Assume that costs are necessarily incurred for capital improvements when an employer hires an additional employee.
- (5) All methodology shall be available for public inspection.

Section 6. Authorized Expenditures.

- (1) Reimbursement fees shall be applied only to capital improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.
- (2) Improvement fees shall be spent only on capacity-increasing capital improvements associated with the system for which the fee is assessed, including expenditures relating to repayment of debt for the improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities.
- (3) The portion of the capital improvements funded by improvement fees must be related to current or projected development. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the plan adopted by the City pursuant to Section 8 of the Ordinance.
- (4) Notwithstanding subsections (1) and (2) of this section, system development charge revenues may be expended on the direct costs of complying with the provision of this Ordinance, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.

Section 7. Expenditure Restrictions.

- (1) System development charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements.
- (2) System development charges shall not be expended for costs of the operation or routine maintenance of capital improvements.

Section 8 Improvement Plan.

- (1) Prior to the establishment of a system development charge, the City Council shall adopt a plan that includes a list of:
 - (a) The capital improvements that may be funded with improvement fee revenues;
 - (b) Lists the estimated cost and time of construction of each improvement; and
 - (c) A description of the process for modifying the plan.

- (2) In adopting this plan, the council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section. The City Council may modify such plan and list at any time.
- (3) The improvement plan may be modified at any time. If a system development charge will be increased by a proposed modification of the improvement plan to include a capacity increasing capital improvement:
 - (a) Notice of the proposed modification shall be sent to those persons who have requested written notice pursuant to Section 14(1) of this Ordinance at least 30 days prior to the adoption of the modification.
 - (b) A public hearing on the proposed modification shall be held if a written request for a hearing on the proposed modification is received within seven days of the date that the proposed modification is scheduled for adoption.
 - (c) No public hearing is required if a written request for a hearing is not received.

Section 9. Collection of Charge.

- (1) The system development charge is payable upon issuance of:
 - (a) a building permit;
 - (b) a development permit;
 - (c) a development permit for development not requiring the issuance of a building permit;
 - (d) a permit to connect to the sewer system;
 - (e) a permit to connect to the water system, or
 - (f) a right-of-way access permit.
- (2) If no building, development, or connection permit is required, the system development charge is payable at the time the usage of the capital improvement is increased based on changes in the use of the property unrelated to seasonal or ordinary fluctuations in usage.
- (3) If development is commenced or connection is made to the water or sewer systems without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.
- (4) The City Recorder shall collect the applicable system development charge from the permittee when a permit that allows building or development of a parcel is issued or when a connection to the water or sewer system of the City is made.

- (5) The City Recorder shall not issue such permit or allow such connection until the charge has been paid in full, or until provision for installment payments has been made pursuant to Section 11 of this Ordinance, or unless an exemption is granted pursuant to Section 12 of this Ordinance.
- (6) The applicant for a connection permit shall be required to state in writing the intended use of the building in sufficient detail to enable the City to determine the appropriate category of use. If the use of a building changes or if the stated use is incorrect, the occupant shall report the change of use to the City within 30 days and promptly pay any additional system development charge. If the applicant fails to report a correct statement of use or a change of use within 30 days or fails to pay the additional system development charge within 10 days after invoice, the occupant shall pay a penalty of 10% of the balance due plus interest on the unpaid balance at the rate of 1.5% per month.

Section 10. Delinquent Charges; Hearing.

- (1) When, for any reason, the system development charge has not been paid, the City Administrator shall report to the City Council the amount of the uncollected charge, the description of the real property to which the charge is attributable, the date upon which the charge was due, and the name of the owner.
- (2) The City Council shall schedule a public hearing on the matter and direct that notice of the hearing be given to each owner with a copy of the City Administrator's report concerning the unpaid charge. Notice of the hearing shall be given either personally or by certified mail, return receipt requested, or by both personal and mailed notice, and by posting notice on the parcel at least 10 days before the date set for the hearing.
- (3) At the hearing, the City Council may accept, reject, or modify the determination of the City Administrator as set forth in the report. If the City Council finds that a system development charge is unpaid and uncollected, it shall docket the unpaid and uncollected system development charge in the lien docket.
- (4) Upon completion of the docketing, the City shall have a lien against the described land for the full amount of the unpaid charge, together with interest at the legal rate of 10 percent and with the City's actual cost of serving notice of the hearing on the owners. The lien shall be enforceable in the manner provided in ORS Chapter 223.

Section 11 Installment Payment.

- (1) When a system development charge of \$200 or more is due and collectible, the owner of the parcel of land subject to the development charge may apply for payment in 20 semi-annual installments, to include interest on the unpaid balance, in accordance with ORS 223.208.
- (2) The City recorder shall provide application forms for installment payments, which shall include a waiver of all rights to contest validity of the lien, except for the correction of computational errors.
- (3) An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a

lien on the parcel and that the property interest of the applicant is adequate to secure payment of the lien.

- (4) The City Recorder shall report to the City Treasurer the amount of the system development charge, the dates on which payments are due, the name of the owner, and the description of the parcel.
- (5) The City Recorder shall docket the lien in the lien docket. From that time the City shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance at the rate established by the City Council. The lien shall be enforceable in the manner provided in ORS Chapter 223.
- (6) Upon written request of the Public Works Department, the City Administrator is authorized to cancel assessments of SDCs, without further City Council action, where the new development approved by the building permit is not constructed and the building permit is cancelled. In no case will an administrative fee be refunded, unless necessary as a result of City error.
- (7) For property that has been subject to a cancellation of assessment of SDCs, a new installment payment contract shall be subject to the code provisions applicable to SDCs and installment payment contracts on file on the date the new contract is received by the City.

Section 12 Exemptions.

- (1) Structures and capital improvement uses established and legally existing or currently under construction with an approved building permit on or before the effective date of this Ordinance are subject to the provisions of Ordinance A-172-A.
- (2) Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the State Uniform Building Code, are exempt from all portions of the system development charge.
- (3) An alteration, addition, replacement or change in use that does not increase a parcel's or structure's use of the public improvement facility are exempt from all portions of the system development charge

Section 13. Credits and Impact Reductions

- (1) When a development occurs that is subject to a system development charge, the system development charge for the existing use, if applicable, shall be calculated and if it is less than the system development charge for the use that will result from the development, the difference between the system development charge for the existing use and the system development charge for the proposed use shall be the system development charge. If the change in the use results in the system development charge for the proposed use being less than the system development charge for the existing use, no system development charge shall be required. No refund or credit shall be given unless provided for by another subsection of this Section.
- (2) A credit shall be given to the permittee for the cost of a qualified public improvement upon acceptance by the City of the public improvement.

The credit shall not exceed the improvement fee even if the cost of the capital improvement exceeds the applicable improvement fee and shall only be for the improvement fee charged for the type of improvement being constructed. For wastewater systems, the construction of a STEP system (or systems) of a size sufficient to serve the expected development, any pretreatment or other systems required by City Ordinance to bring the effluent within City specifications, and the required connection to the City wastewater collection system, shall not be a qualified public improvement, even when accepted by the City.

- (3) If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of the development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the City's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the City.
- (4) When the construction of a qualified public improvement located in whole or in part or contiguous to the property that is the subject of development approval gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project, the credit in excess of the improvement fee for the original development project may be applied against improvement fees that accrue in subsequent phases of the original development project.
- (5) Notwithstanding subsections 1-4, when establishing a methodology for a system development charge, the City may provide for a credit against the improvement fee, the reimbursement fee, or both, for capital improvements constructed as part of the development which reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the council finds reasonable.
- (6) When establishing a methodology for a system development charge, the City may provide for a process for demonstrating impact reductions involving the decrease of demand for the capital improvements of the infrastructure system.
- (7) Credits shall not be transferable from one development to another.
- (8) Credits shall not be transferable from type of system development charge to another.
- (9) Credits shall be used within 10 years from the date the credit is given.
- (10) An application for a credit shall be denied if it does not meet the requirements of this section or the improvement for which a credit is sought is not included in the Improvement Plan.

Section 14 Notice

- (1) The City shall maintain a list of persons who have made a written

request for notification prior to adoption or modification of a methodology for any system development charge. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge. The methodology supporting the system development charge shall be available at least 60 days prior to the first hearing to adopt or amend a system development charge. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the City.

- (2) The City may periodically delete names from the list, but at least 30 days prior to removing a name from the list, the City must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

Section 15. Segregation and Use of Revenue.

- (1) All funds derived from the system development charge are to be segregated by accounting practices from all other funds of the City. The system development charge calculated and collected shall be used for no purpose other than those set forth in Section 6 of this Ordinance.
- (2) The City Administrator shall provide the City council with an annual accounting, by January 1 of each year, for system development charges showing the total amount of system development charge revenues collected for each type of facility and the projects funded from each account in the previous fiscal year. A list of the amount spent on each project funded in whole or in part, with system development charge revenues shall be included in the annual accounting.

Section 16 Refunds.

- (1) Refunds may be given by the City Administrator upon finding that there was a clerical error in the calculation of the SDC. Partial refunds may be allowed as prescribed by resolution of the City Council pertaining to system development charge methodology.
- (2) Refunds shall not be allowed for failure to timely claim credit or for failure to timely seek an alternative SDC rate calculation at the time of submission of an application for a building permit.
- (3) The City shall refund to the applicant any SDC revenues not expended within ten (10) years of receipt unless the City Administrator finds that the improvements for which the SDC revenue was collected remain valid and applicable and that the funds will be expended within a reasonable amount of time.

Section 17 Implementing Regulations; Amendments.

- (1) The City Council delegates authority to the City Administrator to adopt necessary procedures to implement provisions of this Ordinance including the appointment of an SDC program administrator. All rules pursuant to this delegated authority shall be filed with the office of City Recorder and be available for public inspection.
- (2) A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in

amount is based on:

- (a) A change in the cost of materials, labor or real property applied to projects or project capacity as set fourth in the Improvement Plan, as provided in Section 8 of this Ordinance.
- (b) The periodic application of an adopted specific cost index or other periodic data sources. A specific cost index or periodic data source must be:
 - (A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
 - (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
 - (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution, or order.
- (3) The City Administrator is authorized to prepare and bring to the Council, when appropriate, proposed changes in the amount of the reimbursement fees or improvement fees as set forth in paragraph (2) of this Section.

Section 18. Appeal Procedure

- (1) A person challenging the propriety of an expenditure of system development charge revenues may appeal the decision or the expenditure to the City Council by filing a written request with the City Recorder describing with particularity the decision of the City Administrator and the expenditure from which the person appeals. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure.
- (2) Appeals of any other decision required or permitted to be made by the City Administrator under this Ordinance must be filed in writing with the City Recorder within 15 days of the decision.
- (3) After providing notice to the appellant, the City Council shall determine whether the City Administrator's decision or the expenditure is in accordance with this Ordinance and the provisions of ORS 223.297 to 223.214 and may affirm, modify, or overrule the decisions. If the City Council determines that there has been an improper expenditure of system development charge revenues, the council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent. The decision of the City Council shall be reviewed only as provided in ORS 34.010 to 34.100, and not otherwise.
- (4) A legal action challenging the methodology adopted by the City Council pursuant to Section 5 of this Ordinance shall not be filed later than 60 days after adoption. A person shall contest the methodology used for calculating a system development charge only as provided in ORS

34.010 to ORS 34.100, and not otherwise.

(5) A person who wishes to challenge the calculation of a system development charge must make a written challenge to the calculation of the system development charge and file the challenge with the City Administrator within 15 days of receiving the calculation. The written challenge must describe with particularity the calculation that the person appeals.

(a) The written challenge shall state:

- 1) The name and address of the appellant;
- 2) The nature of the calculation being appealed;
- 3) The reason the calculation is incorrect; and
- 4) What the correct determination of the appeal should be or how the correct calculation should be derived.

A person who fails to file such a written challenge within the time permitted waives his/her objections, and his/her objections shall be dismissed.

(b) After providing timely notice to the challenger, the City Administrator shall determine whether the calculation is in accordance with the resolution containing the methodology used to establish or modify the system development charge adopted by the City Council.

(c) Unless the challenger and the City agree to a longer period, a written challenge to the calculation of the system development charge shall be heard by a hearings officer within 30 working days of the receipt of the written challenge. At least 7 working days prior to the hearing, the City shall mail notice of the time and location thereof to the person who made the written challenge.

(d) The hearings officer shall hear and determine the challenge on the basis of the person's written challenge and any additional evidence he/she deems appropriate. At the hearing the challenger may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply.

(e) The person challenging the calculation shall carry the burden of proving that the calculation being appealed is incorrect and what the correct calculation should be or how a correct calculation should be derived.

(6) A separate appeal must be filed for each decision being appealed.

(7) After exhausting the City's administrative review procedure pursuant to section 17 (5) of this ordinance, the person challenging the calculation of the system development charge may then petition for review of the City Council's determination pursuant to ORS 34.010 to 34.100.

Section 18. Prohibited Connection. No person may connect to the water or sewer systems of the City unless the appropriate system development charge has been paid or the

lien or installment payment method has been applied for and approved.

Section 19. Penalty. Violation of Section 18 of this Ordinance is punishable by a fine not to exceed \$1,000.

Section 20. Construction. For the purposes of administration and enforcement of this ordinance, unless otherwise stated in this ordinance, the following rules of construction shall apply:

- (1) In case of any difference of meaning or implication between the text of this ordinance and any caption, illustration, summary table, or illustrative table, the text shall control.
- (2) The word "shall" is always mandatory and not discretionary; the word "may" is permissive.
- (3) Words used in the present tense shall include the future; and words used in the singular number shall include the plural and the plural the singular, unless the context clearly indicates the contrary.
- (4) The phrase "used for" includes "arranged for," "designed for," "maintained for," or "occupied for."
- (5) Where a regulation involves two or more connected items, conditions, provisions, or events:
 - (a) "And" indicates that all the connected terms, conditions, provisions or events shall apply;
 - (b) "Or" indicates that the connected items, conditions, provisions or events may apply singly or in any combination.
- (6) The word "includes" shall not limit a term to the specific example, but is intended to extend its meaning to all other instances of like kind or character.

Section 21. Severability. The provisions of this Ordinance are severable, and it is the intention to confer the whole or any part of the powers herein provided for. If any clause, section or provision of this ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of this ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein. It is hereby declared to be the City Council's intent that this Ordinance would have been adopted had such an unconstitutional provision not been included herein.

Section 22. Repeal. Ordinance No. A-172-A enacted , November 18, 2003, is repealed.

Section 23. Saving Clause. Ordinance No A-172-A, repealed by this Ordinance, shall remain in force for prosecution, conviction, and punishment of persons who violate Ordinance No. A-172-A, before the effective date of this Ordinance.

Section 24. Effective Date. This Ordinance shall become effective 30 days after its passage by the City Council and approval by the Mayor.

This Ordinance was read once by title at the June 25, 2013 regular meeting, and once by title at the July 9, 2013 regular meeting of the Coburg City Council, whereupon it was put to a final vote. The vote of the City Council was:

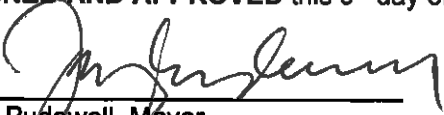
Yes: 4

No: 0

Abstention: None

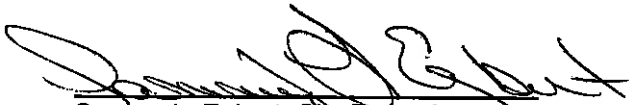
Passed: Yes Rejected: ---

SIGNED AND APPROVED this 9th day of July, 2013



Jae Pudewell, Mayor

Attest:



Sammy L. Egbert, City Recorder

RESOLUTION 2018-18

A RESOLUTION ADOPTING A SYSTEM DEVELOPMENT CHARGE METHODOLOGY FOR PARKS, TRANSPORTATION, WATER, AND WASTEWATER AND ESTABLISHES NEW SYSTEME DEVELOPMENT CHARGES

WHEREAS, the City of Coburg has adopted a capital improvement plan for the parks, transportation, water, and wastewater systems, identifying elements that have been constructed are under construction and are planned to accommodate future growth; and

WHEREAS, the City of Coburg plans on collecting some of the growth associated costs of the parks, transportation, water, and wastewater systems through System Development Charges; and

WHEREAS, the City of Coburg must adopt Parks, Transportation, Water, and Wastewater System Development Charges methodology to accomplish its plans;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

1. The Document identified as the Coburg System Development Charge Update attached to this Resolution, setting forth the means of calculation of a reimbursement and an improvement SDC, the possible credits to be allowed and related information in compliance with state requirements for an SDC methodology is hereby adopted.
2. System development charges are hereby imposed on all new development at the rates shown below for each system:

A. Parks

	People per Unit	SDC - Special Realized LOS
Residential	2.67	\$5,875
Multi-Family	2.57	\$5,659
Accessory Dwelling Unit	1.45	\$3,188
Non-Residential Charge	RPEs per 1,000 SF	
Ag., Fish and Forest Services; Constr; Mining	0.68	\$1,505
Food and Kindred Products	0.64	\$1,410
Textile and Apparel	0.43	\$955
Lumber and Wood	0.63	\$1,388
Furniture; Clay, Stone & Glass; Misc.	0.53	\$1,169
Paper and Allied	0.25	\$555
Printing, Publishing and Allied	0.90	\$1,974
Chemicals, Petroleum, Rubber, Leather	0.56	\$1,234
Primary and Fabricated Metals	0.96	\$2,115
Machinery Equipment	1.35	\$2,960
Electrical Machinery, Equipment	1.01	\$2,220
Transportation Equipment	0.58	\$1,269
TCPU - Transportation and Warehousing	0.12	\$270
TCPU - Communications and Public Utilities	0.88	\$1,931
Wholesale Trade	0.29	\$639
Retail Trade	0.86	\$1,890
Finance, Insurance and Real Estate	1.09	\$2,400
Non-Health Services	0.52	\$1,153
Health Services	1.15	\$2,537
Educational, Social, Membership Services	0.55	\$1,200
Government	0.76	\$1,676

Source: US Census (American Community Survey 2011-2015) and the Department of Environmental Quality.

B. Transportation

ITE Code	Land Use	Unit	Average Daily Person Trips	Total
21	Commercial Airport	CFD	208.83	\$86,640
30	Intermodal Truck Terminal	Acre	105.02	\$43,991
110	General Light Industrial	1,000 SFGFA	8.84	\$3,705
130	Industrial Park	1,000 SFGFA	8.97	\$3,757
140	Manufacturing	1,000 SFGFA	5.09	\$2,132
151	Mini-Warehouse	1,000 SFGFA	3.99	\$1,670
160	Data Center	1,000 SFGFA	1.88	\$697
210	Single-Family Detached Housing	Dwelling unit	15.87	\$6,648
220	Apartment	Dwelling unit	10.92	\$4,574
230	Residential Condominium/Townhouse	Dwelling unit	9.49	\$3,977
240	Mobile Home Park	ODU	8.23	\$3,449
254	Assisted Living	Bed	4.31	\$1,804
310	Hotel	Room	13.20	\$5,528
411	City Park	Acre	10.30	\$4,316
417	Regional Park	Acre	8.39	\$3,513
430	Golf Course	Acre	8.86	\$3,710
444	Movie Theater with Matinee	Movie screen	650.21	\$272,369
492	Health/Fitness Club	1,000 SFGFA	50.94	\$21,338
495	Recreational Community Center	1,000 SFGFA	46.03	\$19,282
520	Elementary School	1,000 SFGFA	11.97	\$5,014
522	Middle School/Junior High School	1,000 SFGFA	10.65	\$4,477
530	High School	1,000 SFGFA	10.00	\$4,188
540	Junior/Community College	1,000 SFGFA	35.97	\$15,069
560	Church	1,000 SFGFA	22.21	\$9,304
565	Day Care Center	1,000 SFGFA	30.28	\$12,685
590	Library	1,000 SFGFA	84.78	\$35,513
610	Hospital	1,000 SFGFA	20.45	\$8,564
620	Nursing Home	1,000 SFGFA	12.12	\$5,075
710	General Office Building	1,000 SFGFA	14.08	\$5,897
720	Medical-Dental Office Building	1,000 SFGFA	45.88	\$19,218
731	State Motor Vehicles Department	1,000 SFGFA	203.11	\$85,082
732	United States Post Office	1,000 SFGFA	148.43	\$62,175
750	Office Park	1,000 SFGFA	14.28	\$5,982
760	Research and Development Center	1,000 SFGFA	10.45	\$4,379
770	Business Park	1,000 SFGFA	15.85	\$6,640
812	Building Materials and Lumber Store	1,000 SFGFA	72.46	\$30,351
813	Free-Standing Discount Superstore	1,000 SFGFA	64.82	\$27,067
814	Variety Store	1,000 SFGFA	51.36	\$21,516
815	Free-Standing Discount Store	1,000 SFGFA	47.40	\$19,855
816	Hardware/Paint Store	1,000 SFGFA	43.53	\$18,236
817	Nursery (Garden Center)	1,000 SFGFA	139.20	\$58,311
820	Shopping Center	1,000 SFGFA	34.74	\$14,553
826	Specialty Retail Center	1,000 SFGFA	68.18	\$28,599
841	Automobile Sales	1,000 SFGFA	49.17	\$20,595
843	Automobile Parts Sales	1,000 SFGFA	45.76	\$19,170
848	Tire Store	1,000 SFGFA	28.69	\$12,018
850	Supermarket	1,000 SFGFA	79.54	\$33,317
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	414.83	\$173,686
857	Discount Club	1,000 SFGFA	71.14	\$29,800
862	Home Improvement Superstore	1,000 SFGFA	28.11	\$11,776
880	Pharmacy/Drugstore without Drive-Through	1,000 SFGFA	64.05	\$26,830
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	61.87	\$25,916
890	Furniture Store	1,000 SFGFA	3.07	\$1,286
911	Walk-in Bank	1,000 SFGFA	0.00	\$0
912	Drive-in Bank	1,000 SFGFA	56.35	\$23,604
925	Drinking Place	1,000 SFGFA	0.00	\$0
931	Quality Restaurant	1,000 SFGFA	62.86	\$26,331
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	88.34	\$37,003
933	Fast-Food Restaurant without Drive-Through	1,000 SFGFA	455.83	\$190,860
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	368.04	\$154,170
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	563.07	\$235,867
938	Coffee/Donut Kiosk	1,000 SFGFA	514.08	\$215,344
944	Gasoline/Service Station	VFP	99.11	\$41,518
945	Gasoline/Service Station with Convenience	VFP	34.94	\$14,638
946	Gasoline/Service Station with Car Wash	VFP	61.34	\$25,695

Source: ITE Handbook 9th Edition and the National Household Travel Survey.

Abbreviations

- CFD commercial flights per day
- ODU occupied dwelling unit
- SFGFA square feet of gross floor area
- SFGLA square feet of gross leasable area
- VFP vehicle fueling position

C. Water

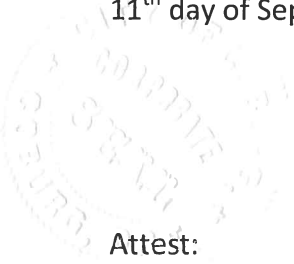
	Flow Factor	SDC Fee
5/8" x 3/4" Meter	1.0	\$5,936
1" Meter	2.5	\$14,840
1.5" Meter	5.0	\$29,679
2" Meter	8.0	\$47,487
3" Meter	15.0	\$89,038
4" Meter	25.0	\$148,397
6" Meter	50.0	\$296,795
8" Meter	80.0	\$474,872
10" Meter	115.0	\$682,628

D. Wastewater

\$6,750 per equivalent dwelling unit (EDU)

These charges shall be adjusted annually by the percent change in the Construction Cost Index for the City of Seattle as published by the Engineering News Record.

Adopted by the City Council of the City of Coburg, Oregon by a vote of 6 for and 0 against, this 11th day of September, 2018.





 Ray Smith, Mayor

Attest:



 Sammy Egbert, City Recorder

City of Coburg

SYSTEM DEVELOPMENT CHARGE UPDATE

REPORT June, 2018

Adopted by Resolution 2018-18

Washington

7525 166th Avenue NE, Ste. D215
Redmond, WA 98052
425.867.1802

Oregon

4000 Kruse Way Pl., Bldg. 1, Ste 220
Lake Oswego, OR 97035
503.841.6543

www.fcsgroup.com

This entire report is made of readily recyclable materials, including the bronze wire binding and the front and back cover, which are made from post-consumer recycled plastic bottles.



FCS GROUP
Solutions-Oriented Consulting

TABLE OF CONTENTS

Table of Contents.....	i
List of Tables	ii
Section I. Introduction.....	1
I.A. System Development Charges	1
I.B. Updating The SDCs	1
I.C. Calculation Overview	2
I.C.1. Reimbursement Fee.....	2
I.C.2. Improvement Fee	2
I.C.3. Adjustments	3
I.C.4. Growth Calculation	3
Section II. Water.....	4
II.A. Growth	4
II.B. Eligible Costs	4
II.B.1. Reimbursement Fee Cost Basis	5
II.B.2. Improvement Fee Cost Basis	5
II.B.3. Compliance Costs	6
II.C. Calculated SDC	6
II.D. Schedule of SDCs	7
Section III. Wastewater.....	8
III.A. Growth	8
III.B. Eligible Costs	8
III.B.1. Reimbursement Fee Cost Basis	8
III.B.2. Improvement Fee Cost Basis	9
III.B.3. Compliance Costs	10
III.C. Calculated SDC	10
Section IV. Transportation.....	11
IV.A. Growth	11
IV.B. Eligible Costs	11
IV.B.1. Reimbursement Fee Cost Basis	11
IV.B.2. Improvement Fee Cost Basis	12
IV.B.3. Compliance Costs	14
IV.C. Calculated SDC	14
IV.D. Schedule of SDCs	14
Section V. Parks.....	16
V.A. Growth.....	16

V.B. Eligible Costs 16

 V.B.1. Reimbursement Fee Cost Basis 16

 V.B.2. Improvement Fee Cost Basis 17

 V.B.3. Compliance Costs 17

V.C. Calculated SDC 17

V.D. Schedule of SDCs 18

Section VI. Conclusion 20

 VI.A. Recommended SDCs 20

 VI.B. Credits, Exemptions, and Waivers 20

 VI.B.1. Credits 20

 VI.B.2. Exemptions and Waivers 20

 VI.C. Indexing 21

LIST OF TABLES

Table 1. SDC Equation 2

Table 2. Water Customer Data 4

Table 3. Water Customer Growth 4

Table 4. Water Improvement Fee Cost Basis 6

Table 5. Water SDC per MCE 7

Table 6. Water SDC Schedule 7

Table 7. Wastewater Customer Growth 8

Table 8. Wastewater Gross Reimbursement Cost Basis 9

Table 9. Wastewater Improvement Fee Cost Basis 9

Table 10. Wastewater SDC per EDU 10

Table 11. Transportation Demand Growth 11

Table 12. Transportation Gross Reimbursement Cost Basis 12

Table 13. Transportation Improvement Fee Cost Basis 13

Table 14. Transportation SDC per ADPT 14

Table 15. Transportation SDC Schedule 15

Table 16. Parks Customer Growth 16

Table 17. Parks Improvement Fee Cost Basis 17

Table 18. Parks SDC per Residential Equivalent 18

Table 19. Parks SDC Schedule 19

Table 20. SDC Summary and Comparison 20

Section I. INTRODUCTION

This section describes the policy context and project scope upon which the body of this report is based.

I.A. SYSTEM DEVELOPMENT CHARGES

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs), one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two types of SDCs:

- A reimbursement fee designed to recover “costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists”
- An improvement fee designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

I.B. UPDATING THE SDCS

The City of Coburg (City) contracted with FCS GROUP to develop an SDC methodology and recommend fees for four of the facility types listed in ORS 223.299(1)(a): water, wastewater, transportation, and parks. We conducted the study using the following general approach:

- **Policy Framework for Charges.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis.
- **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of facility costs and calculate SDC rates.
- **Methodology Report Preparation.** In this step, we documented our calculations and recommendations in this report.

I.C. CALCULATION OVERVIEW

In general, SDCs are calculated by adding a reimbursement fee component and an improvement fee component—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. **Table 1** shows this calculation in equation format:

Table 1. SDC Equation

Eligible costs of available capacity in existing facilities	+	Eligible costs of capacity-increasing capital improvements	+	Pro-rata share of costs of complying with Oregon SDC law	=	SDC per unit of growth in demand
Units of growth in demand		Units of growth in demand				

I.C.1. Reimbursement Fee

The reimbursement fee is the cost of available capacity per unit of growth that such available capacity will serve. In order for a reimbursement fee to be calculated, unused capacity must be available to serve future growth. For facility types that do not have available capacity, no reimbursement fee may be calculated.

I.C.2. Improvement Fee

The improvement fee is the cost of planned capacity-increasing capital projects per unit of growth that those projects will serve. The unit of growth becomes the basis of the fee. In reality, the capacity added by many projects serves a dual purpose of both meeting existing demand and serving future growth. To compute a compliant improvement fee, growth-related costs must be isolated, and costs related to current demand must be excluded.

We have used the capacity approach to allocate costs to the improvement fee basis.¹ Under this approach, the cost of a given project is allocated to growth by the portion of total project capacity that represents capacity for future users. That portion, referred to as the improvement fee eligibility percentage, is multiplied by the total project cost for inclusion in the improvement fee cost basis.

¹ Two alternatives to the capacity approach are the incremental approach and the causation approach. The incremental requires the computation of hypothetical project costs to serve existing users. Only the incremental cost of the actual project is included in the improvement fee cost basis. The causation approach, which allocates 100 percent of all growth-related projects to growth, is vulnerable to legal challenge.

I.C.3. Adjustments

Two cost basis adjustments are applicable to the SDC calculation: fund balance and compliance costs.

I.C.3.a Fund Balance

All accumulated SDC revenue currently available in fund balance is also deducted from its corresponding cost basis. This practice prevents a jurisdiction from double-charging for projects that were in the previous methodology's improvement fee cost basis but have not yet been constructed.

I.C.3.b Compliance Costs

ORS 223.307(5) authorizes the expenditure of SDCs for "the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures." To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in the SDC calculation.

I.C.4. Growth Calculation

The growth calculation is the basis by which an SDC is charged. Growth for each system is measured in units that most directly reflect the source of demand. For example, in a parks SDC the most applicable and administratively feasible unit of growth is households since the general population uses the parks system.

Section II. WATER

This section provides detailed calculations of the recommended SDC for water facilities.

II.A. GROWTH

For water SDCs, the most applicable and administratively feasible unit of growth is the meter capacity equivalent (MCE). For the City, one MCE equals the flow capacity of a 5/8" x 3/4" water meter. According to the City's water master plan, the water utility had 397 customer accounts in 2016 with a combined flow capacity of 694 MCEs, as shown in **Table 2**:

Table 2. Water Customer Data

	Accounts	Flow Factor	Meter Equivalent
5/8" x 3/4" Meter	350	1.0	350
1" Meter	16	2.5	40
1.5" Meter	8	5.0	40
2" Meter	18	8.0	144
3" Meter	3	15.0	45
4" Meter	1	25.0	25
6" Meter	1	50.0	50
Total	397		694

Source: Coburg Water Master Plan, April 2016. Flow factors based on AWWA.

The water master plan provided a demand growth forecast for the utility through the end of the planning period in 2036. Assuming that water demand increases in proportion to population growth (as projected in the water master plan), MEs will grow at a rate of 4.73 percent annually until reaching 1,745 MCE in 2036. The growth from 694 MCE in 2016 to 1,745 MCE in 2036 (i.e., 1,051 MCE) is the denominator in the SDC equation (**Table 3**).

Table 3. Water Customer Growth

	2016	2036	2016 - 2036 Growth	Growth Share	CAGR
Meter Capacity Equivalents	694	1,745	1,051	60.23%	4.73%

Source: Coburg Water Master Plan.

Abbreviations: CAGR - Compound Annual Growth Rate

II.B. ELIGIBLE COSTS

Below we calculate the eligible cost bases for the SDC including any applicable adjustments.

II.B.1. Reimbursement Fee Cost Basis

The reimbursement fee cost basis is the cost of capacity available in the existing system. Calculation of the reimbursement fee begins with the historical cost of assets or recently completed projects that have unused capacity to serve future users. For each asset or project, the historical cost is adjusted by that portion of the asset or project that is available to serve future users.

To avoid charging future development for facilities provided at no cost to the City or its ratepayers, the reimbursement fee cost basis must be reduced by any grants or contributions used to fund the assets or projects included in the cost basis. Furthermore, unless a reimbursement fee will be specifically used to pay debt service, the reimbursement fee cost basis should be reduced by any outstanding debt related to the assets or projects included in the cost basis to avoid double charging for assets paid for by other means.

After discussions with City staff and review of the Coburg Water Master Plan, there is no capacity in the system available to serve future users. Therefore, no reimbursement fee cost basis is calculated.

II.B.2. Improvement Fee Cost Basis

The improvement fee cost basis is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that can be included in the improvement fee cost basis is determined by the extent to which each new project creates capacity for future users. **Table 4** shows how a total project cost of \$9,995,513 reduces to an eligible cost of \$6,054,480.

Table 4. Water Improvement Fee Cost Basis

Project Number	Project	Total Costs (2017) ¹	Non-City Funded Portion	Costs Borne by City	SDC Eligible Percent	SDC Eligible Costs	Timeline
CIP 1	Engineering (Water Master Plan Projects) - Capital Debt	\$20,000	\$0	\$20,000	0.00%	\$0	0-5 years
CIP 2	Eastside Water Line/Test Well	400,000	0	400,000	60.23%	240,933	0-5 years
CIP 3	Production Well on Roberts Road	1,275,000	0	1,275,000	100.00%	1,275,000	0-5 years
CIP 4	Reservoir Development	2,175,000	0	2,175,000	75.00%	1,631,250	0-5 years
CIP 5	Vehicle Purchase	35,000	0	35,000	0.00%	0	0-5 years
CIP 6	Hand Held/Meter Replacement	90,000	0	90,000	0.00%	0	0-5 years
PI: 1A	Purchase 2 Acres of property and drill test well at Roberts Road site		0	0	100.00%	0	0-5 years
PI: 1B	400-500 GPM Production well at Roberts Road site (1 or 2 wells)		0	0	100.00%	0	0-5 years
PI: 1C	Pump station at Roberts Road site		0	0	100.00%	0	0-5 years
PI: 2	Install pump control valves at Wells #1 and #2 and install surge anticipator valve at Well #1	36,067	0	36,067	100.00%	36,067	0-5 years
PI: 3	I-5 bore and 12" transmission line	749,913	0	749,913	100.00%	749,913	0-5 years
PI: 4	Remove segments of 6" and 12" AC pipe from distribution system and perform burst and crush tests to determine condition	20,808	0	20,808	0.00%	0	0-5 years
PI: 5	Perform well rehabilitation and maintenance procedures on Wells #1 and #2	49,939	0	49,939	100.00%	49,939	0-5 years
PII: 1	3,750' of 12" transmission line to reservoir site		0	0	75.00%	0	6-10 years
PII: 2	New 750,000 gallon reservoir at city property east of I-5		0	0	75.00%	0	6-10 years
PII: 3	Upgrade of SCADA controls	242,758	0	242,758	75.00%	182,068	6-10 years
PII: 4	12" intertie waterline at Coburg Industrial	108,339	0	108,339	75.00%	81,254	6-10 years
PII: 5	12" intertie waterline at Van Duyn Street	129,251	0	129,251	75.00%	96,938	6-10 years
PII: 6	12" intertie waterline at Vintage Street	323,318	0	323,318	75.00%	242,489	6-10 years
PIII: 1	Replace and demo (2) 500,000 gallon ground level reservoirs with new 1,000,000 gallon reservoir at existing booster pump station site	1,025,824	0	1,025,824	0.00%	0	11-20 years
PIII: 2	I-5 bore and connection to 12" transmission line	604,882	0	604,882	100.00%	604,882	11-20 years
PIII: 3	6" pipeline replacement projects		0	0	0.00%	0	11-20 years
PIII: 3A	Harrison and Macy Streets - 1,045'	111,148	0	111,148	0.00%	0	11-20 years
PIII: 3B	Christian Way - 320'	56,597	0	56,597	0.00%	0	11-20 years
PIII: 3C	Coleman Street (from Mill Street to north end of line) - 540'	74,991	0	74,991	0.00%	0	11-20 years
PIII: 3D	Coleman Street (between Lincoln and Thomas) - 1,408'	137,956	0	137,956	0.00%	0	11-20 years
PIII: 3E	Thomas Street (Coleman to east end of line) - 234'	50,216	0	50,216	0.00%	0	11-20 years
PIII: 3F	East Dixon Street (Diamond Street to east end of line) - 994'	107,542	0	107,542	0.00%	0	11-20 years
PIII: 3G	Delaney Street (between Willamette and Stuart) - 2,226'	200,213	0	200,213	0.00%	0	11-20 years
PIII: 3H	East of Coburg Industrial - 395'	62,257	0	62,257	0.00%	0	11-20 years
PIII: 3I	Maple Street (Coleman to east end of line) - 558' Well #1 Rebuild	74,284	0	74,284	0.00%	0	11-20 years
	Total	\$9,995,513	\$0	\$9,995,513	47.09%	\$6,054,480	

Source: Coburg Water Master Plan and Capital Projects List

¹ Costs escalated to 2017 based on Engineering News Record Construction Cost Index for Seattle

The improvement fee cost basis must be reduced by any improvement fee revenue (for the same facility type) currently held by the City. The City currently has a balance of \$111,909 in water improvement fees. Reducing the gross improvement fee cost basis of \$6,054,480 by this amount results in a net improvement fee cost basis of cost of \$5,942,572.

II.B.3. Compliance Costs

As noted in **Section I**, compliance costs are the sum of SDC methodology updates and annual administrative costs. In consultation with City staff, we estimate compliance costs at five percent of the combined reimbursement and improvement cost bases.

II.C. CALCULATED SDC

Dividing the sum of the net cost bases by the projected growth results in the calculated SDC per MCE, as shown in **Table 5**:

Table 5. Water SDC per MCE

Water SDC	Total	SDC-Eligible	Units
Reimbursement Fee			
Excess Capacity of Infrastructure	\$ 4,519,082	\$ -	
Less: Pro-Rated Debt Principal	(1,069,603)	-	
Reimbursement Fee Cost Basis	\$ 3,449,479	\$ -	
Growth to End of Planning Period		1,051	MCE
Reimbursement Fee		\$ -	per MCE
Improvement Fee			
Capacity Expanding CIP	\$ 9,995,513	\$ 6,054,480	
Less: Fund Balance	(111,909)	(111,909)	
Improvement Fee Cost Basis	\$ 9,883,604	\$ 5,942,572	
Growth to End of Planning Period		1,051	MCE
Improvement Fee		\$ 5,653	per MCE
Total System Development Charge			
Reimbursement Fee		\$ -	per MCE
Improvement Fee		\$ 5,653	per MCE
Compliance Fee	5%	\$ 283	per MCE
Total SDC per		\$ 5,936	per MCE

II.D. SCHEDULE OF SDCS

In order to impose water SDCs on an individual property, the number of MCEs is determined by the size of the property’s water meter. The MCE calculation used is based on AWWA flow factors as shown in **Table 6** where one ME is a 5/8” x 3/4” meter.

Table 6. Water SDC Schedule

	Flow Factor	SDC Fee
5/8" x 3/4" Meter	1.0	\$5,936
1" Meter	2.5	\$14,840
1.5" Meter	5.0	\$29,679
2" Meter	8.0	\$47,487
3" Meter	15.0	\$89,038
4" Meter	25.0	\$148,397
6" Meter	50.0	\$296,795
8" Meter	80.0	\$474,872
10" Meter	115.0	\$682,628

Section III. WASTEWATER

This section provides detailed calculations of the recommended SDC for wastewater facilities.

III.A. GROWTH

For wastewater SDCs, a common unit of growth is the equivalent dwelling unit (EDU). For the City, one EDU equals the wastewater flow and loading of an average single-family residence (“210 gpd at residential strengths,” according to the wastewater capital improvement plan). According to data provided by the City, the wastewater utility had 765 EDUs in 2014, the base year of the 20-year planning period.

Based on the wastewater capital improvement plan, EDUs will grow at a rate of 2.43 percent annually until reaching 1,235 EDUs in 2034. The growth from 765 EDUs in 2014 to 1,235 EDUs in 2034 (i.e., 471 EDUs) is the denominator in the SDC equation (**Table 7**).

Table 7. Wastewater Customer Growth

	2014	2034	2014 - 2034 Growth	Growth Share	CAGR
Equivalent Residential Units	765	1,235	471	38.11%	2.43%

Source: City of Coburg Wastewater Capital Improvement Plan

Abbreviations: CAGR - Compound Annual Growth Rate

III.B. ELIGIBLE COSTS

Below we calculate the eligible cost bases for the SDC including any applicable adjustments.

III.B.1. Reimbursement Fee Cost Basis

The reimbursement fee cost basis is the cost of capacity available in the existing system. Calculation of the reimbursement fee begins with the historical cost of assets or recently completed projects that have unused capacity to serve future users. For each asset or project, the historical cost is adjusted by that portion of the asset or project that is available to serve future users. As shown in **Table 8**, the wastewater utility has available capacity in both collection and treatment:

Table 8. Wastewater Gross Reimbursement Cost Basis

	Construction Costs	Proportional Share of Non-Construction Improvements	Total Original Cost	Percent Capacity Available for Future Users	SDC-Eligible Costs
Collection	\$ 3,395,666	\$ 1,755,227.62	\$ 5,150,894	38.11%	\$ 1,962,922
Treatment	9,166,075	4,737,965	13,904,040	26.98%	3,750,931
Septic Tank Effluent Pumping (STEP) System (Private System)	4,926,840	2,546,695	7,473,535	0.00%	-
Other Contributions (Grants & City Payments) ¹			(8,690,401)	21.54%	(1,871,788)
Total	\$ 17,488,581	\$ 9,039,888	\$ 17,838,068		\$ 3,842,065

Source: City of Coburg

¹ Contributions allocated as all other assets.

To avoid charging future development for facilities provided at no cost to the City or its ratepayers, the reimbursement fee cost basis must be reduced by any grants or contributions used to fund the assets or projects included in the cost basis. As shown in **Table 8**, when historical contributions of \$8,690,401 are adjusted by the overall percentage of available capacity, the reduction to the reimbursement fee cost basis is \$1,871,788. The result is a gross reimbursable cost of \$3,842,065.

Unless a reimbursement fee will be specifically used to pay debt service, the reimbursement fee cost basis should be reduced by any outstanding debt related to the assets or projects included in the cost basis to avoid double charging for assets paid for by other means. For the wastewater utility, outstanding debt represents 63.17 percent of the original cost of infrastructure. Reducing the gross reimbursement fee cost basis by \$2,427,143 results in a net reimbursable cost of \$1,414,922.

The reimbursement fee cost basis must also be reduced by any reimbursement fee revenue (for the same facility type) currently held by the City. The City currently has no fund balance of wastewater reimbursement fees.

III.B.2. Improvement Fee Cost Basis

The improvement fee cost basis is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that can be included in the improvement fee cost basis is determined by the extent to which each new project creates capacity for future users. **Table 9** shows how a total project cost of \$2,072,969 reduces to an eligible cost of \$1,801,138.

Table 9. Wastewater Improvement Fee Cost Basis

Project Number	Project	Total Costs (2013)	Total Costs (2017) ¹	Non-City Funded Portion	Costs Borne by City	SDC Eligible Percent	SDC Eligible Costs	Timeline
CIP 1	Vehicle Purchase		\$28,000	\$0	\$28,000	0%	\$0	0-6 years
	1 Headworks Structure	86,000	97,922	0	97,922	38%	37,316	0-20 years
	2 Additional MBR Filters	520,000	592,085	0	592,085	100%	592,085	6-10 years
	3 Additional Treatment Basin	735,000	836,889	0	836,889	100%	836,889	10-20 years
	4 Bridge Crane	140,000	159,407	0	159,407	38%	60,748	0-20 years
	5 Effluent Storage Pond	195,000	222,032	0	222,032	100%	222,032	6-10 years
	6 Additional Cooling	120,000	136,635	0	136,635	38%	52,069	0-20 years
	Total	\$1,796,000	\$2,072,969	\$0	\$2,072,969		\$1,801,138	

Source: City of Coburg Wastewater Capital Improvement Plan

¹ Costs escalated to 2017 based on Engineering News Record Construction Cost Index for Seattle

The improvement fee cost basis must be reduced by any improvement fee revenue (for the same facility type) currently held by the City. The City currently has a balance of \$189,802 in wastewater

improvement fees. Reducing the gross improvement fee cost basis of \$1,801,138 by this amount results in a net improvement fee cost basis of cost of \$1,611,336.

III.B.3. Compliance Costs

As noted in **Section I**, compliance costs are the sum of SDC methodology updates and annual administrative costs. In consultation with City staff, we estimate compliance costs at five percent of the combined reimbursement and improvement cost bases.

III.C. CALCULATED SDC

Dividing the sum of the net cost bases by the projected growth results in the calculated SDC per EDU, as shown in **Table 10**:

Table 10. Wastewater SDC per EDU

Wastewater SDC	Total	SDC-Eligible	Units
Reimbursement Fee			
Excess Capacity of Infrastructure	\$26,528,469	\$ 3,842,065	
Less: Pro-Rated Debt Principal	(16,137,447)	(2,427,143)	
Reimbursement Fee Cost Basis	\$10,391,022	\$ 1,414,922	
Growth to End of Planning Period		471	EDU
Reimbursement Fee		\$ 3,006	per EDU
Improvement Fee			
Capacity Expanding CIP	\$ 2,072,969	\$ 1,801,138	
Less: Fund Balance	(189,802)	(189,802)	
Improvement Fee Cost Basis	\$ 1,883,167	\$ 1,611,336	
Growth to End of Planning Period		471	EDU
Improvement Fee		\$ 3,423	per EDU
Total System Development Charge			
Reimbursement Fee		\$ 3,006	per EDU
Improvement Fee		\$ 3,423	per EDU
Compliance Fee	5%	\$ 321	per EDU
Total SDC per		\$ 6,750	per EDU

Section IV. TRANSPORTATION

This section provides detailed calculations of the recommended SDC for transportation facilities.

IV.A. GROWTH

For transportation SDCs, a common unit of growth is the average daily person trip (ADPT). For the City, one ADPT equals one person departing from or arriving at a particular property. Based on the household and employment data we analyzed, we estimate that, in 2018, existing development within Coburg generates 19,161 ADPTs.

Assuming that transportation demand increases in proportion to population growth (as projected in the coordinated population forecast for Lane County), ADPTs will grow at a rate of 1.13 percent annually until reaching 23,997 ADPTs in 2038. The growth from 19,161 ADPTs in 2018 to 23,997 ADPTs in 2038 (i.e., 4,836 ADPTs) is the denominator in the SDC equation (**Table 11**).

Table 11. Transportation Demand Growth

	2018	2038	2018 - 2038 Growth	Growth Share	CAGR
Average Daily Person Trips	19,161	23,997	4,836	20.15%	1.13%

Source: U.S. Census, ITE Handbook 9th Edition, the National Household Travel Survey, and Coordinated Population Forecast for Lane County, its Urban Growth Boundaries (UGB), and Area Outside the UGBs, Portland State Population Research Center.

Abbreviations: CAGR - Compound Annual Growth Rate

IV.B. ELIGIBLE COSTS

Below we calculate the eligible cost bases for the SDC including any applicable adjustments.

IV.B.1. Reimbursement Fee Cost Basis

The reimbursement fee cost basis is the cost of capacity available in the existing system. Calculation of the reimbursement fee begins with the historical cost of assets or recently completed projects that have unused capacity to serve future users. For each asset or project, the historical cost is adjusted by that portion of the asset or project that is available to serve future users. As shown in **Table 12**, the transportation system has available capacity in the recently developed Coburg Loop Path:

Table 12. Transportation Gross Reimbursement Cost Basis

	Original Cost	Percent Capacity Available for Future Users	SDC-Eligible Costs
Develop the Coburg Loop Path - Implement the Coburg Loop Path system to provide a low-stress route for pedestrians and cyclists	\$ 3,300,000	20.15%	\$ 665,077
Assumed Non-City Funded Portion of Project	(2,310,000)	20.15%	(465,554)
Asset Value in Park Inventory	(152,568)	20.15%	(30,748)
Total	\$ 837,432		\$ 168,775

Source: City of Coburg

To avoid charging future development for facilities provided at no cost to the City or its ratepayers, the reimbursement fee cost basis must be reduced by any grants or contributions used to fund the assets or projects included in the cost basis. As shown in **Table 12**, we make two adjustments. The first adjustment is for the portion of the project funded by an agency other than the City. The second adjustment is for the portion of the project that is listed in the assets of the parks system. The result is a gross reimbursable cost of \$168,775.

Unless a reimbursement fee will be specifically used to pay debt service, the reimbursement fee cost basis should be reduced by any outstanding debt related to the assets or projects included in the cost basis to avoid double charging for assets paid for by other means. However, there is transportation-related debt outstanding.

The reimbursement fee cost basis must also be reduced by any reimbursement fee revenue (for the same facility type) currently held by the City. The City currently has a balance of \$9,171 in transportation reimbursement fees.

IV.B.2. Improvement Fee Cost Basis

The improvement fee cost basis is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that can be included in the improvement fee cost basis is determined by the extent to which each new project creates capacity for future users. **Table 13** shows how a total project cost of \$13,239,149 reduces to an eligible cost of \$2,077,504.

Table 13. Transportation Improvement Fee Cost Basis

Project Number	Project	Total Costs (2013)	Total Costs (2017) ¹	Non-City Funded Portion ²	Costs Borne by City	SDC Eligible Percent	SDC Eligible Costs	Timeline	Jurisdiction
CIP 1	E Mill and Harrison Streets (capital debt)		\$300,000	\$0	\$300,000	20.15%	\$60,462	0-6 years	Coburg
CIP 2	Vehicle purchase		25,000	0	25,000	0.00%	0	0-6 years	Coburg
1	Channelization at intersection of Pearl and Coleman Streets	700,000	774,913	542,439	232,474	20.15%	46,852	16-20 years	Lane County
2	Intersection controls at Dixon and Willamette Streets	1,000,000	1,107,019	774,913	332,106	20.15%	66,932	16-20 years	Lane County
3	Intersection of Van Duyn Street, Coburg Bottom Loop Road and Coburg Road								
3a	Reconstruct intersection with pedestrian improvements	140,000	154,983	108,488	46,495	20.15%	9,370	0-5 years	Lane County
3b	Construct gateway	Varies	0	0	0	20.15%	0	6-10 years	Lane County
3c	Reconstruct intersection with new curb radii	82,000	90,776	63,543	27,233	20.15%	5,488	6-10 years	Lane County
3d	Add striping as traffic calming	14,000	15,498	10,849	4,649	20.15%	937	6-10 years	Lane County
4	Few pedestrian crossings on Willamette and Pearl Streets								
4a	Construct marked 'ladder' crossings and signage at key intersections	26,000	28,782	20,148	8,635	20.15%	1,740	6-10 years	Lane County
4b	Add pedestrian refuge islands, street illumination & flexible delineators in addition to marked 'ladder' crossings	Varies	0	0	0	20.15%	0	6-10 years	Lane County
4c	Construct traffic calming measures, like durable pavement markings, or curb bulb-outs	Varies	0	0	0	20.15%	0	6-10 years	Lane County
5	Potential conflicts between bicyclists and cars on Willamette Street - construct buffered bike lanes on Willamette and Van Duyn Streets	92,000	101,846	71,292	30,554	20.15%	6,158	11-15 years	Lane County
6	Pedestrian access and connectivity in neighborhoods								
6a	Maintain existing alleys to increase the number of routes available to pedestrians	Varies	0	0	0	0.00%	0	0-5 years	Coburg
6b	Implement an alleyway beautification program	Varies	0	0	0	0.00%	0	6-10 years	Coburg
6c	Create policies requiring pedestrian connections in new neighborhoods	N/A	0	0	0	0.00%	0	0-5 years	Coburg
8	Bicycle visibility at Pearl and Willamette Streets intersection								
8a	Paint shared right-of-way markings ("sharrows") on Pearl Street	5,000	5,535	3,875	1,661	20.15%	335	6-10 years	Lane County
8b	Continue the westbound bike lane to the intersection of Pearl and Willamette Streets	Varies	0	0	0	20.15%	0	6-10 years	Lane County
9	Develop a bicycle boulevard system - construct bicycle boulevards on low-volume, low-traffic neighborhood streets to provide a less stressful route for bicyclists and pedestrians	43,000	47,602	0	47,602	20.15%	9,594	0-6 years	Coburg
10	Intersection of Willamette and Van Duyn Streets								
10a	Phase 1: Block north and east legs of intersection; emphasize through movement with signage	600,000	664,211	464,948	199,263	20.15%	40,159	6-10 years	Lane County/Coburg
10b	Phase 2: Realign each leg of the intersection to "soften" through route turning angle	1,000,000	1,107,019	774,913	332,106	20.15%	66,932	11-15 years	Lane County/Coburg
11	Emergency access in the west side of town - construct emergency access road from the end of Abby Road west to intersect with Coburg Bottom Loop Road	200,000	221,404	0	221,404	20.15%	44,621	6-10 years	Coburg
12	East-west connectivity in town - construct new east-west Collector street from the east end of Van Duyn Road to Sarah lane through to Coburg Industrial Way	7,700,000	8,524,045	0	8,524,045	20.15%	1,717,923	11-15 years	Coburg
13	Roadside stormwater facility education								
13a	Place signage at stormwater facilities	500	554	0	554	0.00%	0	0-5 years	Coburg
13b	Create a "green streets" retrofit demonstration project that highlights stormwater facilities	62,500	69,189	0	69,189	0.00%	0	6-10 years	Coburg
14	Parking in neighborhoods								
14a	Paint red striping near fire hydrants to discourage parking too close to hydrants	200	221	0	221	0.00%	0	0-5 years	Coburg
14b	Post "No Parking Here to Corner" or similar signs to discourage parking too close to intersections	500	554	0	554	0.00%	0	0-5 years	Coburg
14c	Increase parking enforcement	Varies	0	0	0	0.00%	0	0-5 years	Coburg
Total		\$11,665,700	\$13,239,149	\$2,835,407	\$10,403,742		\$2,077,504		

Source: Coburg Transportation System Plan and Capital Projects List

¹ Costs escalated to 2017 based on Engineering News Record Construction Cost Index for Seattle

² Non-City funded portion of projects assumes all projects with a jurisdiction that includes Lane County will be funded 70% by Lane County. Percentage is based on Oregon Department of Transportation Connect Oregon Program which requires a 30% cash match from local governments.

The improvement fee cost basis must be reduced by any improvement fee revenue (for the same facility type) currently held by the City. The City currently has a balance of \$307,687 in transportation improvement fees. Reducing the gross improvement fee cost basis of \$2,077,504 by this amount results in a net improvement fee cost basis of cost of \$1,769,816.

IV.B.3. Compliance Costs

As noted in **Section I**, compliance costs are the sum of SDC methodology updates and annual administrative costs. In consultation with City staff, we estimate compliance costs at five percent of the combined reimbursement and improvement cost bases.

IV.C. CALCULATED SDC

Dividing the sum of the net cost bases by the projected growth results in the calculated SDC per ADPT, as shown in **Table 14**:

Table 14. Transportation SDC per ADPT

Transportation SDC	Total	SDC-Eligible	Units
Reimbursement Fee			
Excess Capacity of Infrastructure	\$ 1,286,199	\$ 168,775	
Less: Fund Balance	(9,171)	(9,171)	
Reimbursement Fee Cost Basis	\$ 1,277,028	\$ 159,604	
Growth to End of Planning Period		4,836	ADPT
Reimbursement Fee		\$ 33	per ADPT
Improvement Fee			
Capacity Expanding CIP	\$13,239,149	\$ 2,077,504	
Less: Fund Balance	(307,687)	(307,687)	
Improvement Fee Cost Basis	\$12,931,462	\$ 1,769,816	
Growth to End of Planning Period		4,836	ADPT
Improvement Fee		\$ 366	per ADPT
Total System Development Charge			
Reimbursement Fee		\$ 33	per ADPT
Improvement Fee		\$ 366	per ADPT
Compliance Fee	5%	\$ 20	per ADPT
Total SDC per		\$ 419	per ADPT

IV.D. SCHEDULE OF SDCS

In order to impose transportation SDCs on an individual property, the number of ADPTs is determined by the land use of the property, as shown in **Table 15**.

Table 15. Transportation SDC Schedule

ITE Code	Land Use	Unit	Average Daily Person Trips	Total
21	Commercial Airport	CFD	206.83	\$86,640
30	Intermodal Truck Terminal	Acre	105.02	\$43,991
110	General Light Industrial	1,000 SFGFA	8.84	\$3,705
130	Industrial Park	1,000 SFGFA	8.97	\$3,757
140	Manufacturing	1,000 SFGFA	5.09	\$2,132
151	Mini-Warehouse	1,000 SFGFA	3.99	\$1,670
160	Data Center	1,000 SFGFA	1.66	\$697
210	Single-Family Detached Housing	Dwelling uni	15.87	\$6,648
220	Apartment	Dwelling uni	10.92	\$4,574
230	Residential Condominium/Townhouse	Dwelling uni	9.49	\$3,977
240	Mobile Home Park	ODU	8.23	\$3,449
254	Assisted Living	Bed	4.31	\$1,804
310	Hotel	Room	13.20	\$5,528
411	City Park	Acre	10.30	\$4,316
417	Regional Park	Acre	8.39	\$3,513
430	Golf Course	Acre	8.86	\$3,710
444	Movie Theater with Matinee	Movie screen	650.21	\$272,369
492	Health/Fitness Club	1,000 SFGFA	50.94	\$21,338
495	Recreational Community Center	1,000 SFGFA	46.03	\$19,282
520	Elementary School	1,000 SFGFA	11.97	\$5,014
522	Middle School/Junior High School	1,000 SFGFA	10.69	\$4,477
530	High School	1,000 SFGFA	10.00	\$4,188
540	Junior/Community College	1,000 SFGFA	35.97	\$15,069
560	Church	1,000 SFGFA	22.21	\$9,304
565	Day Care Center	1,000 SFGFA	30.28	\$12,685
590	Library	1,000 SFGFA	84.78	\$35,513
610	Hospital	1,000 SFGFA	20.45	\$8,564
620	Nursing Home	1,000 SFGFA	12.12	\$5,075
710	General Office Building	1,000 SFGFA	14.08	\$5,897
720	Medical-Dental Office Building	1,000 SFGFA	45.88	\$19,218
731	State Motor Vehicles Department	1,000 SFGFA	203.11	\$85,082
732	United States Post Office	1,000 SFGFA	148.43	\$62,175
750	Office Park	1,000 SFGFA	14.28	\$5,982
760	Research and Development Center	1,000 SFGFA	10.45	\$4,379
770	Business Park	1,000 SFGFA	15.85	\$6,640
812	Building Materials and Lumber Store	1,000 SFGFA	72.46	\$30,351
813	Free-Standing Discount Superstore	1,000 SFGFA	64.62	\$27,067
814	Variety Store	1,000 SFGFA	51.36	\$21,516
815	Free-Standing Discount Store	1,000 SFGFA	47.40	\$19,856
816	Hardware/Paint Store	1,000 SFGFA	43.53	\$18,236
817	Nursery (Garden Center)	1,000 SFGFA	139.20	\$58,311
820	Shopping Center	1,000 SFGFA	34.74	\$14,553
826	Specialty Retail Center	1,000 SFGFA	68.18	\$28,559
841	Automobile Sales	1,000 SFGFA	49.17	\$20,595
843	Automobile Parts Sales	1,000 SFGFA	45.76	\$19,170
848	Tire Store	1,000 SFGFA	28.69	\$12,018
850	Supermarket	1,000 SFGFA	79.54	\$33,317
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	414.63	\$173,686
857	Discount Club	1,000 SFGFA	71.14	\$29,800
862	Home Improvement Superstore	1,000 SFGFA	28.11	\$11,776
880	Pharmacy/Drugstore without Drive-Through	1,000 SFGFA	64.05	\$26,830
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	61.87	\$25,916
890	Furniture Store	1,000 SFGFA	3.07	\$1,286
911	Walk-in Bank	1,000 SFGFA	0.00	\$0
912	Drive-in Bank	1,000 SFGFA	56.35	\$23,604
925	Drinking Place	1,000 SFGFA	0.00	\$0
931	Quality Restaurant	1,000 SFGFA	62.86	\$26,331
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	88.34	\$37,003
933	Fast-Food Restaurant without Drive-Through	1,000 SFGFA	455.63	\$190,860
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	368.04	\$154,170
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	563.07	\$235,867
938	Coffee/Donut Kiosk	1,000 SFGFA	514.08	\$215,344
944	Gasoline/Service Station	VFP	99.11	\$41,518
945	Gasoline/Service Station with Convenience	VFP	34.94	\$14,638
946	Gasoline/Service Station with Car Wash	VFP	61.34	\$25,695

Source: ITE Handbook 9th Edition, and the National Household Travel Survey.

Abbreviations

- CFD commercial flights per day
- ODU occupied dwelling unit
- SFGFA square feet of gross floor area
- SFGLA square feet of gross leasable area
- VFP vehicle fueling position

Section V. PARKS

This section provides detailed calculations of the recommended SDC for parks facilities.

V.A. GROWTH

For parks SDCs, the most applicable and administratively feasible unit of growth is the resident. Because the City charges parks SDCs to non-residential development—and because such charges are based on an estimated number of employees—the unit of growth must accommodate employees. We therefore use the residential equivalent, where each employee is counted as 0.40 resident.

The parks and open space master plan provided a demand growth forecast for the utility through the end of the planning period in 2016. Although the planning period has now passed, the forecasted growth is still relevant because it still represents the growth to be served by the projects in the project list. As shown in **Table 16**, total growth during the planning period was projected to be 792 residential equivalents.

Table 16. Parks Customer Growth

	2005	2016	2005 - 2016 Growth	Growth Share	CAGR
Population	1,136	1,753	617		4.02%
Employees	3,061	3,493	432		
Employee RPEs¹	1,236	1,411	175		1.21%
Residential Equivalents	2,373	3,164	792	25.02%	2.65%

Source: Parks and Open Space Master Plan and Census On the Map.

1 Residential Population Equivalents (RPEs) equal to .40 people per job.

Abbreviations: CAGR - Compound Annual Growth Rate

V.B. ELIGIBLE COSTS

Below we calculate the eligible cost bases for the SDC including any applicable adjustments.

V.B.1. Reimbursement Fee Cost Basis

Assuming completion of the planned projects and the materialization of expected growth, the City parks system will have a future level of service of 30.20 acres per 1,000 residents for facilities measured in acres and 8,213.48 linear feet per 1,000 residents for facilities measured in linear feet. At present (i.e., prior to project completion and prior to expected growth), the City’s park facilities do not meet this level of service. Therefore, there is no “unused” reimbursable capacity in the parks system.

V.B.2. Improvement Fee Cost Basis

The improvement fee cost basis is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that can be included in the improvement fee cost basis is determined by the extent to which each new project creates capacity for future users. **Table 17** shows how a total project cost of \$3,487,000 reduces to an eligible cost of \$1,738,141.

Table 17. Parks Improvement Fee Cost Basis

Project Number	Project	Park Type	Costs Borne by City	Percent Eligible for Improvement Fee	Improvement Fee Eligible Costs
CIP 1	Park Restroom Updates		\$15,000	0.00%	\$0
CIP 2	Unidentified Park Project (Park Masterplan)		60,000	0.00%	0
CIP 3	Coburg Loop Segment 4	Linear	35,000	68.71%	24,049
MP 1	Southside Neighborhood Park	Neighborhood	332,500	68.71%	228,461
MP 2	Northside Neighborhood Park	Neighborhood	332,500	68.71%	228,461
MP 3	Community Park	Community	855,000	68.71%	587,471
MP 4	Mill Slough Linear Park	Linear Feet	127,000	35.20%	44,698
MP 5	Muddy Creek Linear Park	Linear Feet	1,155,000	35.20%	406,504
MP 6	Westside Mini Park	Mini	94,000	68.71%	64,587
MP 7	Wetland Park	Natural Area	150,000	0.00%	0
MP 8	Pfeiffer Park	Neighborhood	70,000	0.00%	0
MP 9	Moody Park	Mini	21,000	0.00%	0
MP 10	Coburg Estates Linear Park	Linear	2,000	0.00%	0
MP 11	Pavillion Park	Mini	14,000	0.00%	0
MP 12	Southwest Mini Park	Mini	124,500	68.71%	85,544
MP 13	Future Employee Mini Park	Mini	99,500	68.71%	68,367
	Total		\$3,487,000		\$1,738,141

Source: Parks and Open Space Master Plan and Coburg CIP.

The improvement fee cost basis must be reduced by any improvement fee revenue (for the same facility type) currently held by the City. The City currently has a balance of \$80,846 in parks improvement fees. Reducing the gross improvement fee cost basis of \$1,738,141 by this amount results in a net improvement fee cost basis of cost of \$1,657,296.

V.B.3. Compliance Costs

As noted in **Section I**, compliance costs are the sum of SDC methodology updates and annual administrative costs. In consultation with City staff, we estimate compliance costs at five percent of the combined reimbursement and improvement cost bases.

V.C. CALCULATED SDC

Dividing the sum of the net cost bases by the projected growth results in the calculated SDC per residential equivalent, as shown in **Table 18**:

Table 18. Parks SDC per Residential Equivalent

Parks SDC	Total	SDC-Eligible	Units
Reimbursement Fee			
Excess Capacity of Infrastructure	\$ 250,966	\$ -	
Less: Pro-Rated Debt Principal	(45,622)	-	
Reimbursement Fee Cost Basis	\$ 205,344	\$ -	
Growth to End of Planning Period		792 RPE	
Reimbursement Fee		\$ -	per RPE
Improvement Fee			
Capacity Expanding CIP	\$ 3,487,000	\$ 1,738,141	
Less: Fund Balance	(80,846)	(80,846)	
Improvement Fee Cost Basis	\$ 3,406,154	\$ 1,657,296	
Growth to End of Planning Period		792 RPE	
Improvement Fee		\$ 2,094	per RPE
Total System Development Charge			
Reimbursement Fee		\$ -	per RPE
Improvement Fee		\$ 2,094	per RPE
Compliance Fee	5%	\$ 105	per RPE
Total SDC per		\$ 2,198	per RPE

V.D. SCHEDULE OF SDCS

In order to impose parks SDCs on an individual property, the number of residential equivalents must be estimated for individual housing types and non-residential land uses, as shown in **Table 19**.

Table 19. Parks SDC Schedule

	People per Unit	SDC - Special Realized LOS
Residential	2.67	\$5,875
Multi-Family	2.57	\$5,659
Accessory Dwelling Unit	1.45	\$3,188
Non-Residential Charge	RPEs per 1,000 SF	
Ag., Fish and Forest Services; Constr; Mining	0.68	\$1,505
Food and Kindred Products	0.64	\$1,410
Textile and Apparel	0.43	\$955
Lumber and Wood	0.63	\$1,388
Furniture; Clay, Stone & Glass; Misc.	0.53	\$1,169
Paper and Allied	0.25	\$555
Printing, Publishing and Allied	0.90	\$1,974
Chemicals, Petroleum, Rubber, Leather	0.56	\$1,234
Primary and Fabricated Metals	0.96	\$2,115
Machinery Equipment	1.35	\$2,960
Electrical Machinery, Equipment	1.01	\$2,220
Transportation Equipment	0.58	\$1,269
TCPU - Transportation and Warehousing	0.12	\$270
TCPU - Communications and Public Utilities	0.88	\$1,931
Wholesale Trade	0.29	\$639
Retail Trade	0.86	\$1,890
Finance, Insurance and Real Estate	1.09	\$2,400
Non-Health Services	0.52	\$1,153
Health Services	1.15	\$2,537
Educational, Social, Membership Services	0.55	\$1,200
Government	0.76	\$1,676

Source: US Census (American Community Survey 2011-2015) and the Department of Environmental Quality.

Section VI. CONCLUSION

VI.A. RECOMMENDED SDCS

Table 20 summarizes the recommended SDCs for a single family residence and compares them to existing SDCs.

Table 20. SDC Summary and Comparison

	Water	Transportation	Park	Wastewater	Total
Current - without Credits	\$4,696	\$1,054	\$3,323	\$14,982	\$24,055
Current - with Credits	\$3,300	\$1,054	\$3,323	\$5,907	\$13,584
Proposed	\$5,936	\$6,648	\$5,875	\$6,750	\$25,209

VI.B. CREDITS, EXEMPTIONS, AND WAIVERS

The City will continue to establish local policies for issuing credits, exemptions, and other administrative procedures.

VI.B.1. Credits

A credit is a reduction in the amount of the SDC for a specific development. ORS 223.304 requires that SDC credits be issued for the construction of a qualified public improvement which is: required as a condition of development approval; identified in the City’s adopted SDC project list; and either “not located on or contiguous to property that is the subject of development approval,” or located “on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project . . .”

Additionally, a credit must be granted “only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve” the particular project up to the amount of the improvement fee. For multi-phase projects, any “excess credit may be applied against SDCs that accrue in subsequent phases of the original development project.”

VI.B.2. Exemptions and Waivers

The City may exempt or waive specific classifications of development from the requirement to pay transportation SDCs. However, to do so it must have a cost or demand-based justification. The City may not arbitrarily exempt customers or customer types from SDCs.

VI.C. INDEXING

Oregon law (ORS 223.304) also allows for the periodic indexing of SDCs for inflation, as long as the index used is:

- (A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.

We recommend that the City index its charges to the *Engineering News Record* Construction Cost Index for the City of Seattle and adjust its charges annually. There is no comparable Oregon-specific index.



Transportation Safety Ad Hoc Committee

Final Recommendations

Purpose & Objectives

The Transportation Safety Ad Hoc Committee was created by the Mayor and Council in October of 2023 to analyze a variety of pedestrian, bicycle and vehicle safety issues identified and presented by staff and review and make recommendations to Council on preferred mitigation actions for staff to pursue and implement. Issues included pedestrian crossing and general safety on N Willamette and Pearl Streets, pedestrian lighting, vehicle speed limits throughout the community, the N Willamette and Van Duyn curve/intersection and traffic calming opportunities.

The Ad-Hoc Committee was tasked to complete their work within a six-month window from January to June of 2024 and successfully did so with five committee meetings culminating in the following recommendations.

Recommendations

As part of the review, deliberations and formation of recommendations, the committee was informed of a variety of potential regulatory obstacles to various individual recommendations but was encouraged to take that into account but not temper the desired recommendations due to possible regulatory limitations or processes as that would be addressed by staff as the final Council approved recommendations began to be implemented.

Similarly, while most recommendations are relatively inexpensive to implement, staff encouraged the committee to not make estimated costs a deterrent to the selection of recommendations. As with the regulatory issues, cost and budget availability would be addressed by staff at the Council level.

The resulting recommendations were carefully considered by the committee and many individual recommendations become more impactful when coupled with other recommendations resulting in a strong sentiment for as many of the recommendations as possible to be implemented as concurrently as possible to maximize the benefits and impact of the recommendations as a whole.

Pedestrian Crossings

1. [Pearl at Coleman Street](#) – Lighted, push-button flashing beacons and crossing markings
Purpose: Provide a safe means of crossing Pearl Street for north/south connectivity improving access to residents on the south to City Parks and alternate school routes

Implementation Issues and Timeline: Pearl Street is a Lane County facility and may require data acquisition to gain approval. Costs are expected to be similar to the system installed at N Willamette & McKenzie (\$20,000)

2. [N Willamette at E Mill Street](#) - Pedestrian crossing markings at south side crossing
 3. [N Willamette at E Delany Street](#) - Pedestrian crossing markings at north side crossing
 4. [N Willamette at E Dixon Street](#) - Pedestrian crossing markings at north side crossing
 5. [E Mill Street](#) - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
 6. [E McKenzie Street](#) – Pedestrian crossing markings parallel to N Willamette St on west and east sides of intersection
 7. [E Delaney Street](#) - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
 8. [E Dixon Street](#) - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
- Purpose:** Improve pedestrian safety along Coburg’s primary downtown commercial corridor, both for crossing this corridor and for side streets that feed N Willamette St

Implementation Issues and Timeline: N Willamette Street is a Lane County facility and may require data acquisition to gain approval. Costs are dependent on how the work is completed (City staff, County Staff, contracted) as well as how many of the crossings are approved. It is possible that some may receive approval quickly while others may require more time for review/approval and could be grouped into phases for budgeting purposes.

N Willamette/Van Duyn Intersection

1. [Replacement and relocation of “curve ahead warning signs”](#) at both ends of the intersection
Purpose: Decrease average speeds approaching the intersection with increased visibility of warning signs with newer “neon” yellow-colored signs and relocation of signs to improve sightlines of signs and improve driver awareness of curve and need for reduced speed

Implementation Issues and Timeline: N Willamette Street is a Lane County facility and may require data acquisition to gain approval. Costs are dependent on how the work is completed (City staff, County Staff, contracted) and current sign replacement costs from Lane County. Sign location alteration may be limited by regulatory standards.

2. [Re-painting of all intersection pavement markings](#)
Purpose: Restore visible awareness to vehicles of traffic lane boundaries and ensure bicycle lane boundaries are visible. Desired result is reduced speeds through intersection and increased bicycle mode safety.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted)

3. [Enhanced painting](#) to highlight bike lanes and driver lane awareness*
 * (see speed limit section for speed related recommendations for this intersection)
Purpose: Improve visible awareness to vehicles of traffic lane boundaries and ensure bicycle lane boundaries are visible. Desired result is reduced speeds through intersection and increased bicycle mode safety.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted). Final markings will

be subject to regulatory standards (color, stripe vs. solid, text on surface, etc) Staff will work with Lane County to maximize final design.

Speed Limits/Signage

1. [N Willamette Street - Speed reduction](#) at south entrance extend further south (extend 40 MPH south, begin 25 MPH south of Vintage St)

Purpose: Ensure 25MPH zone extends to City limits line (or beyond if possible). Desired result is reduced speeds entering/exiting Coburg and moving the vehicle “speed ramp-up” outside of City limits.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted). If approved, limited to sign/post relocation only.

2. [Van Duyn Street - Reduce 35MPH limit to 25MPH](#) from N Willamette St intersection through N Coburg Rd intersection

Purpose: Create speed limit consistency between the two intersections to be more compatible with residential zoning and uses. Also reduces speed changes from school zone limit to standard limit. Desired result is reduced and consistent speeds throughout this residential, inside City limits corridor.

Implementation Issues and Timeline: N Willamette/VanDuyn Streets are Lane County facilities. Costs are dependent on how the work is completed (City staff, County Staff, contracted) and are limited to sign/post relocations.

3. [Consistent school zone speed reduction limits/rules and improved signage](#) on Van Duyn St, N Coburg Rd and Bottom Loop Rd.

Purpose: Current school zone signage on N Coburg is different than on Van Duyn.

- Request standardization and use of 7:00 AM – 5:00 PM for enforcement rather than “when children are present.
- Request improved signage for flashing units during the 7:00-5:00 times.
- Request relocation of school zone signage to maximum legal distances from school to increase school zone speed limit area.

Implementation Issues and Timeline: N Willamette and Van Duyn Streets are Lane County facilities. Costs are dependent on how the work is completed (City staff, County Staff, contracted). Expect costs to include signage/post relocation, new/replacement signage and custom signage (flashing – solar)

4. [Designate N Willamette Street as Business District](#) to allow speed reduction to 20MPH within maximum area of Lane County/ODOT district definition

Purpose: Desired result is reduced speeds through as much of the downtown/commercial corridor as allowed by Business District designation/definition, which enhances pedestrian safety and overall human experience of downtown, enhancing economic development and community satisfaction.

Implementation Issues and Timeline: N Willamette Street is a Lane County facility. Costs are dependent on how the work is completed (City staff, County Staff, contracted) and may involve data acquisition as well as signage replacement.

5. [No reduction in local street speed limits \(remain 25 mph\) *](#)

Purpose: Speed reduction to 20 MPH creates a requirement for significant installation of signage on all City streets that negatively impact the utilization of the rights of way for parking, access, etc and are not likely to have a material effect on average speed limits.

*Recommend City staff continued and increased utilization of speed trailer in strategic locations to obtain data to trend and support future transportation safety decision making.

Implementation Issues and Timeline: Coburg Police Department is fully supportive of increasing the utilization of the speed trailer and the City Administrator and Police Chief will develop a data collection and reporting communication process to ensure the data collected is available to Council and the community.

Other Recommendations

1. Development and implementation of formalized safe routes to school maps, signage and promotion utilizing the neighborhood street system to minimize crossings on major streets/intersections and funneling pedestrian and bicycle traffic to controlled intersections to maximize the safety of the route
2. Further research the regulations and potential strategies to reduce the current 35 MPH speed limit on Pearl Street between N Willamette and Coleman Street at a minimum and further east if possible.
3. Develop and implement tree trimming maintenance schedule for tree branches and vegetation overhanging travel lanes, bike lanes, sidewalks, traffic sign visibility and vision clearance areas.
4. Research the viability and potential for the installation of a pedestrian crossing on Pearl Street at the intersection of Pearl and Finney Street.
5. Evaluate appropriate traffic marking tools to improve the safety of W KcKenzie (grade chage + S-curve)

Process Plan (next steps)

This document, once formally approved by the Ad-Hoc Committee, will be presented to Council by staff at the July 9, 2024 Council meeting. Committee members are invited to attend and participate in the presentation if desired.

Discussion points with Council will include cost estimates, timelines and prioritization of recommendations. Upon approval of final recommendations with any adjustments from Council, staff will begin working on the priority recommendations and will develop a regular reporting format for Council and community tracking of progress.

Acknowledgements

The success of this process was made possible by the creation of the Ad-Hoc committee by Mayor Bell, the enthusiastic support of the committee from the City Council and most importantly by the informed and engaged time and effort of the committee members who took

a minimum of ten hours of their personal time to dedicate to the review, deliberation and formation of the recommendations described within this document.

Community involvement and engagement in topics and issues that shape the community and its safety and livability are critical elements of good governance and provide Council and staff with invaluable perspective and ideas to more fully shape future plans and actions. Thank you to committee members listed below:

Transportation Safety Ad-Hoc Committee Members

Brian Hamburger
Brandon Rhodes
Jeanne Schapper
McKenzie Bryant
John Marshall
Michael McDonald
Vilma McDonald
Councilor John Lehmann
Mayor Nancy Bell

Staff

Adam Hanks, City Administrator
Brian Harmon, Public Works Director
Megan Winner, Planning Director
Larry Larson, Police Chief

Attachments/References

1. Resolution 2023-15 – Creation of Transportation Safety Ad-Hoc Committee
2. Transportation Safety Ad-Hoc Committee - Meeting Agendas
3. Meeting #1 – Presentation Slides
4. Willamette St/W Van Duyn Streets Intersection Safety Improvements Options - Branch Engineering
5. Draft Recommendations Memo (Meeting #4)

RESOLUTION 2023-15**A RESOLUTION CREATING A TRANSPORTATION SAFETY AD-HOC COMMITTEE**

WHEREAS, the City Council wishes to seek citizen participation and input regarding transportation system safety issues to assist Council and staff in solutions to improve pedestrian, bicycle and vehicle safety, and

WHEREAS, City Council FY2024 Goals include the formation of a Transportation Committee to address transportation challenges in Coburg and planning for update to the Transportation System Plan, and

WHEREAS, City Council recognizes an update to its Transportation System Plan will require a dedication of time and resources beyond the scope of the Transportation Safety Ad-Hoc Committee and wishes to focus initial efforts on immediate safety issues within the existing transportation system.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coburg

Section 1. The City Council hereby approves the creation of the City of Coburg Transportation Safety Ad Hoc Committee

Section 2. The Committee shall be staffed by the Administration and Public Works Departments.

Section 3. The Committee shall be comprised of a minimum of five and a maximum of seven voting members made up of the Mayor, one (1) City Councilor, one (1) planning commissioner, and up to four (4) citizens. Committee members shall receive no compensation for participation in Committee activities.

Section 4. Applications will be submitted to the City Recorder and provided to the Mayor for appointment with confirmation from Council.

Section 5. The Ad-Hoc Committee is charged with analyzing a variety of pedestrian, bicycle and vehicle safety issues identified and presented by staff, reviewing potential mitigation actions and making recommendations to Council on preferred mitigation actions for staff to pursue. Committee analysis and recommendation shall also include utilization of citizen input provided to the Committee.

Section 6. Expected transportation safety issues to be brought forward to the Ad-Hoc Committee include, but are not limited to:


- Pedestrian crossing/safety on both Willamette and Pearl Street
- Pedestrian/bicycle safety lighting
- Vehicle speed limit reviews for Pearl St and citywide residential
- N Willamette & Van Duyn intersection improvements
- Traffic calming options on N Coleman St

Section 7. The Advisory Committee will cease to function upon the successful completion, recommendation, and presentation of a draft report on recommendations for the specific areas of concern presented by Staff to the Committee. The report will be prepared for presentation to Council by June 30, 2024. If it is deemed necessary that there is additional work of the Committee needed in order to pursue additional changes, or activities or community meetings to receive additional citizen input, the Council by majority vote can extend the completion/termination date of this Ad-Hoc committee up to an additional six months.

Section 8. This resolution is effective immediately upon passage.

Public Meeting Law and Public Record Retention Law must be followed consistent with Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR)

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of 5 for and 0 against, this 10th day of October, 2023.



Nancy Bell, Mayor

ATTEST: 
Sammy L. Egbert, City Recorder



AGENDA

TRANSPORTATION SAFETY AD-HOC COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Thursday, February 01, 2024 at 4:00 PM

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

CALL MEETING TO ORDER

ROLL CALL

WELCOME

1. Introductions
2. Committee Scope - Resolution 2023-15
3. Deliverable to Council
4. Election of Chair and Vice Chair

PRESENTATION BY STAFF

5. Safety Enhancements
6. Speed Reduction and Control
7. Project Ideas
8. Process for Approval

COMMITTEE DISCUSSION

FUTURE MEETINGS

9. Re-occurring Date and Time for Future Meetings

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.



AGENDA

TRANSPORTATION SAFETY AD-HOC COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Thursday, February 22, 2024 at 4:00 PM

CALL MEETING TO ORDER

ROLL CALL

PUBLIC COMMENT

MINUTES FOR APPROVAL

1. February 1, 2024 Transportation Safety Ad-Hoc Minutes

COMMITTEE DISCUSSION

2. Recap of Meeting #1
3. N. Willamette & Van Duyn Intersection

FUTURE AGENDA ITEMS

FUTURE MEETINGS

- 3/28/2024 Transportation Safety Ad-Hoc #3
- 4/25/2024 Transportation Safety Ad-Hoc #4
- 5/23/2024 Transportation Safety Ad-Hoc #5
- 6/20/2024 Transportation Safety Ad-Hoc #6 (Final Meeting)

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.



AGENDA

TRANSPORTATION SAFETY AD-HOC COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Thursday, March 28, 2024 at 4:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER

ROLL CALL

MINUTES FOR APPROVAL

COMMITTEE DISCUSSION

1. Recap Meeting #2
2. Speed Limits
 - a. Business District
 - b. Local Residential Streets
 - c. Van Duyn (N Willamette to N Coburg)
3. Topics for Meeting #4

FUTURE MEETINGS

April 25, 2024 Transportation Safety Ad-Hoc #4
May 23, 2024 Transportation Safety Ad-Hoc #5
June 20, 2024 Transportation Safety Ad-Hoc #6

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.



AGENDA

TRANSPORTATION SAFETY AD-HOC COMMITTEE

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Thursday, April 25, 2024 at 4:00 PM

CALL TO ORDER

ROLL CALL

AGENDA REVIEW

MINUTES APPROVAL

1. February 1, 2024 Transportation Safety Ad-Hoc Minutes
2. February 22, 2024 Transportation Safety Ad-Hoc Minutes
3. March 28, 2024 Transportation Safety Ad-Hoc Minutes

COMMITTEE BUSINESS

4. Committee Recommendations DRAFT Review
5. Potential Traffic Calming Areas of Concern

CITY UPDATES

6. Welcome to Coburg Entrance Signs Project

FUTURE MEETINGS

May 23, 2024 4:00 PM Transportation Safety Ad-Hoc #5

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.



TRANSPORTATION SAFETY AD HOC COMMITTEE

Meeting #1
February 1, 2024

Adam Hanks, City Administrator
Brian Harmon, Public Works Director
Megan Winner, Planning Director
Larry Larson, Police Chief



REGULATORY AUTHORITY

➤ Lane County

N Willamette/Van Duyn, Pearl and portion of N Industrial

➤ ODOT

Exit 199 Interchange

➤ City of Coburg

Local Streets (subject to approved Standards, ORS and MUTCD) Local Street



FOCUS AREA OVERVIEW

- Pedestrian Safety Enhancements
- Speed Reduction Opportunities
- Intersection Improvements

PEDESTRIAN SAFETY



- Lighted Beacons for crosswalks
- Additional marked crosswalks
- Signage/Lighting improvements



SPEED REDUCTION

- Speed Limits & Signage
 - N Willamette Speed Reduction (20 MPH Business District)
 - Citywide (local streets only) Speed Reduction (20 MPH)
 - Alternative Street Standard Speed Reduction (15 MPH)
- Traffic Calming Devices
 - Speed Hump
 - Speed Cushion
 - Raised Crosswalk
- Crosswalks
- Trees, Landscaping, Design elements



INTERSECTION IMPROVEMENTS

- N Willamette/Van Duyn
 - High Trip Count
 - Confusing Turning Options
 - Low Accident Rate
 - Pedestrian/Bicycle Challenges

INTERSECTION IMPROVEMENTS (CONT)



➤ N Willamette/Van Duyn

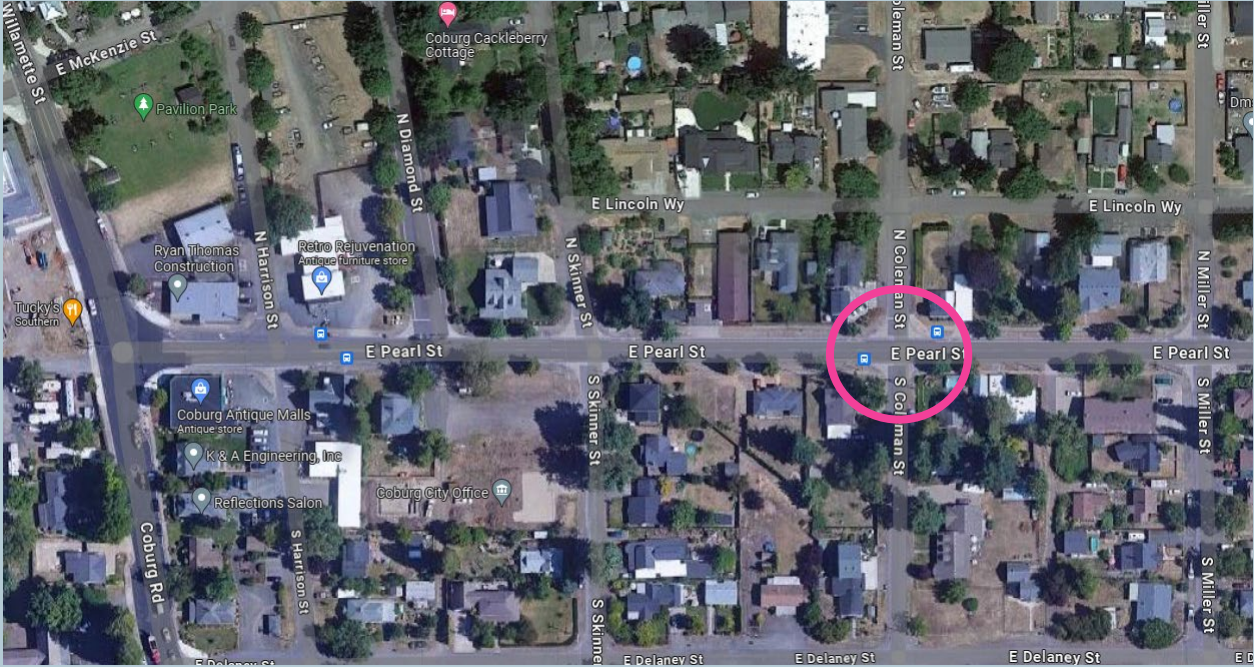
Recommendation Considerations

- Short Term vs Long Term
- Improvement/Reconfiguration Costs
- Allowed/Permitted by Lane County

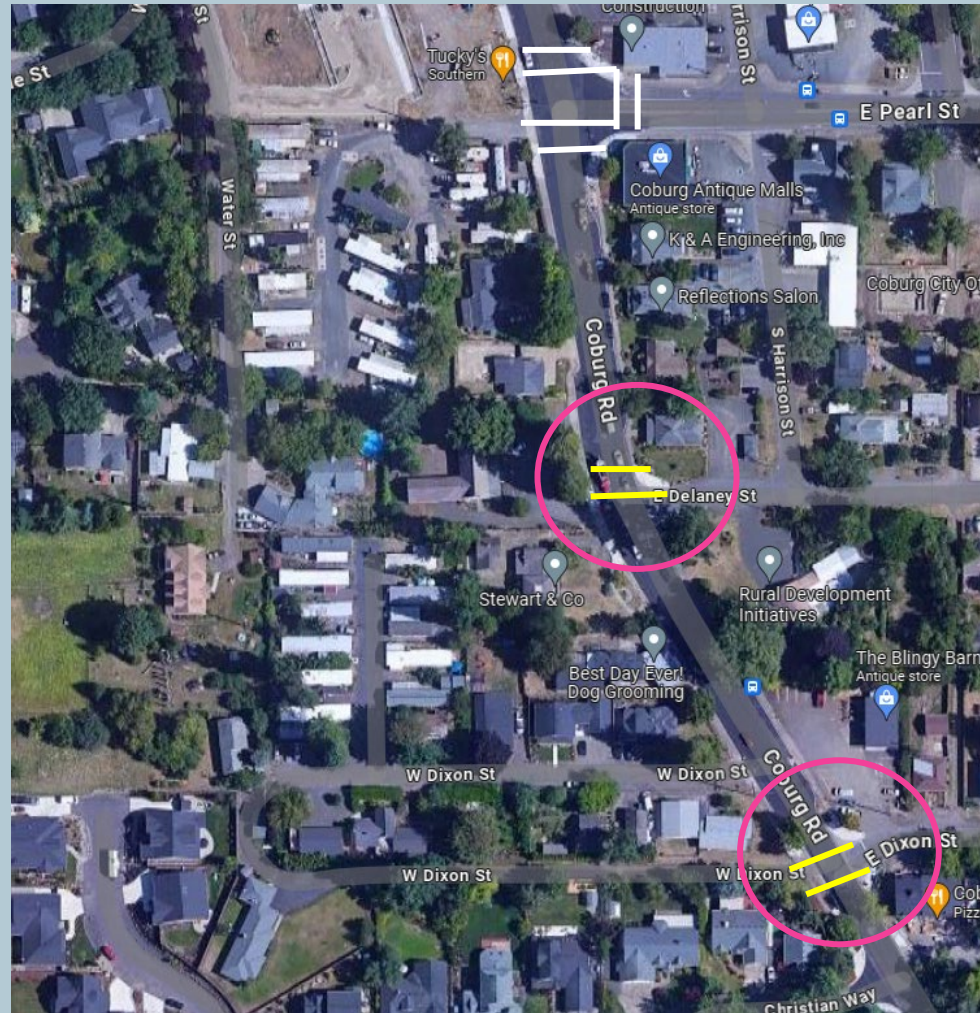
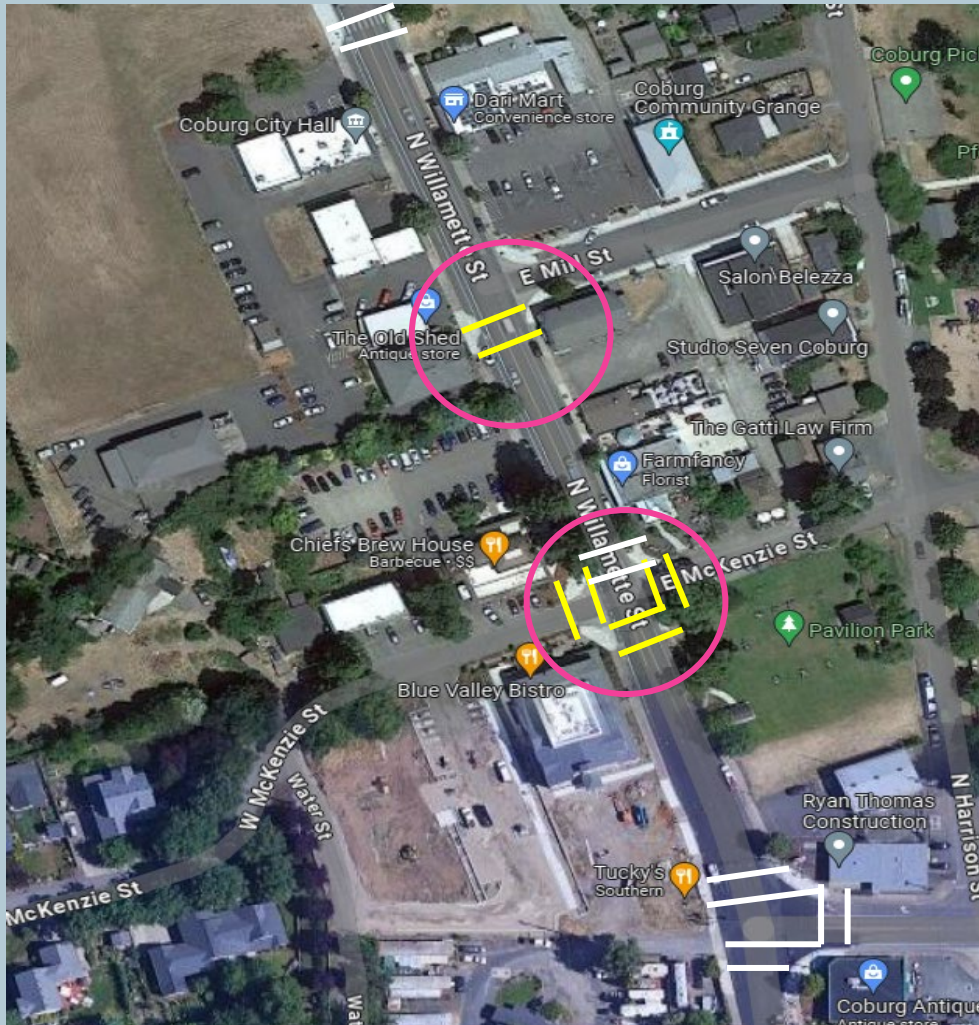
IMPROVEMENTS / PROJECTS COLEMAN & PEARL



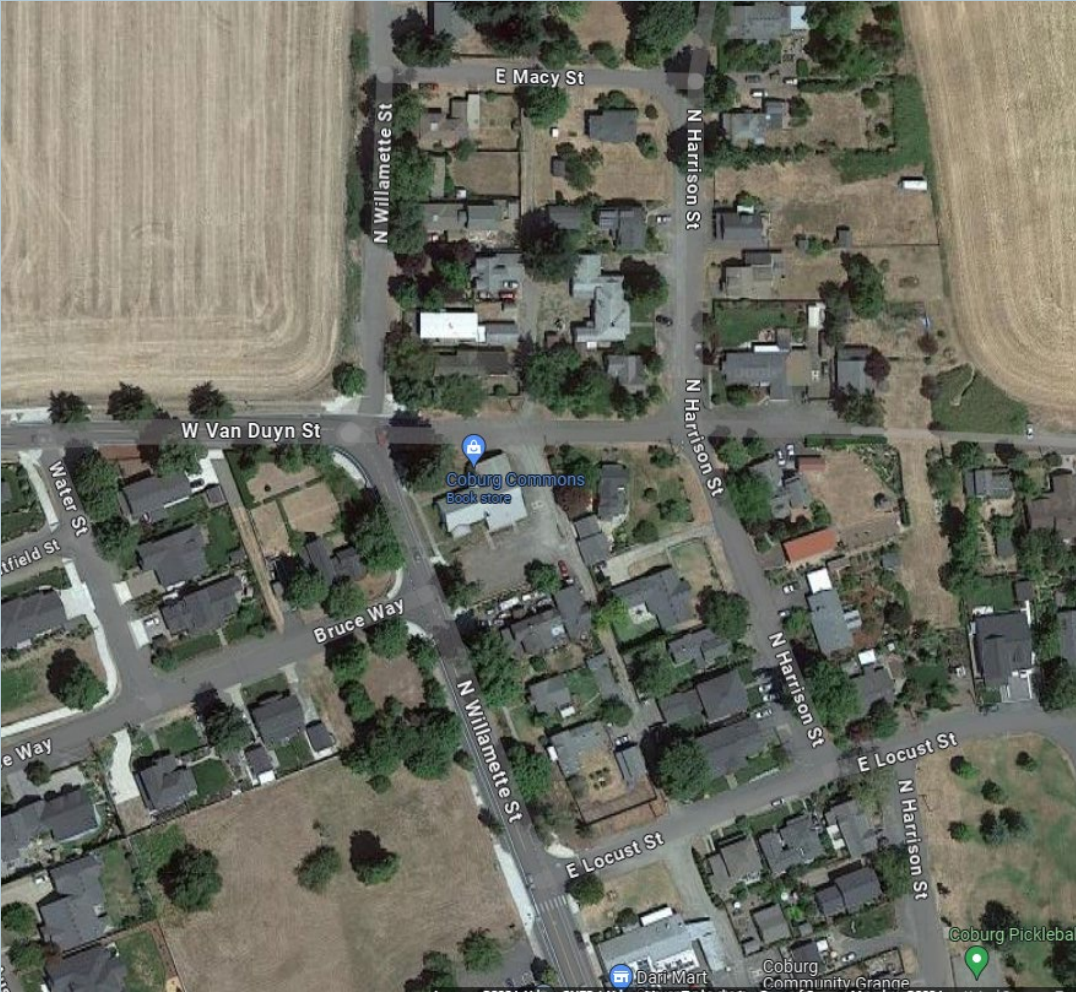
➤ Flashing beacon & crosswalk



IMPROVEMENTS / PROJECTS N WILLAMETTE ST CROSSWALKS



IMPROVEMENTS / PROJECTS N WILLAMETTE/VAN DUYN ST



IMPROVEMENTS / PROJECTS COMMITTEE SUGGESTIONS?



TECHNICAL MEMORANDUM



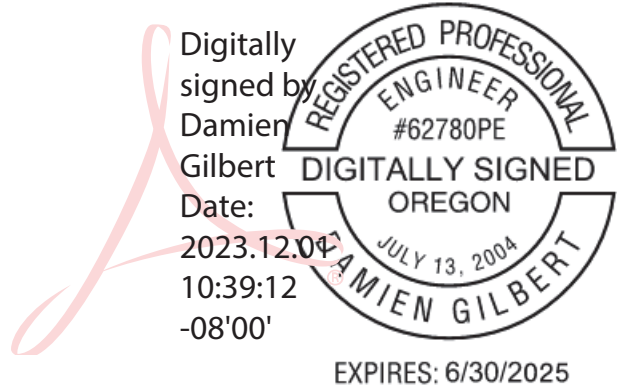
DATE: November 30, 2023

PROJECT: Willamette Street/W. Van Duyn Street Intersection Safety

TO: Adam Hanks
City of Coburg Administrator

FROM: Damien Gilbert, P.E.
Dan Haga, P.E.

RE: Intersection Safety and Improvement Options



As requested, we have reviewed and analyzed the existing geometric conditions and researched crash history for the intersection of Willamette and Van Duyn streets in Coburg to explore different options and opportunities to improve the intersection to provide a higher level of safety. The Willamette Street and W. Van Duyn Street thoroughfare provides an important intercounty connection between Lane County and Linn County, by providing both a secondary/alternate route to Interstate 5 and by serving significant local interests associated with local area residents as well as local commercial and industrial truck traffic between the Coburg community and southwestern Linn County and the Interstate 5 corridor.

In looking at potential intersection improvements, references were made to the current edition of the *Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition* (and updates), published by the United States Department of Transportation’s Federal Highway Administration (FHWA). References were made to the MUTCD to determine if the potential exists currently or is anticipated to exist in the future, for changing the intersection control from the existing configuration to either an all-way stop, or a fully controlled traffic signal. In addition to exploring the potential for changing the intersection control, certain additional geometric improvement scenarios were also reviewed and will be presented in this document.

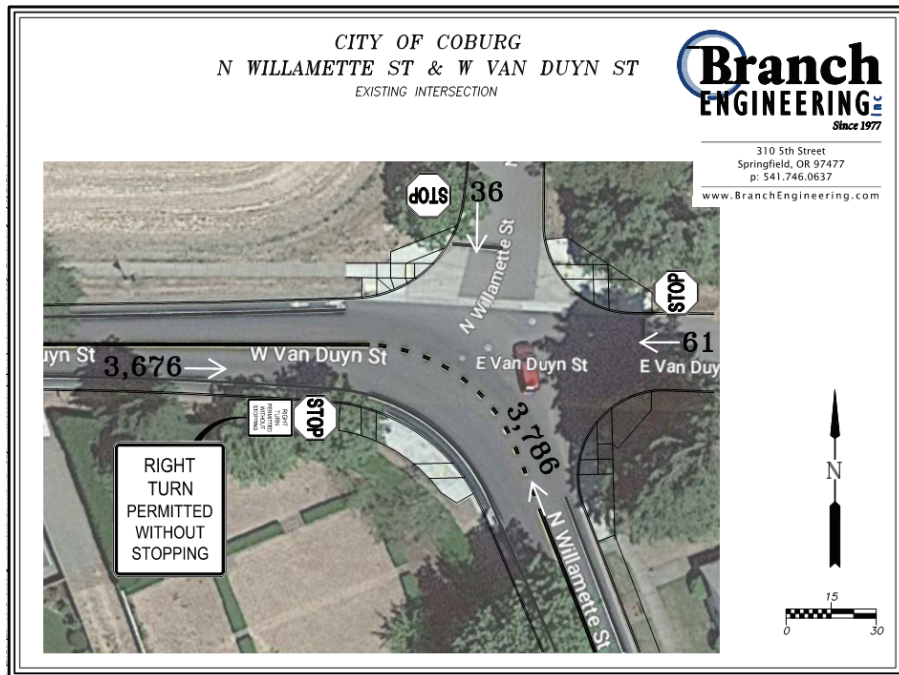
CRASH HISTORY

To determine approximately how many crashes have occurred at the intersection and have been reported to the Oregon Department of Motor Vehicles (DMV)/ODOT, a reference was made to the Oregon Department of Transportation’s (ODOT’s) Crash Analysis and Reporting TDS Crash Viewer web tool. The available crash data that was downloaded and reviewed indicated that two crashes occurred at the intersection of W. Van Duyn and Willamette Street over the ten (10) year period from January 1, 2013 to December 31, 2022, with one crash occurring in 2015 and one crash occurring in 2017. The year 2017 crash was an angular crash involving four vehicles, with two vehicles traveling

in each direction, that resulted from an improper left-turn made from W. Van Duyn where the driver did not have the right-of-way. The crash rate based on the crash history, approaching traffic volumes and type of intersection control is not considered to be elevated or abnormal, when compared to other intersections in the state with stop sign controls and four approach legs.

TRAFFIC VOLUMES

To determine approximate levels of traffic served by the intersection at Van Duyn Street and Willamette Street, hose/tube counters were deployed at approaches to the intersection during the week of September 18th to 22nd, 2023. Two tube counters were placed on two of the existing approaches at a time, with one placed on the south leg of Willamette Street and one across the west leg of Van Duyn Street deployed on Monday, September 18th, then relocated to the other approaches (E. Van Duyn and N. Willamette Street) on Wednesday, September 20th. The counters were retrieved on Friday, September 22nd, 2023. The tube counters revealed the approximate average daily traffic volumes (ADT) for each approach, which are displayed below.



As shown on the diagram of the intersection, the 24-hour (ADT) approaching traffic volumes on the 'side street' approaches included 36 vehicles/day from North Willamette Street southbound and 61 vehicles/day on E. Van Duyn Street westbound. The 'major street' approaches consisted of 3,786 northbound and 3,676 eastbound average vehicles per 24-hour period, that were primarily through movements on the throughfare (eastbound to southbound and northbound to westbound).

MUTCD TRAFFIC SIGNAL WARRANTS

In evaluating traffic control signal warrants, references were made to Part 4 – Highway Traffic Signals of the MUTCD to determine if the existing and/or anticipated future traffic and geometric conditions meet the criteria for installing a fully controlled traffic signal (referred to as ‘traffic signal warrants’). The MUTCD sets the national standards for traffic control devices, including installation applicability.

To collect relevant data for application of MUTCD traffic signal warrants, Branch Engineering staff conducted vehicle traffic counts with hose/tube counters placed at the approaches to the intersection after the school year began in September 2023, as described previously.

The MUTCD considers several factors in determining if traffic signals are warranted for installation. There are nine traffic signal warrants that include:

- ❖ Warrant 1, Eight-Hour Vehicular Volume;
 - ❖ Condition A – Minimum Vehicular Volume, and;
 - ❖ Condition B – Interruption of Continuous Traffic;
- ❖ Warrant 2, Four-Hour Vehicular Volume;
- ❖ Warrant 3, Peak Hour;
- ❖ Warrant 4, Pedestrian Volume;
- ❖ Warrant 5, School Crossing;
- ❖ Warrant 6, Coordinated Signal System;
- ❖ Warrant 7, Crash Experience;
- ❖ Warrant 8, Roadway Network, and;
- ❖ Warrant 9, Intersection Near Grade Crossing [Railroad].

Meeting signal warrants does not necessarily indicate that a signal should or must be installed. If warrants are met and it is determined that installation of a signal is appropriate to mitigate operational or traffic safety conditions on a local jurisdiction’s facility, the jurisdiction with authority of the road can make the final decision whether to install a traffic signal or not. Lane County has jurisdiction of the Van Duyn and Willamette Street intersection.

MUTCD Traffic Signal Warrants 1 through Warrant 5 are primarily based on thresholds for minimum ‘major street’ approaching vehicular traffic volumes and dependent upon minimum ‘side street’ approaching vehicular traffic or a minimum number of pedestrians crossing the major street. A summary of the thresholds for meeting the MUTCD Signal Warrants are provided in the following table.

Summary of Traffic Signal Warrant Minimum Volume Thresholds Van Duyn and Willamette Streets									
Minimum Threshold: (Two Rows Apply)	Warrant 1: 8-Hour Veh.		Warrant 2: 4-Hour Veh.	Warrant 3: Peak Hour Veh.	Warrant 4: Peds		Warrant 5: School Crossing	Warrant 7: Crash Experience	
	1A	1B			4-Hour	Peak Hour		Cond A	Cond B
Major Street Approaches: Willamette & Van Duyn Throughfare (NB to WB, EB to SB). Volumes are total of both approaches	350 VPH for 8 Hours	525 vph for 8 hours	750 vph for 4 hours ¹	1,050 vph for peak hour ¹	750 vph for 4 hours	1,040 vph	Based on frequency and adequacy of gaps in traffic stream on Major Street	280 vph for 8 Hours	420 vph for 8 Hours
	<u>and</u>	<u>and</u>	<u>and</u>	<u>and</u>				<u>and</u>	<u>and</u>
Side Street Approach (SB Willamette & WB Van Duyn). Volumes are total of higher approach	105 vph for 8 hours	53 vph for 8 hours	60 vph for 4 hours ¹	75 vph for peak hour ¹	<u>and</u>	<u>and</u>	<u>and</u>	84 vph for 8 hours <u>and</u> min. 5 crashes in 12 months	42 vph for 8 hours <u>and</u> min. 5 crashes in 12 months
Pedestrian Crossings	N/A	N/A	N/A	N/A	75 PPH for 4 hours	93 PPH	20 PPH	N/A	N/A
Warrant Met?	No	No	No	No	No	No	No	No	No
¹ Warrants 2 and 3 are dependent upon graphical data that includes a curve (non-linear). The graphical information from the MUTCD is provided as an attachment. For warrant 2, the minimum number of average hourly side street vehicular approaches is 60 vph for the higher volume approach, which corresponds to approximately 750 vph for the total approaches on the major street during the highest 4 hours of the day. For warrant 3, the minimum number of peak hour side street vehicular approaches is 75 vph for the higher volume approach, which corresponds to approximately 1,075 vph for the total approaches on the major street (both approaches).									
VPH = vehicles per hour PPH = pedestrian crossings per hour NB = Northbound, SB = Southbound, EB = Eastbound, SB = Southbound									

As shown in the table, the approaching traffic and/or the pedestrian crossing volumes required to meet the traffic signal warrants are not at the levels that are needed to meet the MUTCD standard criteria to warrant installation of a traffic signal. Unless there is a significant change in the local land use patterns in the area that results in significantly more traffic that will need to utilize N. Willamette Street or E. Van Duyn Street, the future conditions are not likely to warrant a traffic signal within the next five years to reach the side street approaching traffic levels that are necessary to meet the minimum traffic volume thresholds that would warrant installation of a traffic signal. For reference, the peak hour traffic volumes are generally about 10 percent of the average daily traffic volumes, which were displayed previously.

Warrants 6, 8 and 9 are not shown in the table because they are not applicable. Warrant 6 is applicable when an intersection is located within a coordinated traffic signal corridor system where progressive movement on the signal system will benefit platooning of vehicles on/through the system by adding a traffic signal. Warrant 8 is applicable for intersections where two or more major transportation routes intersect and the peak hour approaching traffic volume exceeds 1,000 vehicles per hour. Warrant 9 is applicable near railroad crossings.

MUTCD MULTI-WAY (ALL-WAY) STOP CRITERIA

In addition to the traffic signal warrants discussed above and previously, the approaching traffic volumes and reported crashes were evaluated and compared to the MUTCD’s Multi-Way Stop criteria for installing a stop sign at all approaches to the intersection at Willamette Street and Van Duyn Street. The MUTCD criteria for installation of a multi-way stop includes five (5) or more reported crashes in a 12-month period that are susceptible to correction by installation of a multi-way stop, or: ‘major street’ approaching traffic that averages 300 vehicles per hour (vph) for 8 hours of the day and the average approaching vehicular traffic on the side street approaches serves 200 units per hour (vehicle, pedestrian and bicycles) or more during the same 8-hour period with a delay of at least 30 seconds per vehicle during the highest hour.

As described previously, the crash history available from ODOT for the most recent 10 years of available data includes two crashes reported at Willamette Street and Van Duyn Street over the period between January 1, 2013 and December 31, 2022, which does not meet the crash threshold criteria for installation of multi-way stop applications. As reported previously, the ‘side street’ approaching traffic volumes on E. Van Duyn (westbound) and on N. Willamette Street (southbound) over an average day is less than the average hourly approaching traffic necessary (200 vph for 8 hours) to consider installation of a multi-way stop condition. The MUTCD does not support installation of a multi-way stop condition where all approaching traffic is required to stop.

SPEED

Approaching the intersection of Willamette Street on W. Van Duyn Street eastbound, the posted speed limit is reduced from 35 miles per hour to 25 miles per hour, approximately 120 feet west of the intersection. The 25 MPH speed zone is present throughout downtown Coburg to south of E. Dixon Street. The Oregon Department of Transportation (ODOT) has regulatory authority for speed zoning on all streets and roadways in the State of Oregon that are not local streets. ODOT speed zone citing is based primarily on the field measurements of the speed of approaching traffic, although there are some additional criteria in which ODOT will consider a speed reduction. Situations where ODOT may consider a speed zone reduction that is not based on the measured speed of existing traffic, are typically based on local land use patterns and the built-up environment that meets the specific definition criteria for a statutory speed zone where it did not previously meet the criteria by definition. A few examples include: Parks, Residence Districts and Business Districts, which are all specifically defined by Oregon Statute. A request for a speed zone order can be made to ODOT to review the speed zone by the City by going to the ODOT Speed Zone website: <https://ecmnet.odot.state.or.us/SpeedZone/Home/RequestForm> and filling out and submitting the form to request a new speed zone order. If request is made by someone with the City, ODOT will perform a speed zone investigation and determine if Willamette Street meets the criteria for lower speed zone than is currently posted. ODOT’s current lead time for performing speed zone analyses is six to 9 months after request is submitted. A portion of downtown Coburg may qualify for the definition of a Business District (ORS 801.170), which has a statutory speed of 20MPH per the Oregon Revised Statutes, but ODOT would need to determine if it qualifies in their speed zone analysis investigation.

The built-up environment around W. Van Duyn Street approaching Willamette Street does not meet the criteria to be considered a Residence District (25 MPH statutory speed), by definition included in the Oregon Revised Statute (ORS) 801.430.

INTERSECTION AND GEOMETRIC IMPROVEMENTS

The existing intersection consists of a stop condition for through movements and left-turns when approaching from the west on W. Van Duyn, where right-turns are permitted without stopping. The northbound approach on Willamette Street, is uncontrolled, and not required to stop. Other approaches to the intersection at the southbound and westbound approach legs are stop controlled for all conditions. The centerline intersection at the northbound approach on Willamette Street is slightly skewed obtuse from a 90-degree perpendicular intersection at Van Duyn Street. The obtusity of the centerline alignment angle between the northbound and eastbound approaches improves the turning movement radii on the throughfare for larger vehicles. Occasionally, when large commercial vehicles turn left from northbound Willamette Street to westbound on W. Van Duyn without steering wide enough at the outside of the turn, the off-tracking of the trailer can overlap the centerline stripe which can overlap with the oncoming travel lane. Conversely, when approaching the intersection eastbound, larger commercial vehicles sometimes oversteer across the centerline and into the oncoming travel lane to avoid running over the curb at the inside of the curve at the southwest corner. This condition can create conflicts between bicycles users and large trucks. Both conditions are not ideal. To provide some alternate options, several improvement options are included as an attachment. The improvement options include:

Short Term, lower cost

- ❖ Line of Sight Improvements:
 - A tree located at the southeast corner should be periodically limbed, so there are no obstructions to the line of sight for a vehicle driver stopped at E. Van Duyn Street looking to the left waiting to turn. The horizontal plane should be kept clear from the ground up to 9 feet above the road surface.
- ❖ Restriping:
 - Delineate the outside of the turn/curve to give an outside steering aim line for trucks turning northbound left from Willamette Street to westbound on Van Duyn, the outside of the curve/turn currently does not have a fog/bike lane stripe, so drivers most likely use the centerline for negotiating the turn, which could result in cutting off the inside of the turn more than is necessary, and;
 - Mark a narrow traversable median to separate directional traffic and provide a buffer for eastbound Van Duyn right turns onto southbound Willamette Street with more space to negotiate the turn.
- ❖ Experiment with movement restrictions at the north (southbound) and/or east (westbound) approach legs to determine if there is an improvement to be had by removing some accessibility..
- ❖ Crosswalk closure across northbound (south leg) and/or eastbound (west leg)
 - Core drill a hole in the access ramps and install crosswalk closure barricades to discourage crossings at undesirable location(s)

Long term, higher cost

- ❖ Approach widening/re-alignment

- Widen the approaches on the throughfare by moving existing curb line to provide more room for wider turns to better accommodate larger tractor trailer commercial vehicles:
 - Potential for an increase in vehicular speeds around the curve
 - Pedestrian crossings should be discouraged from crossing south and west legs with or without widening
- Restrict access to E. Van Duyn to exit only by constructing curb extension
 - Could be deployed as a temporary measure without permanent curb by placing barricades. The effectiveness could be re-evaluated after it's been in place to determine if it's a viable long-term solution
- Consider changing the intersection type to a roundabout
 - Closure of the pedestrian crossings on the west and south legs (eastbound approach on W. Van Duyn St., northbound approach on Willamette Street) or installing Rectangular Rapid Flashing Beacons to enhance driver awareness of pedestrians in the roadway would be recommended
 - Restricting access to E. Van Duyn could be needed due to the geometry and location of the existing approach with respect to northbound Willamette Street.
 - Would require significant right-of-way acquisition from adjacent properties.

The improvement options provided above are listed in order of relative cost, where the tree trimming, restriping and crosswalk closures are considered the lowest cost improvements, and installing a roundabout would be the highest cost improvement. Any improvement or work in the right-of way of Willamette Street at the intersection and south and/or on W. Van Duyn Street would require coordination and approval from Lane County, since the intersection is located within the right-of way jurisdiction of Lane County.

CONCLUSIONS & RECOMMENDATIONS

In summary, the collected data and the results of this study revealed that there is not currently justification for installing a traffic signal or an all-way stop control at the subject intersection. There are safety improvements that can be implemented varying from striping and movement adjustments to considering a roundabout.

Changing the traffic control at the intersection of Willamette Street and Van Duyn Street was evaluated against the MUTCD criteria for considerations of installing a traffic signal and for changing the intersection controls to include multi-way (all-way) stop controls, and it was determined that the reported crash history and average traffic volumes do not support changing the control type from the existing conditions. It is recommended that the intersection continue to be monitored for any local changes in land use that may result in an increase to traffic at the intersection, especially at side street/minor street approaches on E. Van Duyn and N. Willamette Streets, and to determine if there are any increases to crash frequency that may necessitate another look at changing the intersection control type. As alternates to installing multi-way stop controls or installing a traffic control signal, improvement options were provided in order of relative cost, with some low cost alternatives that include periodically checking the line of sight on the approaches to the intersection to ensure there is adequate line of sight available to approaching traffic for departing side street

approaches and restriping to accommodate smoother turning maneuvers to better accommodate large commercial tractor trailer vehicles. A higher cost alternative provided could include a change of the intersection type to a roundabout, which would require right-of-way acquisition and the design could limit the access potential for the E. Van Duyn Street approach.

It is recommended that pedestrian crossings be discouraged or that the crosswalks be considered for closure between the southwest corner and the east side of Willamette Street and between the southwest corner and the north side of W. Van Duyn. Both northbound and eastbound approaches are uncontrolled approaches to the intersection.

The right-of way of the Willamette Street and W. Van Duyn Street throughfare (Coburg Road) is within the jurisdiction of Lane County, and any changes to the intersection, including restriping and/or closing crosswalks would need to be coordinated with Lane County for their approval.

Please do not hesitate to contact me with any questions, or if I can provide any additional information.

ODOT CRASH DATA

VAN DUYN ST at WILLAMETTE ST, City of Coburg, Lane County, 01/01/2013 to 12/31/2022

COLLISION TYPE	FATAL CRASHES	NON-PROPERTY			TOTAL CRASHES	PEOPLE KILLED	PEOPLE INJURED	TRUCKS	DRY SURF	WET SURF	DAY	DARK	INTER-SECTION RELATED	INTER-SECTION RELATED	OFF-ROAD
		FATAL CRASHES	DAMAGE ONLY	PROPERTY											
YEAR: 2017	0	1	0	0	1	0	1	0	0	1	1	0	1	0	0
REAR-END	0	1	0	0	1	0	1	0	0	1	1	0	1	0	0
YEAR 2017 TOTAL	0	1	0	0	1	0	1	0	0	1	1	0	1	0	0
YEAR: 2015	0	1	0	0	1	0	2	0	1	0	1	0	1	0	0
ANGLE	0	1	0	0	1	0	2	0	1	0	1	0	1	0	0
YEAR 2015 TOTAL	0	1	0	0	1	0	2	0	1	0	1	0	1	0	0
FINAL TOTAL	0	2	0	0	2	0	3	0	1	1	2	0	2	0	0

Disclaimer: The information contained in this report is compiled from individual driver and police crash reports submitted to the Oregon Department of Transportation as required in ORS 811.720. The Crash Analysis and Reporting Unit is committed to providing the highest quality crash data to customers. However, because submittal of crash report forms is the responsibility of the individual driver, the Crash Analysis and Reporting Unit cannot guarantee that all qualifying crashes are represented nor can assurances be made that all details pertaining to a single crash are accurate. Note: Legislative changes to DMV's vehicle crash reporting requirements, effective 04/01/2024, may result in fewer property damage only crashes being eligible for inclusion in the Statewide Crash Data File.

Item 6.

**MUTCD Table 4C-1. Warrant 1, Eight-Hour Vehicular Volume
Condition A-Minimum Vehicular Volume**

Number of Lanes for moving traffic on each		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher volume minor-street approach (one direction only)			
Major Street	Minor Street	100% ^a	80% ^b	70% ^c	56% ^d	100% ^a	80% ^b	70% ^c	56% ^d
1	1	500	400	350	280	150	120	105	84
2 or more	1	600	480	420	336	150	120	105	84
2 or more	2 or more	600	480	420	336	200	160	140	112
1	2 or more	500	400	350	280	200	160	140	112

Condition B-Interruption of Continuous Traffic

Number of Lanes for moving traffic on each		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher volume minor-street approach (one direction only)			
Major Street	Minor Street	100% ^a	80% ^b	70% ^c	56% ^d	100% ^a	80% ^b	70% ^c	56% ^d
1	1	750	600	525	420	75	60	53	42
2 or more	1	900	720	630	504	75	60	53	42
2 or more	2 or more	900	720	630	504	100	80	70	56
1	2 or more	750	600	525	420	100	80	70	56

^a Basic minimum hourly volume

^b Used for combination of Conditions A and B after adequate trial of other remedies

^c May be used when the major street speed reaches 40 mph or in an isolated community with a population of less than 10,000

^d May be used for combination of Conditions A and B after adequate trial of remedial measures when the major street speed reaches 40 mph or in an isolated community with a population of less than 10,000

Figure 4C-6. Warrant 4, Pedestrian Four-Hour Volume (70% Factor)

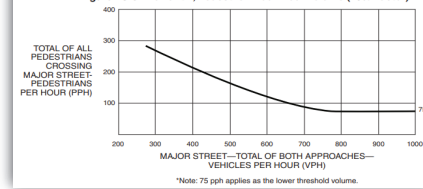


Figure 4C-8. Warrant 4, Pedestrian Peak Hour (70% Factor)

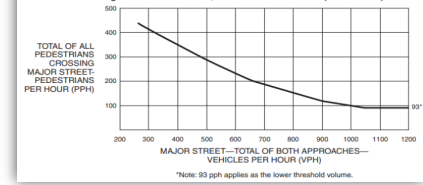


Figure 4C-2. Warrant 2, Four-Hour Vehicular Volume (70% Factor)

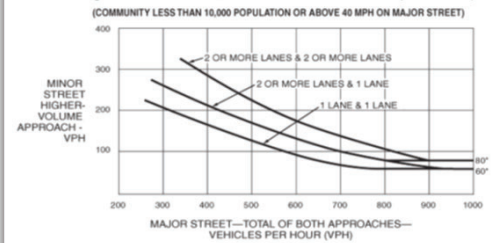
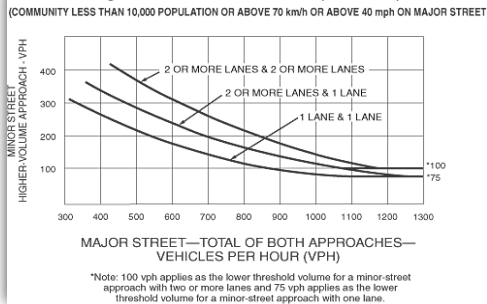


Figure 4C-4. Warrant 3, Peak Hour (70% Factor)



Section 4C.06 Warrant 5, School Crossing

Support:

01 The School Crossing signal warrant is intended for application where the fact that schoolchildren cross the major street is the principal reason to consider installing a traffic control signal. For the purposes of this warrant, the word "schoolchildren" includes elementary through high school students.

Standard:

02 The need for a traffic control signal shall be considered when an engineering study of the frequency and adequacy of gaps in the vehicular traffic stream as related to the number and size of groups of schoolchildren at an established school crossing across the major street shows that the number of adequate gaps in the traffic stream during the period when the schoolchildren are using the crossing is less than the number of minutes in the same period (see Section 7A.03) and there are a minimum of 20 schoolchildren during the highest crossing hour.

Sect. 4C.05 to 4C.06

December 2009

Section 4C.07 Warrant 6, Coordinated Signal System

Support:

01 Progressive movement in a coordinated signal system sometimes necessitates installing traffic control signals at intersections where they would not otherwise be needed in order to maintain proper platooning of vehicles.

Standard:

02 The need for a traffic control signal shall be considered if an engineering study finds that one of the following criteria is met:
 A. On a one-way street or a street that has traffic predominantly in one direction, the adjacent traffic control signals are so far apart that they do not provide the necessary degree of vehicular platooning.
 B. On a two-way street, adjacent traffic control signals do not provide the necessary degree of platooning and the proposed and adjacent traffic control signals will collectively provide a progressive operation.

Section 4C.08 Warrant 7, Crash Experience

Support:

01 The Crash Experience signal warrant conditions are intended for application where the severity and frequency of crashes are the principal reasons to consider installing a traffic control signal.

Standard:

02 The need for a traffic control signal shall be considered if an engineering study finds that all of the following criteria are met:
 A. Adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce the crash frequency; and
 B. Five or more reported crashes, of types susceptible to correction by a traffic control signal, have occurred within a 12-month period, each crash involving personal injury or property damage apparently exceeding the applicable requirements for a reportable crash; and
 C. For each of any 8 hours of an average day, the vehicles per hour (vph) given in both of the 80 percent columns of Condition A in Table 4C-1 (see Section 4C.02), or the vph in both of the 80 percent columns of Condition B in Table 4C-1 exists on the major-street and the higher-volume minor-street approach, respectively, to the intersection, or the volume of pedestrian traffic is not less than 80 percent of the requirements specified in the Pedestrian Volume warrant. These major-street and minor-street volumes shall be for the same 8 hours. On the minor street, the higher volume shall not be required to be on the same approach during each of the 8 hours.

Option:

03 If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, the traffic volumes in the 56 percent columns in Table 4C-1 may be used in place of the 80 percent columns.

MUTCD MULTI-WAY STOP CRITERIA

November 16, 2023

Section 2B.07 Multi-Way Stop Applications

Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

03 *The decision to install multi-way stop control should be based on an engineering study.*

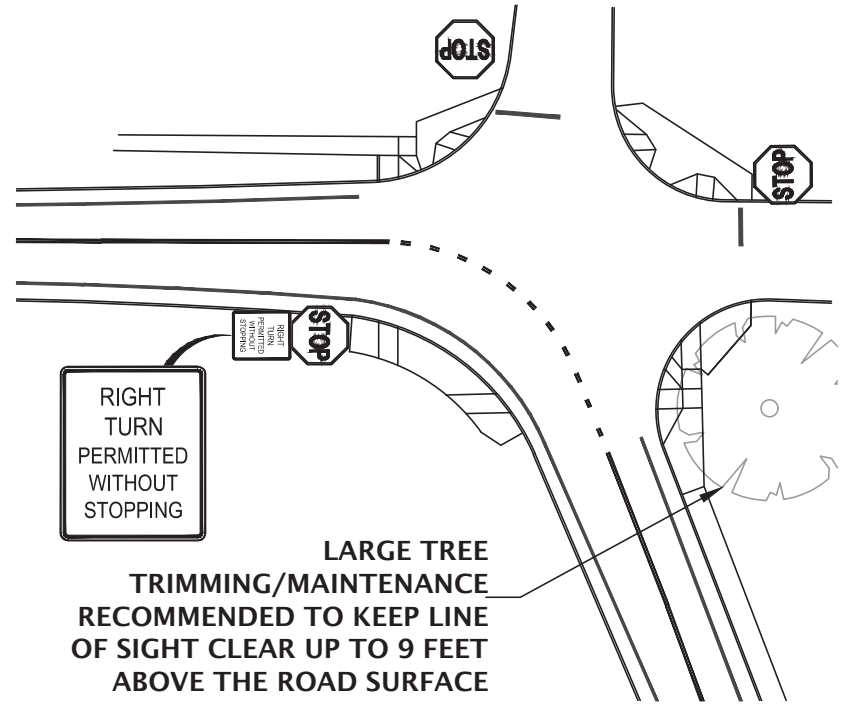
04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*

- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
- B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. *Minimum volumes:*
 - 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 - 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 - 3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
- D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

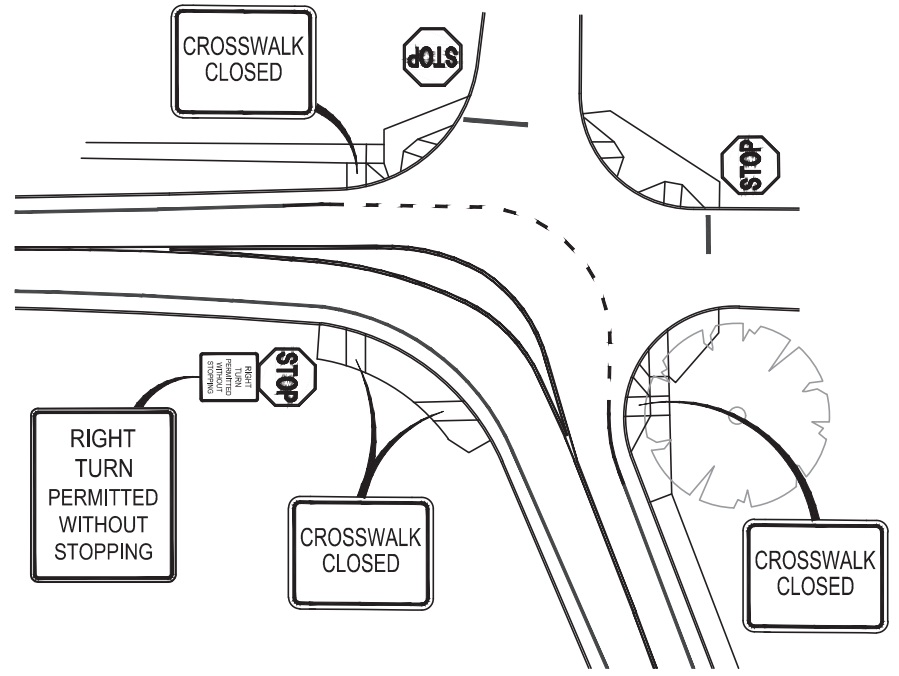
Option:

- 05 Other criteria that may be considered in an engineering study include:
- A. The need to control left-turn conflicts;
 - B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
 - C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
 - D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

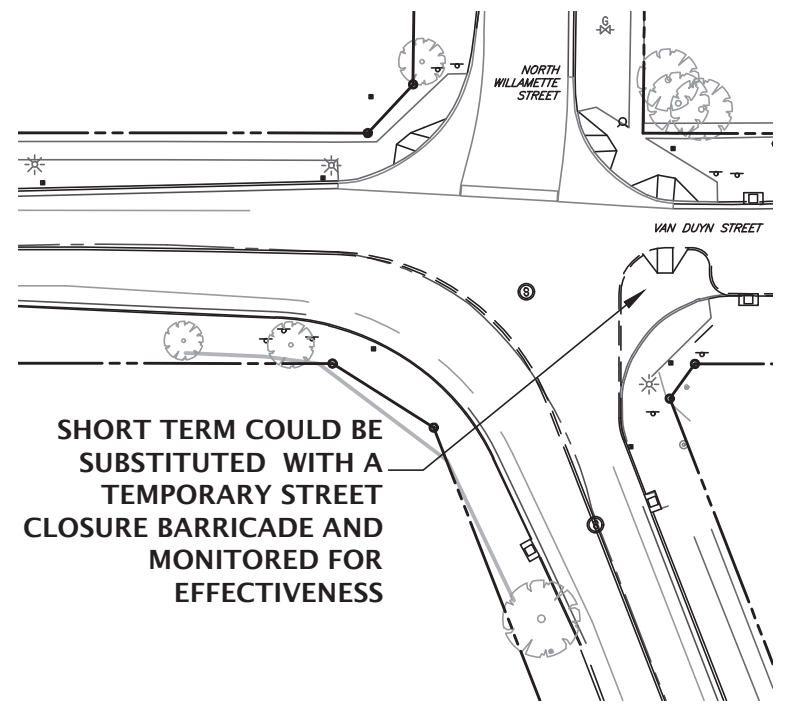
EXISTING CONDITIONS



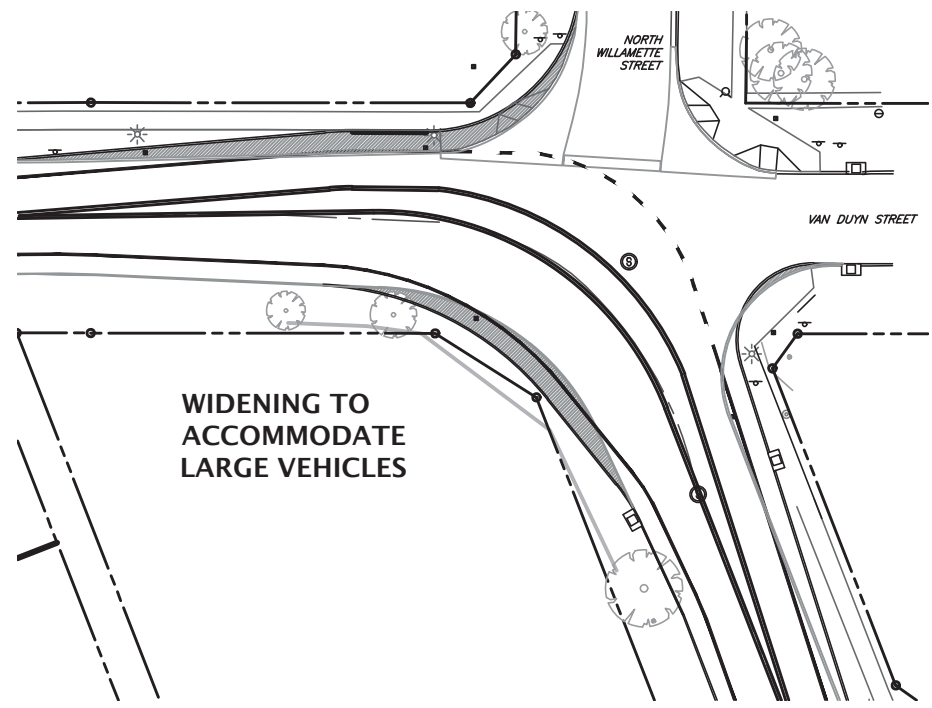
EXISTING GEOMETRY WITH RESTRIPIPING & CROSSWALK CLOSURES



RESTRICTING ACCESS ON E. VAN DUYN TO EXIT ONLY



APPROACH WIDENING AND RESTRIPIPING



Note:
 Conceptual designs. Not for Construction.
 Designs concepts shown not based on actual survey data.

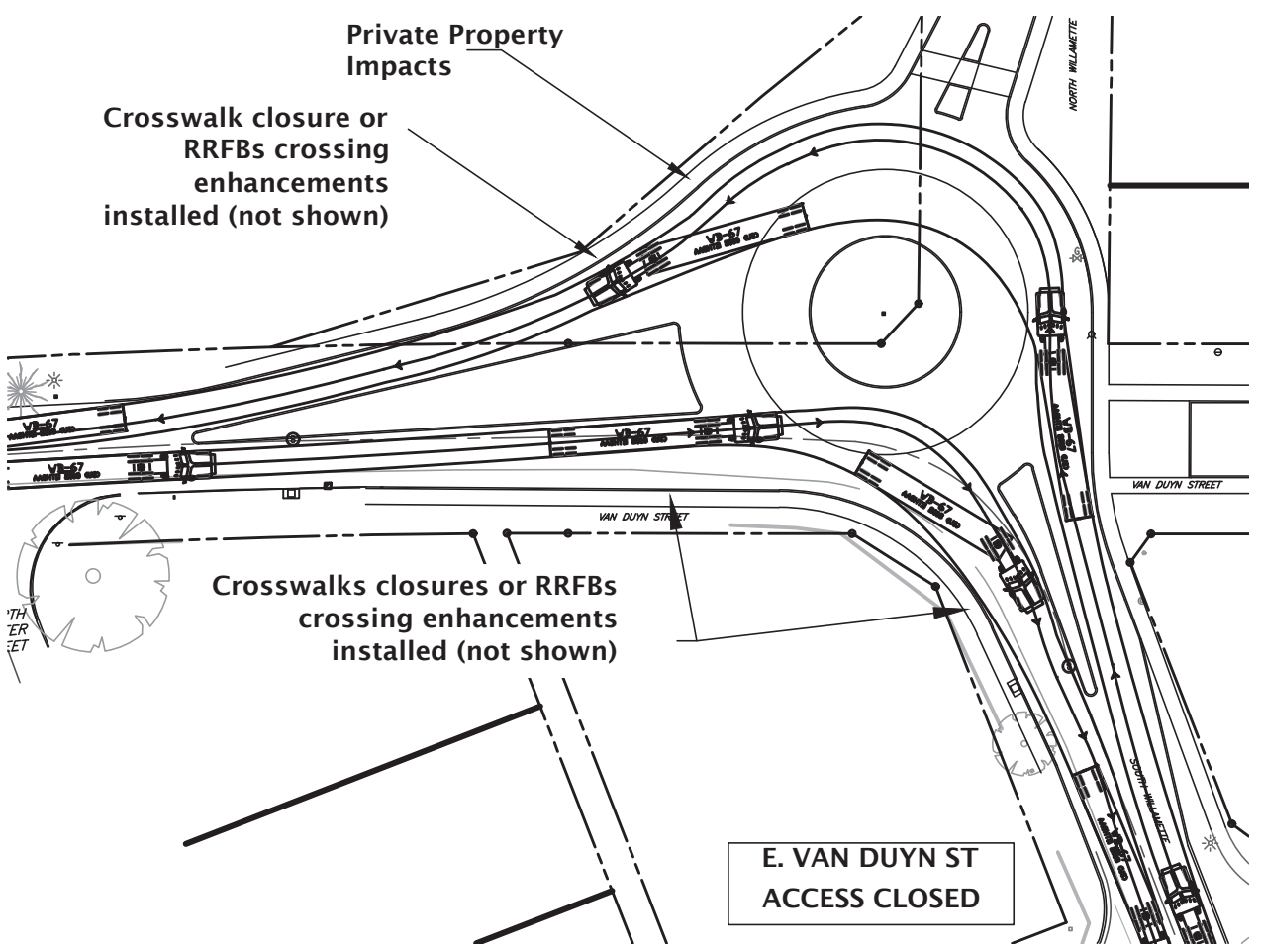
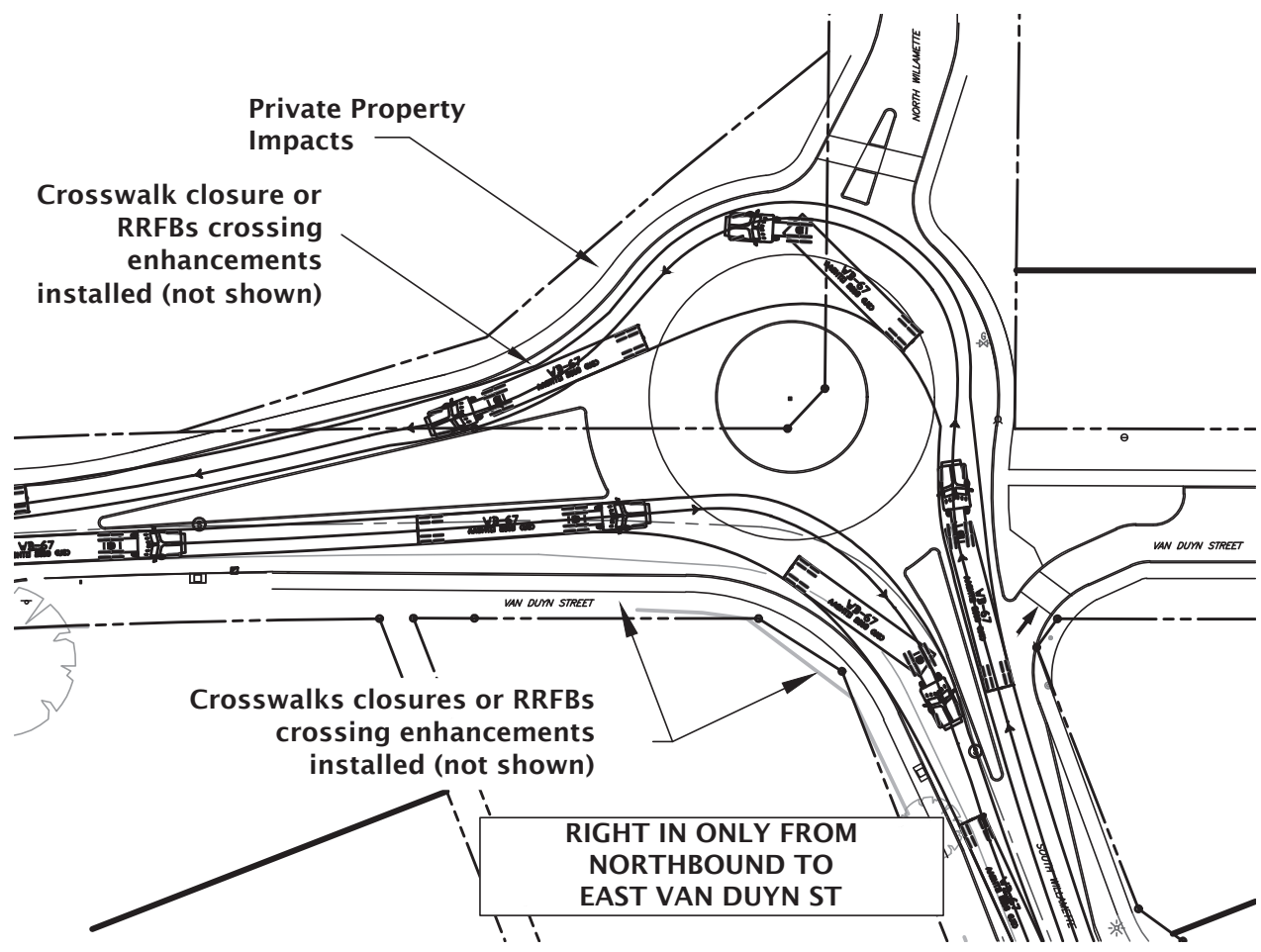
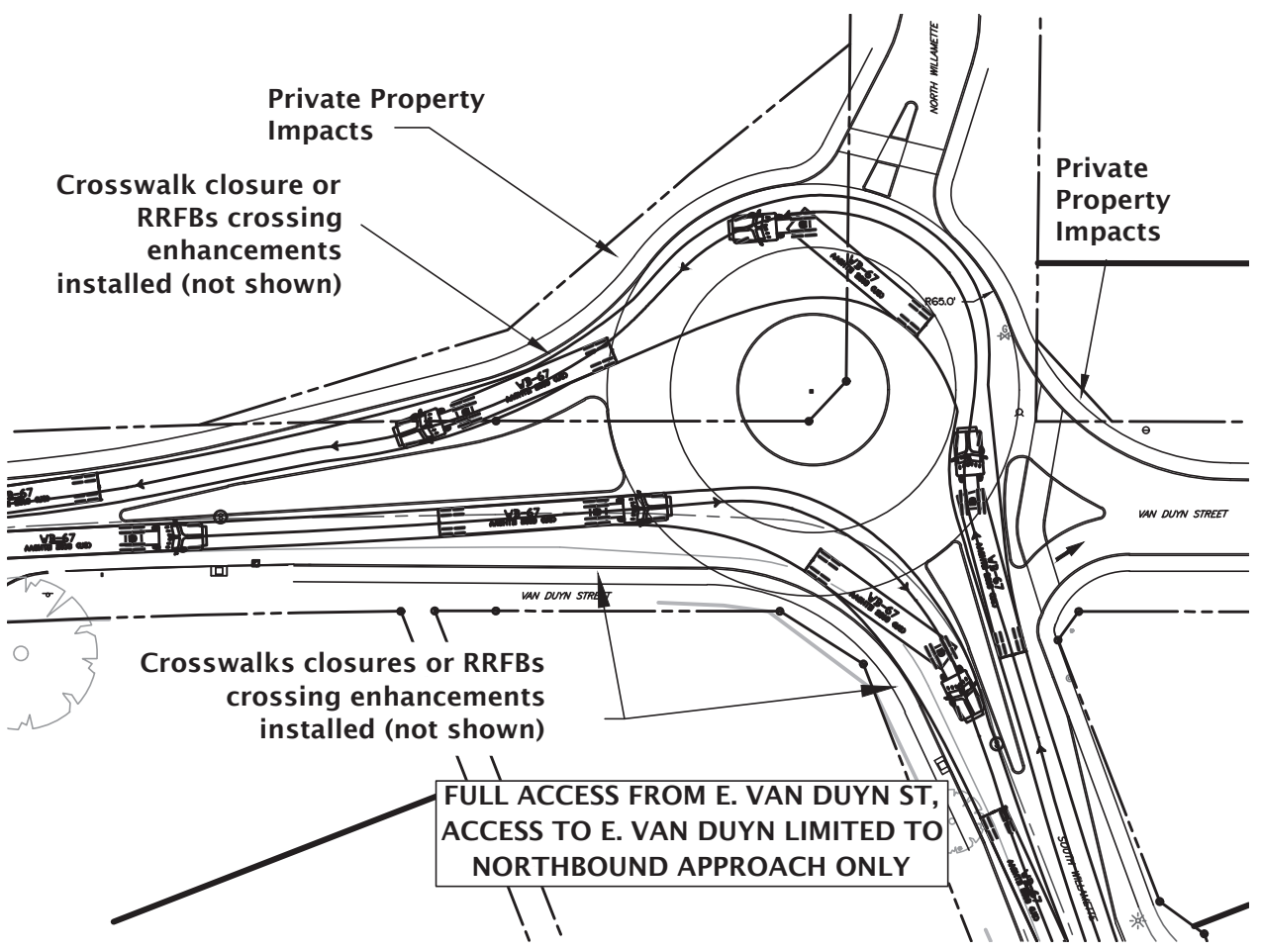
VAN DUYN STREET & WILLAMETTE STREET

INTERSECTION IMPROVEMENT SCENARIOS
COBURG, OREGON

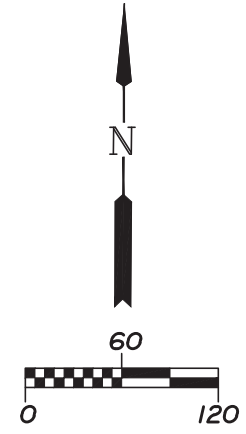
revisions:

date: 09/21/2023
drawn by: JRW
designer: JRW
project no: 23-004A

INTERSECTION
IMPROVEMENT
SCENARIOS
ROUNDBOUTS



Note:
Conceptual designs. Not for Construction.
Designs concepts shown not based on
actual survey data.



CITY OF COBURG

APRIL 25, 2024

TO: TRANSPORTATION SAFETY AD-HOC COMMITTEE

FROM: ADAM HANKS, CITY ADMINISTRATOR

SUBJECT: INITIAL RECOMMENDATIONS LIST - DRAFT V1.0

CC: BRIAN HARMON, PUBLIC WORKS DIRECTOR
LARRY LARSON, POLICE CHIEF
MEGAN WINNER, PLANNING DIRECTOR

Pedestrian crossings

- 1) Pearl at Coleman Street – Lighted, push-button flashing beacons and crossing markings
- 2) N Willamette at E Mill Street - Pedestrian crossing markings at south side crossing
- 3) N Willamette at E Delany Street - Pedestrian crossing markings at north side crossing
- 4) N Willamette at E Dixon Street - Pedestrian crossing markings at north side crossing
- 5) E Mill Street - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
- 6) E McKenzie Street – Pedestrian crossing markings parallel to N Willamette St on west and east sides of intersection
- 7) E Delaney Street - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection
- 8) E Dixon Street - Pedestrian crossing markings parallel to N Willamette St on east sides of intersection

N Willamette and Van Duyn Intersection

- 1) Replacement and relocation of “curve ahead warning signs” at both ends of the intersection
- 2) Re-painting of all intersection pavement markings
- 3) Request for enhanced painting to highlight bike lanes and driver lane awareness (see speed limit section for speed related recommendations for this intersection)

Speed Limits

- 1) N Willamette Street - Speed reduction at south entrance extend further south (extend 40 MPH south, begin 25 MPH south of Vintage St)
- 2) Van Duyn Street - Reduce 35MPH limit to 25MPH from N Willamette St intersection through N Coburg Rd intersection
- 3) Consistent school zone speed reduction limits/rules on both Van Duyn St and N Coburg Rd
- 4) Designate N Willamette Street as Business District to allow speed reduction to 20MPH within maximum area of Lane County/ODOT district definition
- 5) No reduction in local street speed limits (remain 25 mph)





**COBURG CITY COUNCIL
ACTION ITEM**

**Resolution 2024-09
Adoption of Salary and Classification Schedule for FY25**

Meeting Date	Staff Contact	Email
July 9, 2024	Adam Hanks, City Administrator Greg Peck, Finance Director	Adam.Hanks@ci.coburg.or.us Gregory.Peck@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Staff is requesting Council final review and approval of the salary and classification schedule for Fiscal Year 24-25 presented and included in the FY25 Adopted Budget. While not expressly required to be separately approved via resolution, past practice and full transparency drive the request for this formalized approval process.

Suggested Motion

I move to approve Resolution 2024-09, titled “A Resolution Adopting the Salary and Classification Schedule for Fiscal Year 2024-25”

BACKGROUND

As described and discussed in the recently completed FY25 Annual Budget process, the Budget Committee approved and City Council adopted FY25 budget contained and appropriated funds to implement a cost of living adjustment (COLA) of 3.3 percent based on the December 2023 CPI-W (Consumer Price Index – Urban Wage Earners and Clerical Workers).

The primary objective in the use of an index such as the CPI-W is to ensure that the City’s salary schedule maintains relative competitiveness with the regional marketplace over time providing for employee compensation adjustments that accurately take inflationary impacts into account.

It is staff’s intention to consistently utilize the December CPI-W as the basis for proposed COLA calculations in future budget preparation to extend the marketplace validity of the existing salary and classification schedule to regional marketplace wage competitiveness as salaries are one of the primary, but not sole, components that positively address retention of valued, experienced and Coburg trained staff.

BUDGET / FINANCIAL IMPACT

Total personnel costs proposed, approved and adopted for FY25 total \$1,996,100, an approximate \$\$80,000 increase from FY23 actual and an approximate increase of \$66,000 from the FY24 end of year estimates. The 3.3% COLA represents an increase in direct salary to staff collectively of approximately \$38,000, with other direct and indirect personnel costs making up the remaining \$28,000.

Salary expense is allocated across the General Fund, Street Fund, Water Fund and Sewer Fund, which mitigates the impact of these costs on the revenues that support each of these Funds.

PUBLIC INVOLVEMENT

The salary schedule as proposed was part of the FY Budget process, which included two Budget Committee Meetings, one with public comment and one with a public hearing and then culminated in a City Council meeting to formally adopt the budget. The proposed CPI rate of 3.3% was highlighted in the Budget Message and the salary schedule itself was included in the Budget book appendices.

NEXT STEPS

Upon Council approval, the salary schedule will be updated in the City's financial software system and will be utilized for payroll calculations for all staff hours worked as of July 1, 2024.

ATTACHMENTS

1. Draft Resolution 2024-09 with attached salary schedule
2. Consumer Price Index (CPI) Historical % Change Chart

RESOLUTION 2024-09

A RESOLUTION ADOPTING THE SALARY AND CLASSIFICATION SCHEDULE FOR FISCAL YEAR 2024-2025

WHEREAS, the City of Coburg has adopted a salary and classification schedule in the past by several methods, including by inclusion in the personnel policies of the City; and

WHEREAS, the City Charter (Section 9.1) requires that City Council authorize the amount of compensation for City officers and employees as part of its annual budget.

WHEREAS, the Coburg Citizen’s Budget Committee approved and the Coburg City Council adopted the proposed attached salary and classification schedule in the Fiscal 2024-2025 Budget; and

WHEREAS, the use of an industry recognized index such as the Consumer Price Index (CPI) provides a standardized and statistically objective means of adjusting the City’s salary schedule to inflationary impacts of the economy which maintains the relative regional marketplace currency of the salary schedule to the City’s most recent classification and compensation study (2021).

WHEREAS, the CPI-W (Urban Wage Earners and Clerical Workers) as of December, 2023 indicated a percentage increase of 3.3%

NOW THEREFORE, BE IT RESOLVED By the City of Coburg

The Salary Schedule set forth in the adopted budget and attached herein as Exhibit A, is hereby adopted as the Official Salary Schedule of the City of Coburg for Fiscal Year 2024-2025.

Adopted by the **City Council** of the **City of Coburg**, Oregon by vote of ___ for and ___ against this 9th day of July, 2024.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder



**Salary and Classification Schedule
Resolution 2024-XX
FY 2024-25 Budget Approved
CPI - W 3.3%**

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Administration														
City Administrator	Negotiated Contract													
<i>Exempt - Supervisor</i>														
Finance Director	39.51	40.30	41.11	41.93	42.77	43.62	44.50	45.39	46.29	47.22	48.17	49.13	50.11	51.11
<i>Exempt</i>	82,185	83,829	85,506	87,216	88,960	90,739	92,554	94,405	96,293	98,219	100,184	102,187	104,231	106,316
Accountant	23.52	23.99	24.47	24.96	25.46	25.97	26.49	27.02	27.56	28.11	28.67	29.25	29.83	30.43
<i>Non-Exempt</i>	48,925	49,903	50,901	51,919	52,957	54,017	55,097	56,199	57,323	58,469	59,639	60,832	62,048	63,289
City Recorder/Executive Assistant to CA & City Council	39.51	40.30	41.11	41.93	42.77	43.62	44.50	45.39	46.29	47.22	48.17	49.13	50.11	51.11
<i>Exempt - Supervisor</i>	82,185	83,829	85,506	87,216	88,960	90,739	92,554	94,405	96,293	98,219	100,184	102,187	104,231	106,316
Utility Billing Specialist	23.06	23.52	23.99	24.47	24.96	25.46	25.97	26.48	27.01	27.55	28.11	28.67	29.24	29.83
<i>Non-Exempt</i>	47,958	48,917	49,895	50,893	51,911	52,949	54,008	55,088	56,190	57,314	58,460	59,629	60,822	62,038
Administrative/Department Specialist	20.56	20.97	21.39	21.81	22.25	22.70	23.15	23.61	24.09	24.57	25.06	25.56	26.07	26.59
<i>Non-Exempt</i>	42,758	43,613	44,485	45,375	46,283	47,208	48,152	49,115	50,098	51,100	52,122	53,164	54,227	55,312
Administrative Assistant 2	19.84	20.24	20.65	21.06	21.48	21.91	22.35	22.79	23.25	23.72	24.19	24.67	25.17	25.67
<i>Non-Exempt</i>	41,275	42,101	42,943	43,802	44,678	45,571	46,483	47,412	48,361	49,328	50,314	51,321	52,347	53,394
Administrative Assistant 1	18.71	19.08	19.46	19.85	20.25	20.65	21.07	21.49	21.92	22.36	22.80	23.26	23.73	24.20
<i>Non-Exempt</i>	38,912	39,690	40,484	41,294	42,119	42,962	43,821	44,698	45,591	46,503	47,433	48,382	49,350	50,337
Administrative Assistant - Temporary	15.10	15.40	15.71	16.03	16.35	16.67	17.01	17.35	17.69	18.05	18.41	18.78	19.15	19.54
<i>Non-Exempt</i>	31,413	32,041	32,682	33,336	34,003	34,683	35,376	36,084	36,805	37,542	38,292	39,058	39,839	40,636
Court														
Court Administrator	30.37	30.98	31.60	32.23	32.87	33.53	34.20	34.89	35.58	36.30	37.02	37.76	38.52	39.29
<i>Exempt</i>	63,170	64,433	65,722	67,037	68,377	69,745	71,140	72,562	74,014	75,494	77,004	78,544	80,115	81,717
Police														
Police Chief	46.53	47.46	48.41	49.37	50.36	51.37	52.40	53.44	54.51	55.60	56.72	57.85	59.01	60.19
<i>Exempt - Supervisor</i>	96,775	98,710	100,684	102,698	104,752	106,847	108,984	111,164	113,387	115,655	117,968	120,327	122,734	125,188
Police Sargent	38.56	39.33	40.12	40.92	41.74	42.58	43.43	44.30	45.18	46.09	47.01	47.95	48.91	49.88
<i>Non-Exempt - Supervisor</i>	80,209	81,813	83,449	85,118	86,821	88,557	90,328	92,135	93,977	95,857	97,774	99,729	101,724	103,759
Police Officer 1	29.80	30.40	31.01	31.63	32.26	32.90	33.56	34.23	34.92	35.62	36.33	37.06	37.80	38.55
<i>Non-Exempt</i>	61,988	63,228	64,493	65,782	67,098	68,440	69,809	71,205	72,629	74,082	75,563	77,075	78,616	80,188
Police Department Technician	24.64	25.13	25.63	26.15	26.67	27.20	27.75	28.30	28.87	29.44	30.03	30.63	31.25	31.87
<i>Non-Exempt</i>	51,245	52,270	53,315	54,382	55,469	56,579	57,710	58,864	60,042	61,243	62,467	63,717	64,991	66,291
Reserve Officer	20.58	20.99	21.41	21.84	22.27	22.72	23.17	23.64	24.11	24.59	25.08	25.59	26.10	26.62
<i>On-Call officer only (50 hours PY)</i>	0.00	43,657	44,530	45,421	46,329	47,256	48,201	49,165	50,148	51,151	52,174	53,218	54,282	55,368
Planning														
Planner/Development Director	32.57	33.22	33.89	34.56	35.26	35.96	36.68	37.41	38.16	38.92	39.70	40.50	41.31	42.13
<i>Non-Exempt</i>	67,747	69,102	70,484	71,893	73,331	74,798	76,294	77,820	79,376	80,963	82,583	84,234	85,916	87,637
Staff Planner/Development	24.10	24.58	25.07	25.57	26.09	26.61	27.14	27.68	28.24	28.80	29.38	29.97	30.56	31.18
<i>Non-Exempt</i>	50,128	51,130	52,153	53,196	54,260	55,345	56,452	57,581	58,733	59,907	61,105	62,328	63,574	64,846
Public Works														
Public Works Director	39.98	40.78	41.59	42.42	43.27	44.14	45.02	45.92	46.84	47.78	48.73	49.71	50.70	51.71
<i>Exempt - Supervisor</i>	83,152	84,815	86,512	88,242	90,007	91,807	93,643	95,516	97,426	99,375	101,362	103,390	105,457	107,566
Public Works Supervisor	29.80	30.40	31.01	31.63	32.26	32.90	33.56	34.23	34.92	35.62	36.33	37.06	37.80	38.55
<i>Exempt - Supervisor</i>	61,988	63,228	64,493	65,782	67,098	68,440	69,809	71,205	72,629	74,082	75,563	77,075	78,616	80,188
Public Works Operator 3	26.53	27.06	27.60	28.15	28.71	29.29	29.87	30.47	31.08	31.70	32.34	32.98	33.64	34.32
<i>Non-Exempt</i>	55,177	56,281	57,406	58,554	59,725	60,920	62,138	63,381	64,649	65,942	67,261	68,606	69,978	71,377
Public Works Operator 2	23.24	23.71	24.18	24.67	25.16	25.66	26.17	26.70	27.23	27.78	28.33	28.90	29.48	30.07
<i>Non-Exempt</i>	48,344	49,311	50,298	51,303	52,330	53,376	54,444	55,533	56,643	57,776	58,932	60,110	61,312	62,539
Public Works Operator 1	20.74	21.16	21.58	22.01	22.45	22.90	23.36	23.83	24.30	24.79	25.29	25.79	26.31	26.83
<i>Non-Exempt</i>	43,145	44,008	44,888	45,785	46,701	47,635	48,588	49,560	50,551	51,562	52,593	53,645	54,718	55,812
Public Works Seasonal Worker	15.10	15.40	15.71	16.03	16.35	16.67	17.01	17.35	17.69	18.05	18.41	18.78	19.15	19.54
<i>Non-Exempt</i>	31,413	32,041	32,682	33,336	34,003	34,683	35,376	36,084	36,805	37,542	38,292	39,058	39,839	40,636

Consumer Price Index for Urban Wage Earners and Clerical Workers 12-Month Percent Change

Series Id: CWUR0000SA0

Not Seasonally Adjusted

Series Title: All items in U.S. city average, urban wage earners and

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Years: 2014 to 2024

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2014	1.6	1.0	1.4	2.0	2.1	2.0	1.9	1.6	1.6	1.5	1.1	0.3	1.7	1.3
2015	-0.8	-0.6	-0.6	-0.8	-0.6	-0.4	-0.3	-0.3	-0.6	-0.4	0.1	0.4	-0.6	-0.2
2016	1.2	0.7	0.5	0.8	0.7	0.6	0.4	0.7	1.2	1.4	1.5	2.0	0.8	1.2
2017	2.5	2.8	2.3	2.1	1.8	1.5	1.6	1.9	2.3	2.1	2.3	2.2	2.2	2.1
2018	2.1	2.3	2.4	2.6	3.0	3.1	3.2	2.9	2.3	2.7	2.2	1.8	2.6	2.5
2019	1.3	1.3	1.8	1.9	1.7	1.4	1.7	1.5	1.5	1.6	1.9	2.3	1.6	1.7
2020	2.5	2.3	1.5	0.1	-0.1	0.5	1.0	1.4	1.5	1.3	1.3	1.4	1.1	1.3
2021	1.6	1.9	3.0	4.7	5.6	6.1	6.0	5.8	5.9	6.9	7.6	7.8	3.8	6.7
2022	8.2	8.6	9.4	8.9	9.3	9.8	9.1	8.7	8.5	7.9	7.1	6.3	9.0	7.9
2023	6.3	5.8	4.5	4.6	3.6	2.3	2.6	3.4	3.6	3.1	3.0	3.3	4.5	3.2
2024	2.9	3.1	3.5	3.4	3.3									



COBURG CITY COUNCIL

ACTION ITEM

FY24 TMDL Annual Report

Meeting Date	Staff Contact	Email
July 9, 2024	Adam Hanks, City Administrator Brian Harmon, Public Works Director	Adam.Hanks@ci.coburg.or.us Brian.Harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Staff is requesting Council review and acceptance of the Fiscal Year 2023-24 Total Maximum Daily Load (TMDL) Annual Report, a required component of the City's Department of Environmental Quality (DEQ) approved five year TMDL Implementation Plan.

Suggested Motion

No motion required. Informational Report only

BACKGROUND

Coburg is part of the Upper Willamette sub-basin of the Willamette River and is a designated management agency responsible for supporting and implementing strategies that mitigate or eliminate heat, bacteria and mercury contributions to surface waters within the City of Coburg.

Under the regulatory oversight of the Oregon Department of Environmental Quality (DEQ), every five years, the City of Coburg is required to create a TMDL Implementation Plan. The Coburg TMDL Five Year Plan was last updated and approved in 2023 and is valid through 2028. As part of the implementation of the plan, an annual report is required to be generated, presented to Council and submitted to DEQ. Below is a summary report of activities completed in Fy24 that support the implementation plan by pollutant/source.

Mercury

Source: Erosion and Sedimentation

Strategy: Develop bio swale management program

Status update: The existing bio swales are mowed and maintained to reduce noxious weeds. There were no repairs performed or necessary in 2023. Worked performed is as needed and tracked through IworQ's work management software via work orders capability of logging hours, equipment used, notes, and photos. Public Works spent 64hrs maintaining the Bio swales.

Strategy: Provide training opportunities for Public Works Staff

Status update: Public Works did training on how to handle the Citizen Inquire process. Held training on PPE (Personal Protective Equipment) and sanitary sewer overflows.

Strategy: Reduce erosion and sediment from development

Status update: 1200c permits are required and approved prior to tentative approval of development, this is documented in the applicants permit paperwork. There were no 1200c permits in 2023.

Source: Illicit discharge

Strategy: Enforce illicit discharge/illegal dumping ordinances; respond to and address illicit discharges.

Status update: There were no illicit discharges in 2023.

Temperature

Source: Solar radiation

Strategy: Protect and enhance existing shading vegetation

Status update: Planting of Camus and Milk Weed in the Trails End Park (Wetlands)

Strategy: Perform tree planting on available City property

Status update: Public Works planted 6 trees for Arbor Day 2023

Bacteria

Source: Pet and animal waste

Strategy: Reduce the amount of pet waste that is not properly disposed of.

Status update: Stations are inspected daily and refilled weekly. The City of Coburg supplied an estimated 38,540 bags in 2023.

All Pollutants

Source: Riparian restoration

Strategy: Engage with Linn and Lane County soil and water conservation districts

Status update: Public Works Director attended 9 Muddy Creek Irrigation Project Board meetings

Source: Storm water runoff

Strategy: Develop stormwater master plan.

Status update: Stormwater master plan process will finish and be implemented in 2024

Strategy: reduce debris and materials that enter stormwater conveyance system and local waterbodies.

Status update: City of Coburg started using their street sweeper in May of 2023. And sweep on the first three Thursdays of each Month. Public Works completed its Leaf Pickup Program Annually starting in December and they spent 73hrs on that project.

Source: Waste

Strategy: provide information for safe disposal/recycling options for items such as fluorescent bulbs.

Status update: The Coburg PD and Fire Dept held a shred-a-thon and drug take back in 2023 and information about this event was shared by the City of Coburg. The dumpster days event was held in June and information about this event was shared by the City of Coburg. Information regarding hazardous waste disposal sites was added to the City website.

Strategy: Staff Training

Status update: Public works held a safety meeting regarding PPE and handling of chemicals in 2023. They also held a March 2023 for spill response.

Strategy: Public outreach and education activities.

Status update: The annual report will be presented to City Council in July of 2024

Strategy: Promote staff education related to environmentally friendly solutions

Status update: Staff continues to learn daily the importance of operating a water and wastewater facility. One team member attended an water/wastewater conference in Eastern Oregon and two attended a conference in Sunriver.

BUDGET / FINANCIAL IMPACT

No direct revenue streams exist to support the TMDL implementation activities and reporting. Actions taken by staff are supported through existing revenues relating to water quality in the Street Fund (storm drain) and Water Fund, as well as some soft costs within the General Fund (administration)

The City applied for and is in the final selection process of a DEQ grant award for the placement of a RARE (Resource Assistance for Rural Environments) staff resource at no cost to the City. This member will help us achieve many projects for Riparian Restoration projects and Outreach and education for the public. Their placement starts in September and runs for eleven months and will be an invaluable asset to the City staff team.

PUBLIC INVOLVEMENT

This annual report is a component of public education and outreach. As noted above, the RARE member that will be supporting Coburg's TMDL work in FY25 will be tasked with a number of community engagement and education activities to further the effectiveness and support for Coburg's regulatory and environmental commitment to maintaining and improving water quality locally and within the Upper Willamette River basin.

NEXT STEPS

Development of a workplan to maximize accomplishments within the FY25 implementation and reporting period will occur with the arrival of the RARE member and will be presented to Council in late fall, early winter.

ATTACHMENTS

1. Coburg Five Year TMDL Implementation Matrix

City of Coburg TMDL 2023 Annual Report
 Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

BPollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Amended Timeline	Status Update
Temperature	I. Solar radiation	1. Protect and enhance existing shading vegetation.	a. Maintain Goal 5 inventory and protect and enhance Coburg local wetlands and riparian area inventory listed in ordinance A-237.	Number of documented violations decrease overtime. Aerial photos of the inventory show increases in health vegetation.	Track the number of violations and follow-up actions. Document aerial photos or visual changes every other year	Year 1-5 continuation of ordinance enforcement; annual review Years 2 and 4: Assessment of aerial imagery; every other year	On going On going	No violations occurred Planting of Camus and Milk Week in the Wetlands called trails End Park
		3. Provide outreach and education to property owners about importance of riparian functions, protection and enhancement.	a. Include information in the city newsletter on a semi-annual basis.	Information to be included in newsletter is available for distribution	Track and document information included in newsletter	Years 1-5: Develop and distribute outreach materials twice a year.	On going	We provided Waste water do's and don'ts to help maintain the STEP System this helps to prevent potential overflows or illicit discharges. We also provided information about Noxious Vegetation.
		4. Perform tree planting on available city property.	a. The city participates in an annual Arbor day celebration by planting trees with the local school children	Budgeted for annual Arbor day celebration activity.	Location and the number of trees planted.	Years 1-5: Trees planted on city property each year	On going	Public Works planted 6 trees for the 2023 Arbor Day.
	II. Waste water Treatment plant discharge	1. Maintain low effluent temperature.	a. Maintain compliance with current NPDES permit requirements. Utilize the plants cooling water system to maintain lower temperatures.	Perform testing of the effluent discharge. File test results, Compliance benchmark with current NPDES permit.	Monitor effluent temperatures/test results.	Ongoing; annual review	On going	Data is recorded daily and reported to the DEQ monthly.

City of Coburg TMDL 2023 Annual Report
 Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Amended Timeline	Status Update
Bacteria	III. Pet and animal waste	1. Reduce the amount of pet waste that is not properly disposed of.	a. Install additional pet waste stations b. Maintain current stations. c. Enforce existing pet waste pick-up ordinance ORD A-171.	Determine locations and prepare news release to inform residents about new stations. Review ordinance and complete pet waste station strategy Add more stations as space is available.	Pet waste stations installed. Track number of bags used or cost to supply bags on annual basis. Track the number of citations issued.	Year 1-5: Keep pet waste stations supplied and track enforcement of ORD A-171. Year 2-3: Installation of new stations in 2019-2020	On going	Stations are inspected daily and refilled weekly. The City of Coburg supplied an estimated 38,500 bags in 2023.
	III. Wastewater treatment plant.	1. Maintain compliance with the current NPDES permit for the facility.	a. Perform regular inspections and tests of the effluent quality leaving the plant.	Follow current Benchmarks set by the current NPDES permit. Perform the weekly Bacteria testing with QC.	Lab testing of effluent with tracking and filing of lab results.	Existing; on-going.	Ongoing	Benchmarks set by the current NPDES permit. Bacteria along with other required samples are analyzed weekly and reported to the DEQ monthly.

City of Coburg TMDL 2023 Annual Report
 Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Amended Timeline	Status Update
Mercury	IV. Erosion and sedimentation	1. Develop bio swale management program.	a. Develop and implement a bio swale inspection program and schedule	1. Inspect bioswales on a quarterly basis or more often depending on conditions, e.g. heavy storms, draught etc. 2. Follow BMP for bio swale maintenance quarterly.	Fill out inspection forms. Track the number of inspections and repairs.	Year 1: Develop inspection program and schedule Year 2: Implement, and track inspections, issues and follow-up actions.	Ongoing	The existing bioswales are mowed and maintained to reduce noxious weeds. No repairs were performed or necessary in 2023 Work performed is as needed and tracked through IWORQ's work management software via work orders with the capability of logging hours, equipment used, notes, and photos. Public Works spent 64hrs of maintaining Bioswales
		2. Provide training opportunities for public works staff	a. Staff attend at least one training a year, e.g. training may include erosion and sediment control BMPs, inspection protocols, complaint response, and other topics related to program implementation.	Attend at least one course annually to ensure proper practices are being implemented.	Track and document courses attended, topics covered, and staff that attended	Year 1: Identify staff that will attend trainings, and which trainings or certifications will be pursued. Years 1-5: Staff will attend relevant training at least one time a year.	Ongoing	Public works did training on how to handle the Citizen Inquire process. Held training on PPE and Sanitary Overflows
		3. Reduce erosion and sediment from development	a. Require proof of DEQ 1200-C permit coverage for development activities that disturb one acre or more	Include 1200-C permit information in building permit packet or at permit counter	Track and document that all development that disturbs one acre or more has a DEQ 1200-C permit	Ongoing; annual review	Ongoing	1200C permits are required and approved prior to tentative approval. This is documented in the applicants permit paperwork. There were no 1200c permits issued in 2023

City of Coburg TMDL 2023 Annual Report
 Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Amended Timeline	Status Update
Mercury	V. Illicit Discharge	1. Enforce illicit discharge/ illegal dumping ordinances; respond to and address illicit discharges	Enforce Nuisance Code A – 108 – I, which includes water pollution, placed waste, solid waste (debris) and other discharges	Continue to enforce ordinance	Track and document violations, follow-up and enforcement actions	Ongoing; annual review	Ongoing	There were no reported illicit discharges in 2023
			Develop a complaint form available at city hall and online for community members to report illicit discharges or illegal dumping; clearly identify on the city’s website what phone number to call if someone has a concern about an illicit discharge or illegal dumping.	All complaints are to be responded to within three working days	Track complaints received and follow-up actions	Year 1: Develop complaint form; clearly identify phone number to call on city’s website if someone has a report of an illicit discharge or illegal dumping. Year 2: Send a form to everyone in the local newsletter. Years 3-5: Continuous use of the form for complaints.	Ongoing	The City of Coburg has a citizen’s inquiry form that is located at city hall and available on the city website. These forms are for citizens to inform the city of complaints and concerns. The form is filled out and recorded before being handed to the department head. Once the tasks are completed the form is recorded and a copy of the action taken is provided to city council.
	VI. Storm water Runoff	1. Develop and maintain up-to-date map of catch basins and stormwater conveyance system	a. Update map as needed	Map of stormwater conveyance system is current	Map of stormwater conveyance system is current	Year 1: Review all catch basins and other stormwater conveyance owned or maintained by the city and confirm system map is current Years 2-5: Update map as needed	Ongoing	Updates are performed via redlining paper field maps as needed along with As-Builts being added to map files. Public works is in the process of working towards implementing GIS software as time and funds allow.
		2. Catch Basin Cleaning and repair and maintenance of pipes and culverts	a. Perform inspections of existing pipes and culverts; clean catch basins on annual basis and repair infrastructure as needed	Catch Basins inspected and cleaned on an annual basis; repair pipe and culverts as needed.	Track Catch Basin cleaned per year, and number and locations of pipe and culvert repairs	Years 1-5: Perform inspections; track issues and repairs	Ongoing	Public works checks city owned catch basins daily in the winter, and cleans out the inlets when needed.

City of Coburg TMDL 2023 Annual Report
Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

								Lane County performs annual cleaning of the catch basins and manholes on Willamette and Peal St.
--	--	--	--	--	--	--	--	--

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Amended Timeline	Status Update
All Pollutants	VII. Riparian restoration.	1. Engage with the Linn and Lane county soil and water conservation districts.	a. Attend meetings, record and file information gained. b. Meet with SWCD staff to discuss opportunities to better engage with Muddy Creek Irrigation District water users	Biannual attendance.	Track the number of meetings attended, document discussion and next steps for engaging irrigation district	Years 1-5: attend meetings two times a year. Years 1-3: Meet with SWCD(s) at least one time to discuss joint effort to engage irrigation ditch water users; document outcome(s) of meeting.	2021/Ongoing	Brian attended 9 Muddy Creek Irrigation Project Board meetings
	VIII. Storm water runoff	1. Develop storm water master plan	Create and adopt storm water master plan	Annual reviews of the plan.	Perform revision every five years.	Year 1: Develop draft plan. Year 2: Implement plan. Year 5: Review plan at least once every five years	unknown	Stormwater master plan process will finish and be implemented it in 2024.
		2. Reduce debris and materials that enter stormwater conveyance system and local waterbodies	Determine feasibility of initiating a street sweeping program; provide street sweeping services.	Evaluate street sweeping program annually and develop funding needs	Develop cost analysis for a street sweeping program.	Year-1: complete a cost analysis of starting a street sweeping program; identify resources available or needed to support program. Year 2: If needed, develop and submit grant application to support street sweeping program. Year 2-5: Pending grant or budget,	Ongoing	City of Coburg starting using their Street Sweeper in May of 2023 and swept the first three Thursdays of each month. Public Works crew completed its Leaf Pickup program annually starting in December and spent 73hrs of man hours

City of Coburg TMDL 2023 Annual Report
 Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

						implement street sweeping program.		
--	--	--	--	--	--	------------------------------------	--	--

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Amended Timeline	Status Update
All Pollutants	IX. Waste	1. Provide information for safe disposal/recycling option for items such as fluorescent bulbs.	a. Inform the public of events or locations to dispose of their hazardous waste.	Provide annual education to the public regarding the importance of proper disposal of hazardous items containing mercury.	Track and save records of events and newsletters sent regarding the locations.	Year 1-5: Ongoing; annual review	Ongoing	<p>The Coburg PD and Fire Dept. held a Shred-a-thon and drug take back event. These events were shared in April</p> <p>The Dumpster days put on by the Coburg community foundation in June</p> <p>Information for Hazardous waste disposal was added to the Public works TMDL Tab on the city websites.</p>
		2. Determine the cities capacity to provide the public with an opportunity to dispose of hazardous waste.	<p>a. determine feasibility.</p> <p>b. Work with local partners to offer city wide clean-up annually.</p> <p>c. advertise county wide collection events sponsored by county or other entities</p>	Local partnership established. Event held.	Track the volume of materials received and outreach and education about collection events	<p>Year 1: determine Feasibility and potential partnerships.</p> <p>Years 2-5: Based on feasibility study, provide annual collection event for community members.</p> <p>Years 1-5: Provide outreach and education through newsletter and/or website about collection events.</p>	Ongoing	<p>The City of Coburg Strives to partner with the local Chambers and charter school to promote events via Facebook and the City's Website</p> <p>Events promoted were Dumpster days, drug take back, shred-a-thon, and leaf pickup</p>

City of Coburg TMDL 2023 Annual Report
Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

	X. Public outreach and education activities.	Inform the public of the impact they have on the TMDL.	Write an article in the local news letter on best practice management practices.	Address a topic on a biannual basis	Track outreach efforts	Year 1-5: Biannual	Ongoing	Articles for Sewer do's and don'ts, leaf pickup, and noxious vegetation were listed online but did not relate directly to TDML.
		Keep City Council aware of TDML program implementation, successes, challenges, and funding needs.	Present TMDL matrix and annual report or five-year review to City Council at least once a year	TMDL program staff are on the City Council meeting agenda	Document meeting presentation date and agenda	Years 1-5: annually	Ongoing	The annual report will be presented to City Council in July of 2024

Pollutant	Source	Strategy	Implementation	Benchmark	Measure	Expected Timeline	Amended Timeline	Status Update
All Pollutants	XI. Staff Training	1.training for pest management.	Provide training to public works crew training on proper pesticide and fertilizer application rates and techniques	Perform training every two years	Document training and report every two years.	Years 1-5	Ongoing	Informal crew training is performed with the crew annually to explain what products are used and what application rates to use. Staff also performed a safety meeting on PPE and handling chemicals in 2023
		2. staff training in spill response.	Provide spill training and refresher courses to staff initially responding to spills.	Perform annually.	Track the number of staff in attendance.	Year 1-5 annually	Ongoing	Public works performed a safety meeting in March of 2023 for spill response

City of Coburg TMDL 2023 Annual Report

Waterways within Coburg are Muddy Creek Irrigation Ditch and the Mill Slough

		3. Promote staff education related to Environmentally friendly solutions	Participate in and attend environmental and water quality related professional meetings and conferences.	Attend at least one meeting or conference annually	Track the number of meetings and staff in attendance	Year 1-5 annually	Ongoing	Staff continues to learn daily the importance of operating a water and wastewater facility. One of the team members attended a water and wastewater conference in Ontario Oregon and two attended training in Sunriver Oregon.
--	--	--	--	--	--	-------------------	---------	--



COBURG CITY COUNCIL

DISCUSSION ITEM

Long-term Revenue Needs Forecast Process Discussion

Meeting Date	Staff Contact	Email
July 9, 2024	Adam Hanks, City Administrator	Adam.Hanks@ci.coburg.or.us

DESIRED COUNCIL DISCUSSION OUTCOME

Staff is requesting Council discuss and provide direction on how it would like to move forward with important and time sensitive regarding the evaluation and potential implementation of new/enhanced revenue streams.

BACKGROUND

As discussed and prioritized at both the Citizen's Budget Committee and recent City Council meeting that adopted the FY25 Budget, staff would like to present several different options for assembling, reviewing, prioritizing and potentially implementing revenue enhancements via increases in existing fees and rates or the creation of new fees.

Staff has a preliminary list of potential revenue enhancements and will be preparing useful background information and context to support the Council discussion. If Council has initial ideas for staff to include on this preliminary list, that would be useful to hear and take note, but the primary objective of this discussion is to get Council direction on the process desired step through the potential options available.

Possible process formats/structures include:

- Creation of a Revenue Options Ad-Hoc Committee
- Creation of a Revenue Options Council Sub-committee
- Dedicating multiple future Council work sessions to revenue options (October and December?)
- Revenue Options as a standing agenda item for Council Business meetings in September, October, November and December

Initial list of revenue enhancements to review

- Utility Rate Increases (Water, Sewer)
- New Utility Fee (Storm Drain)
- Increase/Expansion of Tree Fee to Park and Public Facilities Fee (a tree would be considered a public facility in addition to restrooms, Park Structures/Equipment, City Hall, IOOF, etc)

- Business License Fee increase
- New Public Safety Fee
- Local Diesel Tax

BUDGET / FINANCIAL IMPACT

The objective of this process overall is for Council to fully understand the possible revenue enhancements available, estimated annual projected revenues from each revenue enhancement, how the rates/fees impact residents, businesses, general public, how the revenues can legally be allocated and utilized and how the revenue supports the services that the City provides to the community.

PUBLIC INVOLVEMENT

Staff is seeking Council input on its preferred timing and methods of public involvement. In the initial development of the options? In prioritizing options? After options have been selected but prior to formal adoption/implementation? Other?

Methods of involvement could include Open House events, community surveys, social media announcements, direct mailings, other?

NEXT STEPS

The initial objective is to obtain direction from Council on how to structure the very first steps of the revenue evaluation process. Staff will then build out the process roadmap and timeline with an initial goal of completing the review and recommendations prior to or at least concurrent with the FY26 Budget process.

ATTACHMENTS

N/A