



AGENDA

PLANNING COMMISSION

91136 N Willamette St, Coburg, OR

541-682-7852 | coburgoregon.org

Wednesday, April 16, 2025 at 6:00 PM

CALL MEETING TO ORDER

ROLL CALL

AGENDA REVIEW

PUBLIC COMMENT

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

APPROVAL OF MINUTES

1. Minutes for Approval: September 18, 2024, December 18th, 2024 & March 19th, 2025

COMMISSION BUSINESS

2. Code Audit Project: Walkable Design Standards & Code Amendment Recommendations

UPDATES & FUTURE AGENDA ITEMS

3. March City Administration Report

ADJOURNMENT

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

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



MINUTES

Planning Commission Meeting

December 18, 2024 at 6:00pm

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Pro Tem Chair; John Marshall, Jerry Behney, Jon Derby, William Wood

MEMBERS ABSENT: Seth Clark, Marissa Doyle

STAFF/GUESTS PRESENT: Megan Winner; Planning Director

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

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

ROLL CALL

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

AGENDA REVIEW

There were no changes.

PUBLIC COMMENT

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

COMMISSION BUSINESS

1. FEMA PICM Floodplain Regulations

Ms. Winner gave a presentation on the FEMA Pre-Implementation Compliance Measures (PICM). Winner went over the PICM background information, the three PICM pathways, and the possible recommendation to Council.

Commissioners discussed the differences of the options, and also requested some additional clarification and information from staff.

Ms. Winner also let the commission know that the city did have to meet the December 1st deadline and some initial information was already taken to council. The city reported that they would review the possibility of a model ordinance, but if one was not adopted, the city would remain on the current default of permit by permit.

MOTION

Mr. Wood moved, seconded by Mr. Derby, to recommend PICM Option #2, Permit by Permit, to City Council.

Motion passed as 4:0.

2. 2025 Planning Commission Goals

Ms. Winner explained that the Planning Commission's goals will help inform City Council for the retreat, and point out any connections, budget implications, and other wants or needs of the commission. She also mentioned that the commission accomplished several of their 2024 goals.

They would like to continue to seek more educational opportunities, including a DLCD follow up, more info on the Urban Growth Boundary, and a Sub-Division code review.

Ms. Winner is going to send out an email to all commissioners, including those absent this meeting, to ask for any goal recommendations and input.

UPDATES & FUTURE AGENDA ITEMS

3. November City Administration Report

Ms. Winner went through the items and updates in the Administration Report.

Mr. Marshall asked if there has been any progress on the light industrial lands. Ms. Winner explained the situation with the water supply and property development.

Ms. Winner mentioned that the first phase on the collector street project is just beginning and will take place on N Coleman from Pearl to Mill St, then left onto Mill St to the Park. That project is funded by the MPO Federal Funds through Lane County.

ADJOURNMENT

Pro Tem Chair Marshall adjourned the Planning Commission Regular Meeting at 6:43 p.m.

APPROVED by the Planning Commission of the City of Coburg on this _____ day of _____ 2024.

John Marshall, Pro Tem Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



MINUTES

Planning Commission Meeting

March 19, 2025 at 6:00pm

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Pro Tem Chair; John Marshall, Jerry Behney, Marissa Doyle, William Wood (via ZOOM)

MEMBERS ABSENT: Seth Clark, Jon Derby

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

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Pro Tem Chair, John Marshall called the Planning Commission meeting to order at 6:04 p.m.

ROLL CALL

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

AGENDA REVIEW

There were no changes.

PUBLIC COMMENT

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

COMMISSION BUSINESS

1. Long Range Planning Overview

Ms. Winner gave a presentation on the long range planning overview. Winner mentioned that next month LCOG will be coming to present and ask Planning Commission for direction on possible code amendments. Winner mentioned some CFEC requirements, including the parking reform work and EV Charging Readiness. She also mentioned the compliance with 0330 transportation rules, which includes increased walkability, more pedestrian friendly urban form, compact development, and healthy neighborhoods. She mentioned a few other CFEC and MPO components and requirements. There are a few grants the city will be applying for this year to help complete some of these requirements.

Ms. Winner gave an update on the FEMA Pre-Implementation Compliance Measures (PICM), in which there was a filed injunction and the ruling has been put on pause.

Commissioners had some questions and comments regarding these components and related topics, which Ms. Winner answered.

ADJOURNMENT

Pro Tem Chair Marshall adjourned the Planning Commission Regular Meeting at 6:55 p.m.

APPROVED by the Planning Commission of the City of Coburg on this _____ day of _____ 2025.

John Marshall, Pro Tem Chair

ATTEST: _____
Sammy L. Egbert, City Recorder



MINUTES

Planning Commission Meeting

September 18, 2024 at 6:00pm

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Jim Bell, Chair; Seth Clark, Vice Chair (via Zoom); John Marshall, Jerry Behney, Marissa Doyle (via Zoom)

MEMBERS ABSENT: Jonathan Derby, William Wood

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

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Chair, Jim Bell called the Planning Commission meeting to order at 6:04 p.m.

ROLL CALL

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

AGENDA REVIEW

There were no changes.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

1. July 17th, 2024 minutes

MOTION

Mr. Marshall moved, seconded by Mr. Behney, to approve the July 17th, 2024 Planning Commission meeting minutes as presented.

Motion passed as 5:0.

COMMISSION BUSINESS

Mr. Bell opened the public hearing at 6:05pm.

2. Public Hearing | Coburg Community Charter School Conditional Sign Permit SN 01-24

Mr. Bell read the details of the public hearing and permit type.

Ms. Winner presented the application. She explained that several months ago the Coburg Community Charter School submitted a building permit application for a new free standing sign. That can be processed as a type 1 administration approval as long as they are in conformance with sign ordinance A-155. The sign proposal they submitted is larger than is allowed in the residential district where the school is located. The applicant was made aware and came in for a pre-application meeting and was led to the conditional sign permit process. Ms. Winner went on to explain further details of the property zoning, sign details and dimensions, and other details on the permit approval process.

Councilor Liaison, John Lehmann, asked if the advertising done on the sign changes anything. Ms. Winner said that the City does not regulate content on the sign.

Mr. Bell asked where the exact location of the sign is going to be. Ms. Winner said that it is just South of the driveway near the Fire District property.

Mr. Lehmann and Mr. Behney had some questions regarding the advertising done on the sign. Ms. Winner said that those would be questions for the applicant.

Coburg Community Charter School representative, Kelsey Bedortha, of 32115 Coburg Bottom Loop, stated that the bottom portion of the sign lists their sponsorships, which are the businesses that help support the school annually, so they are on the sign as a thank you. They will change every year depending on who is sponsoring the school, but those sponsors are not directly funding the sign.

Mr. Clark asked if there were any correspondence or concerns from neighbors about the sign. Ms. Winner said there were not any comments or concerns received.

Mr. Bell ended the public hearing at 6:16pm.

Mr. Marshall asked if the conditional sign permit could be changed or revoked over time. Ms. Winner said yes.

Mr. Marshall also asked if they would have to come back and reapply if they wanted to change or update the sign. Ms. Winner said yes, this approval is only for what is being presented tonight. The Planning Commission does have the ability to revoke the permit under certain instances outlined in the ordinance.

MOTION

Mr. Marshall moved, seconded by Mr. Behney, to approve the applicants' request of the Conditional Sign Permit based on the staff report and findings within the report.

Motion passed as 5:0.

UPDATES & FUTURE AGENDA ITEMS**3. August City Administration Report**

Ms. Winner went through the items and updates in the Administration Report.

Mr. Behney asked if there has been any movement on the Elkhorn approval. Ms. Winner said nothing was submitted and the expiration date has passed. There is no longer an active land use approval for that.

ADJOURNMENT

Chair Bell adjourned the Planning Commission Regular Meeting at 7:21 p.m.

APPROVED by the Planning Commission of the City of Coburg on this _____ day of _____ 2024.

Jim Bell, Commission Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

Climate-Friendly and Equitable Communities (CFEC)

Walkable Design Standards (OAR 660-12-0330)

Introduction

The City of Coburg is updating the Coburg Zoning Code to comply with recent state rules related to walkable design. The division of Oregon Administrative Rules (OAR) 660-012 are the Transportation Planning Rules. OAR 660-12-0330 establishes land use requirements which are intended to improve walkability. The overall requirement of these rules is stated in section (1).

660-012-0330(1) *Cities and counties shall implement plans and land use regulations to support compact, pedestrian-friendly, mixed-use land use development patterns in urban areas. Land use development patterns must support access by people using pedestrian, bicycle, and public transportation networks.*

These requirements apply to all areas of a jurisdiction within the urban growth boundary. This includes all commercial and residential zone districts. However, cities are not required to update site design regulations in zones with a predominantly industrial or rural character.

As an initial step in this update, the following Code Change Recommendation Memo identifies:

- The requirements of OAR 660-12-0330,
- Model Code and Other Approaches (concepts in **bold** are from DLCD’s Climate-Friendly and Equitable Communities Walkable Design Standards Guidebook, Final Draft), and
- LCOG’s initial assessment of the City’s current regulations and potential Code Concepts to address any gaps in walkable design standards.

The Code Audit report includes the following sections:

- Part 1: Neighborhood Connectivity
- Part 2: Residential Neighborhoods
- Part 3: Commercial or Mixed-use Site Design Standards for Mixed Use Commercial and Mixed-use Districts
- Part 4: Auto Oriented Land Uses
- Part 5: Applicability and Exemptions
- Part 6: Definitions
- Part 7: Transportation Facilities

Acronyms and Zoning Districts

Acronym	Meaning
CZC	Coburg Zoning Code
OAR	Oregon Administrative Rule
TSP	Transportation System Plan

Zoning Districts Table

Residential Districts ○ TR - Traditional Residential ○ TMR – Traditional Medium Residential	Commercial Districts ○ CI – Central Business ○ C2 – Highway Commercial
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Part 1: Neighborhood Connectivity

APPLICABILITY: At a minimum these requirements apply to neighborhood-scale development (land divisions which include new streets) in all land use districts.

0330 Land Use Requirement	Model Code and Other Approaches	Assessment/Recommendation
(3) Cities and counties shall have land use regulations that provide for pedestrian-friendly and connected neighborhoods. Land use regulations must meet the following requirements for neighborhood design and access:		
a) Neighborhoods shall be designed with connected networks of streets, paths, accessways, and other facilities to provide circulation within the neighborhood and pedestrian and bicycle system connectivity to adjacent districts. A connected street network is desirable for motor vehicle traffic but may be discontinuous where necessary to limit excessive through-travel, or to protect a safe environment for walking, using mobility devices, and bicycling in the neighborhood.	- o Max. block length of 350' (up to 500' with midblock path). - o Midblock path (accessway) design standards. - o Prohibit cul-de-sac and dead-end streets (unless future street is planned). - o Optional: Require rectilinear street grid system (with exceptions). - o Require new internal streets to connect to all existing or planned stubbed streets that abut the site. - o Require street connections identified in the TSP. - o See Part 5 for exception to street connectivity.	Relevant Code Sections: • Article VIII E.3 Additional Street Standards - o Subsection (c) requires a minimum block length of 400 feet and a maximum of 600 feet with exceptions. - o Subsection (f) Public access ways says Planning Commission may require public access ways be dedicated for unusually long blocks. • Article VIII.E.3.f prohibits dead-end streets, with exceptions. Requires pedestrian/cyclist access ways to be provided if dead-end street is necessary. • Article XII Land Division: Proposal contributes to the orderly development of the City's area transportation network of roads, bikeways, and pedestrian facilities, and allows for continuation and expansion of existing public access easements within or adjacent to the subdivision. • Article VIII: Center line radii of curves shall not be less than 200 feet on minor arterials and collectors streets 100 feet on other streets, and shall be to an even 10 feet. Code Recommendations: - o Article VIII contains block length maximum

		○ Require streets be rectilinear ○ See section -0330(3)(c) for a specific assessment of block length standards
b) Neighborhoods shall be designed with direct pedestrian access to key destinations identified in OAR 660-012-0360 via pedestrian facilities.	○ Require access to abutting sites: residential developments, undeveloped property, transit stations, parks or schools, neighborhood activity centers. ○ Require on-site walkways to connect to walkways on abutting property.	Relevant Code Sections: • Article VIII.C Pedestrian and Bicycle Access and Circulation ○ Requires pedestrian access be provided for new multi-family residential development, and for existing developments to provide safe and accessible pedestrian access to transit facilities when a site changes uses or is retrofitted. ○ Requires internal pedestrian and bicycle systems shall connect with external existing and planned systems. • Article XII.C.1 Tentative Approval for partitions and subdivisions has a criterion that states: “The proposed partition provides direct bicycle and pedestrian access to nearby and adjacent residential areas, transit stops, neighborhood activity centers, commercial areas, and employment and industrial areas, and provides safe, convenient and direct transit circulation, provided the City makes findings to demonstrate consistency with constitutional requirements. “Nearby” means uses within 1/4 mile that can reasonably be expected to be used by pedestrians, and uses within 2 miles that can be reasonably expected to be used by bicyclists.” Code Recommendations: ○ No code changes recommended.

c) Cities and counties shall set block length and block perimeter standards at distances that will provide for pedestrian network connectivity. Cities and counties may allow alleys or public pedestrian facilities through a block to be used to meet a block length or perimeter standard.	- o Max. block length of 350' (up to 500' with midblock path). - o Max. block perimeter standard (not in model code). - o Optional: Require blocks to include alleys (code should include design standards for alleys). - o Pedestrian/bicycle accessways in lieu of mid-street connection	Relevant Code Sections: ▪ Article VIII.E.3.c Blocks ○ (1) allows for limitations of topography to be considered for block planning. ○ (2) Sets a minimum block length of 400 feet and maximum block length of 600 feet. ▪ Article VIII.E.3.f Public access ways allows Planning Commission to require public access ways to pass through unusually long blocks or provide access to public areas. ▪ Article VIII.E.3.m Alleys requires alleys for commercial and industrial uses. Code Recommendations: ▪ Article VIII.E.3.c Blocks- reduce maximum block length standards to 500 feet and require the public access way for blocks that exceed 350 feet. ○ Consider block perimeter standards. ▪ Optional: Article VIII.E.3.m add the requirement for alleys for new residential development and land divisions.
d) Cities and counties shall set standards to reduce out-of-direction travel for people using the pedestrian or bicycle networks.	o Require relatively straight accessways.	Relevant Code Sections: • Article VIII.E.3.f Public access ways allows Planning Commission to require public access ways to pass through unusually long blocks or provide access to public areas. Code Recommendations: ○ Article VIII.E.3.f- Add standards for the public accessway (width, linearity, public access,

		horizontal obstructions, surface improvement, stormwater, etc.).
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Part 2: Residential Neighborhoods

APPLICABILITY: In Coburg these requirements would apply to new construction in the following Residential zones:

Residential Zones
• TR – Traditional Residential District • TMR – Traditional Medium Residential
The requirements would apply to these development types:
○ Detached single-dwelling ○ Middle housing ○ Multiple unit dwellings ○ Residential portions of mixed-use

0330 Land Use Requirement	Model Code and Other Approaches	Assessment/Recommendation
(5) Cities and counties shall have land use regulations in residential neighborhoods that provide for slow neighborhood streets comfortable for families, efficient and sociable development patterns, and provide for connectivity within the neighborhood and to adjacent districts. Cities and counties must adopt land use regulations to meet these objectives, including but not limited to those related to:		
Setbacks	○ Maximum setbacks (20' or less depending on the district). ○ Garage entrance (less than 5' or more than 18'). ○ Require the garage entrance to be setback behind the front building frontage.	Relevant Code Sections: • Article VII.A.6 TR Minimum Yard Requirements sets a minimum setback of 15 feet except for garages being at least 5 feet set back from the façade of the house and accessory structures set back 20 feet. • Article VII.B.6 TMR Minimum Yard Requirements sets a minimum setback of 15 feet except for garages which shall be at least 5 feet set back a minimum of 5 feet from the façade. • Article VIII.L.4.h. Garages says garage doors can be no more than 150 square feet of the street facing façade (applies to all residential types except mixed use). Code Recommendations: ○ Articles VII.A.6 and Article VII.B.6- switch to a maximum setback rather than a minimum setback in the residential zones.

Lot size and coverage	- o Standards should not overly limit lot coverage and frontage. - o Do not require a minimum lot size or maximum lot coverage, particularly in more urban areas or those with a high number of potential infill lots.	Relevant Code Sections: • Article VII.A.4 Minimum Lot Requirements designates 30-50% maximum lot coverage depending on number of residential units. • Article VII.B.3 Minimum Lot Requirements and Maximum Residential Density designates 30% (single family units) and 60% (two-four family units) maximum lot coverage. Code Recommendations - o Articles VII.A.4 and VII.B.3- consider increasing maximum lot coverage allowances.
Building orientation	- o Require main entrance to face the street (or within 45 degrees) or face a courtyard. - o For multi-unit housing, require at least [25-50%] of ground-floor units to have a main entrance that meets the standards. - o Entrance within 25' of transit street.	Relevant Code Sections: • Article VIII.L.4.k.2 Building exteriors (apply only to multi-family) requires buildings within 40 feet of a front line to have primary orientation to the street and ground floor main entrances within 40 feet of a street must face the front lot line. • Article VIII.L.4.d Doors (Main Entrance) requires front doors of all residential uses face the street, and for multi-family dwellings, ground floor units' front doors must also face the street. • Article VIII.J.1.b.1 Orientation of Dwelling Units requires dwellings within a cottage housing development to have a primary entry oriented to a common space. • Article VIII.L.4.a Front Porch requires street facing residential front porches (three units or less). Code Recommendations - o No additions are recommended to comply with the building orientation requirements for residential neighborhoods.
Access	o Require connections from the main building entrance to the adjacent street.	Relevant Code Sections: • No street pedestrian connection requirements. • No driveway separation on local street requirements.

	- o Driveway separation on local streets. - o Max driveway width. - o Max garage width (50%; up to 75% if recessed).	• Article XII.B.10. Driveway and lane width says the minimum width of all shared drives and lanes shall be eight feet; the maximum width is 12 feet (for new subdivisions). • Article VIII.L.4.h. Garages says garage doors can be no more than 150 square feet of the street facing façade (applies to all residential types except mixed use). Code Recommendations: - o Article VIII.L.4- Add a section requiring pedestrian paths that connect the street to the main entrance of residential buildings. - o Article VIII.L- require 5 feet of curb between driveways and consider allowing shared driveways for duplexes with a greater width allowed. Also add driveway width limitations here in the design standards rather than in the subdivision standards. - o Article VIII.L.4.h- Add maximum garage width based on percentage of main façade.
Other standards supporting pedestrian-friendly / sociable development patterns	- o No parking between building and street; limit percentage of parking/ circulation along street frontage (50%). - o Require pedestrian amenities on transit streets / more urban areas. - o Screening of surface parking areas. - o Minimum transparency. - o Transitions to residential entrances.	Relevant Code Sections: • Article VIII.I Screening Standards requires multi-family parking lots with more than two off street parking spaces to be screened and situated away from the residential units. • Article VIII.J.1.b.3 Parking Design requires parking to be separated from public streets for cottage housing. • Article VIII.L.4.a Front Porches requires most types of dwellings to have front porches that are above grade and a minimum of 5 feet wide. • Article VIII.L.4.b Landscaping requires most types of residential uses to only have up to 30% of the front yard area consisting of pavement and requires street trees. • Article VIII.L.4.c Vertical-Oriented Windows requires new dwellings/remodels/additions to have windows that are taller than they are wide. • Article VIII.M.1 Standards for Mixed Use contains standards for off-street parking to be located to the side or rear of the buildings,

		requires walkways between building entrances and right-of-way, orients buildings to the street and requires 50% transparency of street walls. Code Recommendations: ○ Article VIII.L.4.a Front Porches- consider adding exceptions for accessibility. ○ Article VIII.M.1 Standards for Mixed Use and Article VIII.L Residential design standards – consider adding additional transition requirements from public right-of-way to multi-family and mixed-use residential entrances such as pedestrian amenities, landscaping, or individual private open space.
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Part 3: Site Design Standards for Commercial and Mixed-Use Districts

APPLICABILITY: In Coburg these requirements apply to the following Commercial zoning districts:

Commercial Districts
• C1 – Central Business • C2 – Highway Commercial
Development Types: All development types in Commercial Districts.

0330 Land Use Requirement	Model Code and Other Approaches	Assessment/Recommendation
(4) Cities and counties shall have land use regulations in commercial and mixed-use districts that provide for a compact development pattern, easy ability to walk or use mobility devices, and allow direct access on the pedestrian, bicycle, and public transportation networks. Commercial or mixed-use site design land use regulations must meet the following requirements:		
a) Primary pedestrian entrances to buildings must be oriented to a public pedestrian facility and be accessible to people with mobility disabilities. An uninterrupted accessway, courtyard, plaza, or other pedestrian-oriented space must be provided between primary pedestrian entrances and the public pedestrian facility, except where the entrance opens directly to the pedestrian facility. All pedestrian entrances must be designed to be barrier-free.	- o Maximum setback (0'-10' depending on district / use type). - o Require main entrance to face the street (or within 45 degrees) or face a courtyard. - o Entrance within 25' of transit street. - o Require pedestrian connections to adjacent properties where there is an existing or planned walkway. - o Require all pedestrian entrances to be barrier free. - o Incentivize accessible entrances and universal design amenities.	Relevant Code Sections: • Article VII.K Downtown Coburg Overlay District - o A. Downtown Core Building Standards requires a zero-foot setback, non-street facing residential raised 16" above grade, entrances oriented to the street, entrances connected to public street via a walkway, two pedestrian amenities required and ground-level shop front window to remain unshuttered at night. - o B. Downtown Flex Building Standards requires a 0–6-foot maximum setback, non-street facing residential raised 16" above grade, entrances oriented to the street and connected via walkways and two pedestrian amenities required. • Article VII.D Central Commercial - o 4. Minimum Yard Requirement limits the front yard setback from 5 to 20 feet and no parking is allowed in the front yard setback.

		○ 11. Building Orientation and Location of Parking requires buildings to be oriented to the street and entrances within 30 feet of a street shall connect to transit facilities via walkway that complies with ADA and City regulations. • Article VII.14 Central Commercial Residential Frontage Areas ○ d. & e. shorten maximum front yard set backs to 5 feet or zero feet along Pearl Street and North Coburg Industrial Way. ○ f. requires buildings to abut the sidewalk, except where pedestrian amenities are approved. Entrance shall face the street. Parking located behind buildings. • Article VIII.L.5. Commercial Design Standards require pedestrian access to new and existing parks/open spaces/Coburg Loop Path. Pedestrian walkways required from parking and public street to building entrances. Code Recommendations: ○ Article VIII.L.5 Commercial Design Standards- Require pedestrian connections to adjacent properties where there is an existing or planned walkway. ○ Article VII.D Central Commercial & VII.K Downtown Coburg Overlay Districts- consider incentivizing accessible entrances.
b) Motor vehicle parking, circulation, access, and loading may be located on	○ Prohibit vehicle parking areas between the front façade and the public street.	Relevant Code Sections: • Article VII.K Downtown Coburg Overlay District ○ A. Downtown Core Building Standards requires a parking line where parking is

site beside or behind buildings. Motor vehicle parking, circulation, access, and loading must not be located on site between buildings and public pedestrian facilities on or along the primary facing street. Bicycle parking may be permitted.	o Limit percentage of parking/ circulation along street frontage (50%).	set back behind the building a minimum of 30 feet from the Required Building Line, or 6-20 feet depending on adjacent zoning district. - o B. Downtown Flex Building Standards requires a parking line where parking is set back behind the building and 20 feet from the Required Building Line or 6-20 feet back depending on abutting zoning district. • Article VII.D Central Commercial - o 4. Minimum Yard Requirements states that no parking shall be located within the front yard setback. - o 11. Building Orientation and Location of Parking prohibits off-street parking from being located between buildings and streets. • Article VII.14 Central Commercial Residential Frontage Areas - o d. & e. shorten maximum front yard setbacks to 5 feet or zero feet along Pearl Street and North Coburg Industrial Way. - o f. requires buildings to abut the sidewalk, except where pedestrian amenities are approved. Entrance shall face the street. Parking located behind buildings. Code Recommendations: - o No changes needed, parking consistently prohibited in front yard or between a building and street. Additional landscaping and pedestrian considerations apply.
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c) On-site accessways must be provided to directly connect key pedestrian entrances to public pedestrian facilities, to any on-site parking, and to adjacent properties, as applicable.	o Require all primary buildings within 40’ feet of a street to have a walkway connecting one main entrance to the street. Connections cannot exceed 120% of straight-line distance. o Require on-site walkways to connect to walkways on abutting property.	Relevant Code Sections: • Article VII.K Downtown Coburg Overlay District - o A. Downtown Core Building Standards requires entrances connected to public street via a walkway. - o B. Downtown Flex Building Standards requires entrances oriented to the street and connected via walkways. • Article VII.D Central Commercial - o 11. Building Orientation and Location of Parking requires buildings to be oriented to the street and entrances within 30 feet of a street shall connect to transit facilities via walkway that complies with ADA and City regulations. • Article VII.14 Central Commercial Residential Frontage Areas - o f. requires buildings to abut the sidewalk, except where pedestrian amenities are approved. • Article VIII.L.5. Commercial Design Standards require pedestrian access to new and existing parks/open spaces/Coburg Loop Path. Pedestrian walkways required from parking and public street to building entrances. Code Recommendations: - o Article VIII.L.5 Commercial Design Standards- Require pedestrian connections to adjacent properties where there is an existing or planned walkway. Also consider imposing standards that require a degree of linearity with exceptions for trees.
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d) Any pedestrian entrances facing an on-site parking lot must be secondary to primary pedestrian entrances as required in this section. Primary pedestrian entrances for uses open to the public must be open during business hours.	o At least one main entrance must meet the standards. o Primary entrance unlocked during business hours.	Relevant Code Sections: - Article VII.14 Central Commercial Residential Frontage Areas f. Primary entrance shall face the shopping street. - Article VII.K Downtown Coburg Overlay District A. Downtown Core Building Standards requires entrances oriented to the street. B. Downtown Flex Building Standards requires entrances oriented to the street. - Article VIII.L.5. Commercial Design Standards require pedestrian access to new and existing parks/open spaces/Coburg Loop Path. Pedestrian walkways required from parking and public street to building entrances. - Article VIII.M. Mixed Use Design Standards require buildings be oriented towards the street. Code Recommendations: - Article VIII.L.5 Commercial Design Standards- Require pedestrian entrances for uses open to the public to remain open during business hours. - Across commercial zones- Although the use of “primary entrance” and “oriented towards the street” imply a primary and secondary entrance, this could be better defined.
e) Large sites must be designed with a connected network of public pedestrian facilities to meet the requirements of this section.	o Require walkway network to connect all main entrances >20’ from the street, and provide connections to parking areas, bicycle parking, recreational areas, common outdoor areas, and pedestrian amenities.	Relevant Code Sections: Article VIII.L.5. Commercial Design Standards requires pedestrian walkways that are distinguishable from parking and driving areas between buildings and parking lots. Code Recommendations:

	- o Require walkways through large parking lots (>21,780 SF). Require connections to the street every 250-300'. - o Walkway material and width standards. Require differentiation for walkways crossing or parallel to vehicle areas. - o Optional lighting and sustainability standards for walkways.	- o Article VIII.M. Mixed Use Design Standards- require pedestrian facilities to connect buildings to parking, bicycle parking, recreational and common outdoor areas. - o Article VIII.L.5. Commercial Design Standards- increase list of places internal pedestrian walkways should lead to. - o Articles VIII.M and VII.L Commercial/Mixed Use Design Standards- Incorporate specific standards for distinguishing pedestrian walkway through parking lots and add lighting standards if desired.
f) Development on sites adjacent to a transit stop or station on a priority transit corridor must be oriented to the transit stop or station. The site design must provide a high level of pedestrian connectivity and amenities adjacent to the stop or station. If there is inadequate space in the existing right of way for transit infrastructure, then the infrastructure must be accommodated on site.	- o Orient at least one main entrance within 25 feet of the highest transit classification street. - o Require pedestrian amenity spaces where max building setback not met. - o Require additional transit facilities where evidence of projected transit ridership or other transit impacts is presented.	Relevant Code Sections: • Article VII.D.11 Building Orientation and Location of Parking requires building entrances within 30 feet of a street and transit facilities to connect via a pedestrian pathway (ADA compliant). • Article VIII.C. Pedestrian Access to Transit Facilities says in the CI zone if development is proposed within 250 feet of an existing or proposed transit stop, then the applicant must work with Lane Transit District to locate a transit stop and shelter close to the main entrance of the building. • Article XII.C.1. Partitions/subdivisions must provide direct access to transit stops. • Article XIV.B. Master Planned Development- The City may require the developer to contribute towards the construction of transit facilities. Code Recommendations:

		○ Article VIII.C Pedestrian Access to Transit Facilities- Add C2 to districts where transit stop requirements apply. ○ Article XII Land Divisions & XIV Master Planned Development- consider using Model Code to add clear and objective standards for transit infrastructure requirements for developers.
g) Development standards must be consistent with bicycle parking requirements in OAR 660-012-0630.	o Apply in all zones. While OAR 660-012-0330 requires bicycle parking in Commercial and Mixed-use districts, OAR 660-012-0630 requires it for a range of uses in all zones.	Relevant Code Sections: • Article VIII.5 Bicycle Parking applies to developments requiring site plan review, including multi-family and non-residential. Code Recommendations: • Article VIII.5 Bicycle Parking- add requirements for bicycle parking at transit stops/park and rides and wherever off-street motor vehicle parking is mandated. Also, ensure bicycle parking be well-lit and convenient.
h) These site design land use regulations need not apply to districts with a predominantly industrial or agricultural character.	o Do not apply these standards to industrial or agricultural land.	Relevant Code Sections: • Only C1 and C2 districts being considered here.
Other standards supporting pedestrian-friendly / sociable development patterns	○ Ground floor of nonresidential and mixed-use buildings: ○ Mininum transparency (50-75%). ○ Weather protection along 50-75% of façade within 5' of ROW. ○ Driveway separation on local streets. ○ Max driveway width and max garage width.	Relevant Code Sections: • Article VII.K Downtown Coburg Overlay District ○ A. Downtown Core Building Standards regulates ground floor fenestration, floor to floor height, building width and length, and has architecturally controlled area requirements as well as shopfront design standards. Sustainable landscape

	o Screening of surface parking areas.	standards also contribute to pedestrian-friendliness. - o B. Downtown Flex Building Standards regulates ground floor fenestration, floor to floor height, building width and length, and has architecturally controlled area requirements as well as shopfront design standards. Sustainable landscape standards also contribute to pedestrian-friendliness. • Article VII.D.3 Lot Requirements requires 15% of Highway Commercial lot area served by public sewer to be landscaped. - o Highway Commercial also contains building design standards (varying materials, fenestration minimums). - o Residential Frontage Area contains “shopping street” requirements, including pedestrian shelters. • Article VIII.I Screening Standards for Multi-family and Commercial requires screening for parking lots for more than two vehicles. Code Recommendations: • Article VIII.A Access Management and Vision Control- add driveway separation requirements.
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Part 4: Auto Oriented Land Uses

APPLICABILITY: These standards apply in all land use districts, although these uses are primarily found in commercial districts.

0330 Land Use Requirement	Model Code and Other Approaches	Assessment/Recommendation
(6) Cities and counties shall have land use regulations that ensure auto-oriented land uses are compatible with a community where it is easy to walk or use a mobility device. Auto-oriented land uses include uses related to the operation, sale, maintenance, or fueling of motor vehicles, and uses where the use of a motor vehicle is accessory to the primary use, including drive-through uses. Land use regulations must meet the following requirements:		
a) Auto-oriented land uses must provide safe and convenient access opportunities for people walking, using a mobility device, or riding a bicycle. Ease of access to goods and services must be equivalent to or better than access for people driving a motor vehicle.	o Require drive-through facilities to provide one walk-up service area or window. o Prohibit service areas and stacking lanes between the building and a street lot line. (Note: Vehicle Service Uses are exempt, as stated in the Guidebook) o Stacking lanes designed so that they do not prevent access to parking stalls. o Require driveway entrances and stacking lane entrances to be at least 50 feet from any street intersection.	Relevant Code Sections: - Article VIII.Q Drive-through Facility Standards locates facility 50 feet from existing residential uses, requires access to be received off of a driveway rather than a street, prohibits orienting to a street corner, requires customer entrance to face street, sets the facility back 20 feet from a street right-of-way, prohibits queuing areas from obstructing walkways/sidewalks/bicycle lanes and allows bicycle and pedestrian access to the facility. Code Recommendations: - Article VIII.Q Drive-through Facility Standards-strengthen walk-up service area requirements. Add parking stalls to list of uses the stacking areas shall not block. Add a setback from street intersections (50 feet suggested).
b) Outside of climate-friendly areas, cities and counties may provide for exemptions to this rule in cases where an auto-	o Provide exemptions outside of CFAs, provided pedestrian facilities are protected.	Relevant Code Sections: Coburg not required to designate Climate Friendly Areas. Typical exemptions and variances apply.

oriented land use cannot reasonably meet the standards of this rule. Standards developed in cases of an exemption must protect pedestrian facilities.		
Other Standards.	o Prohibit drive-through facilities in downtown and main street districts.	Relevant Code Sections: - CI District allows drive-up, drive-in and drive-through uses not related to food service or alcoholic beverage sales as a conditional use. This is the closest zoning district to a “downtown” or a “main street” district. - C2 District allows drive-up, drive-in and drive-through facilities in conjunction with another permitted/conditional use as a conditional use itself. Code Recommendations: - CI District, Article VII.C.2- prohibit all drive-through uses in this zone.

Part 5: Applicability and Exemptions

0330 Land Use Requirement	Model Code and Other Approaches	Assessment/Recommendation
(2) Cities and counties may allow exemptions to provisions in this rule when conditions on a site or class of sites would make those provisions prohibitively costly or impossible to implement. Cities or counties may adopt land use regulations that provide for exemptions as provided in this section. Any allowed exemption shall advance the purposes of this rule to the extent practical. Conditions that may provide for an exemption include, but are not limited to:		
a) Topography or natural features; b) Railroads, highways, or other permanent barriers; c) Lot or parcel size, orientation, or shape; d) Available access; e) Existing or nonconforming development; f) To provide for accessibility for people with disabilities; or g) Other site constraints.	• Allow exemptions if physical conditions or existing structures make compliance with the standard impractical. Conditions on a site include but are not limited to the conditions listed in OAR 660-012-0330(a-g).	Relevant Code Sections: • Article VIII.E.3.c Blocks says “The length, width, and shape of blocks shall take into account the need for adequate building site size and street width and shall recognize the limitations of the topography.” • Article VII.A.4.c and Article VII.B.3.c the residential minimum lot requirements and maximum residential density sections states that the approval body may grant a 15% modification to the lot area and/or lot dimension standards, provided that: (1) The modification is necessary to address physical constraints, such as topography, existing development, significant trees, and other natural and built features...” • Article VIII.L.6. Allows modifications to design standards for single family dwellings through a Type II process. • Article XIV.D Master Planned Development modifications allow modifications to applicable standards unless it is required by the City Engineer or the Comprehensive Plan if approved in a master planned development. Code Recommendations:

		○ Article XV Modification of Approval Plans and Conditions of Approval- List (a-g) as possible modification considerations.
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Part 6: Definitions

Definitions for OAR 660-012 are in 660-012-0005 and by reference in ORS 197.015, 197.303, and 197.627. Those noted in the table below are of particular relevance to the requirements of OAR 660-012-0330.

Except as noted, the CZC definitions listed in the assessment/recommendation column are from Article XXV: Definitions.

0330 Land Use Requirement	Model Code and Other Approaches	Assessment/Recommendation
660-012-0005 Definitions. For the purposes of this division, the definitions contained in ORS 197.015, 197.303, and 197.627 shall apply unless the context requires otherwise. In addition, the following definitions apply:		
(3) “Accessible” means complying with the applicable standards of ORS 447.210 through 447.280, and where applicable, with ORS 447.310.	[Not used in model code]	Not defined.
(4) “Accessway” means a walkway that provides pedestrian and or bicycle passage either between streets or from a street to a building or other destination such as a school, park, or transit stop. Accessways generally include a walkway and additional land on either side of the walkway, often in the form of an easement or right-of-way, to provide clearance and separation between the walkway and adjacent uses. Accessways through parking lots are generally physically separated from adjacent vehicle parking	• Accessway. Any off-street path or walkway designed and constructed for use by pedestrians and/or bicyclists where such routes are not otherwise provided by the street system.	Not defined.

or parallel vehicle traffic by curbs or similar devices and include landscaping, trees, and lighting. Where accessways cross driveways, they are generally raised, paved, or marked in a manner that provides convenient access for pedestrians.		
(8) “At or near a major transit stop”: “At” means a parcel or ownership that is adjacent to or includes a major transit stop generally including portions of such parcels or ownerships that are within 200 feet of a transit stop. “Near” generally means a parcel or ownership that is within 300 feet of a major transit stop. The term “generally” is intended to allow local governments through their plans and ordinances to adopt more specific definitions of these terms considering local needs and circumstances consistent with the overall objective and requirement to provide convenient pedestrian access to transit.	[Not used in model code]	Not defined. “Nearby” means uses within 1/4 mile that can reasonably be expected to be used by pedestrians, and uses within 2 miles that can be reasonably expected to be used by bicyclists.” (Article XII.C Tentative Approval for Land Divisions)

(34) “Pedestrian facility” means a continuous, unobstructed, reasonably direct route between two points that is intended and suitable for pedestrian use. Pedestrian facilities include but are not limited to sidewalks, walkways, accessways, stairways and pedestrian bridges. On developed parcels, pedestrian facilities are generally hard surfaced. In parks and natural areas, pedestrian facilities may be soft-surfaced pathways. On undeveloped parcels and parcels intended for redevelopment, pedestrian facilities may also include rights of way or easements for future pedestrian improvements.	[Not used in model code]	Not defined.
(65) “Walkway” means a hard surfaced area intended and suitable for use by pedestrians, including sidewalks and surfaced portions of accessways.	• Pedestrian Connection. A route between two points intended and suitable for pedestrian use. Pedestrian connections include, but are not limited to, accessways, sidewalks, walkways, stairways and pedestrian bridges.	Not defined.

	• Walkway. A transportation facility built for use by pedestrians, usually located outside a street right-of-way or tract.	
Other	• Alley. A right-of-way through or partially through a block, intended for secondary vehicular access and shared use by bicyclists and pedestrians, located to the rear or side of properties. However, where vehicle access from the street is not permitted or not possible, an alley may provide primary vehicle access. • Block Length. The distance along a public or private street between intersecting public or private streets, as measured from nearest right of way edge to nearest right of way edge along the primary street's right of way edge, including "T" intersections but excluding cul-de-sacs. • Drive-Through Facility. A facility or structure that is designed to allow drivers to remain in their vehicles before and during an activity on the site. • Main Entrance. A main entrance is the entrance to a building that is designed to facilitate ingress	• Alley. A public or private vehicular passageway dedicated or permanently reserved as a means of secondary access to abutting property and designated an alley on a final plat. An alley is not a street. • Block length not defined. • Drive-In Restaurant or Refreshment Stand. Any place or premises used for sale, dispensing, or serving of food, refreshments, or beverages in automobiles, including those establishments where customers may serve themselves and may eat or drink the food, refreshments, or beverages on the premises. "Drive-through design. Drive-up and drive-through facilities (i.e., driveway queuing areas, customer service windows, teller machines, kiosks, drop-boxes, or similar facilities)" • Main Entrance is not defined. • Stacking Lane is not defined, instead uses queuing areas which is also not defined.

	and egress for the highest volume of building users. Generally, each building has one main entrance, but if design features do not make it possible to determine which entrance is the main entrance, all entrances providing the same capacity of ingress and egress shall be treated as main entrances. • Stacking Lane. The space occupied by vehicles queueing on the development site and behind any public sidewalk for a service to be provided at a drive-through facility.	
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Part 7: Transportation Facilities

Note: The Model Code does not provide implementation concepts for these requirements.

0330 Land Use Requirement	Model Code and Other Approaches	Assessment/Recommendation
(8) Cities and counties must implement land use regulations to protect transportation facilities, corridors, and sites for their identified functions. These regulations must include, but are not limited to:		
(a) Access control actions consistent with the function of the transportation facility, including but not limited to driveway spacing, median control, and signal spacing;	o Driveway spacing, median control, and signal spacing standards tied to functional classifications. (These may be in the Engineering Design Standards rather than development code).	Relevant Code Sections: • Most arterial and collector streets in Coburg are owned by Lane County, and County access management standards described in Lane Code Chapter 15, Section 15.137 apply on these streets. • Other access control actions come from Public Works standards.
(b) Standards to protect future construction and operation of streets, transitways, paths, and other transportation facilities;	o Require consistency with the TSP.	Relevant Code Sections: • Consistency with TSP and Coburg Loop Implementation Plan required throughout. • Article XI.C.4.g criteria for land use review allows the Planning Official or Commission to require improvements to roads in line with the TSP for development going through land use review. • Article XII Tentative Approval for partitions and subdivisions has a criterion that says “(v) Proposal contributes to the orderly development of the City’s area transportation network of roads, bikeways, and pedestrian facilities, and allows for continuation and expansion of existing public access easements within or adjacent to the partition.” • Article XVI.F Transportation Planning Rule Compliance for Land Use District Map and Text

		Amendments requires review of potential effects on Transportation Facilities.
(c) Standards to protect public use airports as provided in OAR 660-013-0080;	o Airport overlay district standards.	Relevant Code Sections: No airport overlays required in Coburg.
(d) Processes to make a coordinated review of future land use decisions affecting transportation facilities, corridors, or sites;	o Require Public Works / Engineering approval of plans. o Require a TIA if substantial impact to transportation facilities is expected.	Relevant Code Sections: - Article VIII.E Streets, Alleys and Other Public Way Standards requires improvements to City Streets shall conform to City's Transportation System Plan. Alternative standards to be approved by City Engineer and Public Works Director. F. Other Public Improvements says public improvements and private streets shall also be consistent with public works design standards and standard specifications as adopted by the Public Works Director. - Article X.F Agency Referral requires applications to be referred to the City Engineer, road authority and other applicable agencies. - Article X Types of Review Procedures lays out the notification requirements for Types II through IV land use applications. This includes: "The City shall notify the road authority, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of approval for the application." - ODOT reviews development applications that will have an effect on the Interstate Area Management Plan (IAMP).

(e) Processes to apply conditions to development proposals in order to minimize impacts and protect transportation facilities, corridors, or sites for all transportation modes;	o Establish regulations for conditions of approval based on impacts to transportation facilities.	Relevant Code Sections: Article X.I Traffic Impact Studies “establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Study must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a Traffic Impact Study; and who is qualified”.
(f) Regulations to provide notice to public agencies providing transportation facilities and services, railroads, Metropolitan Planning Organizations, the Oregon Department of Transportation, and the Oregon Department of Aviation of: (A) Land use applications that require public hearings; (B) Subdivision and partition applications; (C) Other applications that affect private access to roads; and (D) Other applications within airport noise corridors and imaginary surfaces that affect airport operations.	o Require notice to relevant transportation agencies for the applications listed in OAR 660-012-0330(f)(A-D).	Relevant Code Sections: - Article VIII.E Streets, Alleys and Other Public Way Standards requires improvements to City Streets shall conform to City’s Transportation System Plan. Alternative standards to be approved by City Engineer and Public Works Director. F. Other Public Improvements says public improvements and private streets shall also be consistent with public works design standards and standard specifications as adopted by the Public Works Director. - Article X.F Agency Referral requires applications to be referred to the City Engineer, road authority and other applicable agencies. - Article X Types of Review Procedures lays out the notification requirements for Types II through IV land use applications. This includes: “The City shall notify the road authority, when there is a proposed development abutting or affecting their transportation facility and allow the agency to

		review, comment on, and suggest conditions of approval for the application.”
(g) Regulations ensuring that amendments to land use designations, densities, and design standards are consistent with the functions, capacities, and performance standards of facilities identified in the TSP.	o Require amendments to the Zoning Code, Zoning Map, or Comprehensive Plan to be consistent with the TSP.	Relevant Code Sections: • Article VIII.E. Streets, Alleys and Public Way Standards states that new development shall conform to the street standards as adopted in the City’s Transportation System Plan.
		Code Recommendations: o No code recommendations have been identified to further comply with Section (8) of the 0330 Rule.



City Administration Monthly Report

April 8, 2025

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

Featured Items

1. FY26 Budget Process Kick-Off

A reminder that the Fiscal Year 2025-26 Annual Budget process formally kicks off next week, April 15th at 6:00 PM with the presentation and overview of the City Administrator's FY26 Proposed Budget to the Citizen's Budget Committee, comprised of six Councilors and six residents with the Mayor in an advisory role as the City's Chief Executive Officer.

The FY26 Budget contains very little in the way of surprises or controversy as it follows the trajectory that has been discussed during and subsequent to the FY25 Budget approval process, which is careful consideration of expenditures for operational efficiency to maintain existing service levels coupled with necessary, incremental increases in revenue to reverse the multi-year trend of reduced use of quickly eroding ending fund balances in each of the four funds (General, Streets, Water, Wastewater).

The second Budget Committee meeting will include reviews of individual Departments and key programs with Department Heads available for operational questions and answers and will wrap up with recommendations from the Committee on the overall budget, moving it from proposed to approved, where it then goes to the City Council on June 10th for final review and moves from approved to adopted via multiple, Oregon Budget Law required resolutions.

2. Collector Street Phase I Project Update

City staff, along with technical support and guidance from Branch Engineering have been moving forward on final design and neighborhood notification consistent with the project update provided to Council at its March 25, 2025 Work Session. Since the work session update, a number of issues have been identified that staff would like to present to Council and seeks direction on the potential to defer the project to the 2026 spring/summer construction timeframe. Issues that influence this staff recommendation include:

- Utility work required (NW Natural, Pacific Power, etc) may not be able to be completed prior the originally anticipated start date of late June.
- Comprehensive neighborhood and community outreach may be compressed with less time to address design details prior to the late June start date.

- The projected late June start limits the duration of the project being out and available for qualified contractors to have time to review and provide complete and thorough bids. Item 3.

These issues, coupled with the fact that the project funding is already in place with no external completion due dates assigned, allows for a discussion and direction from Council as to its preferred pathway forward for this project.

3. **City Hall Improvements and Explorations**

As noted and discussed in prior Council meetings relating to the City's Capital Improvements Plan (CIP), City Hall has a number of necessary improvements that are currently unfunded, including HVAC replacement, ADA parking and front entrance access improvements, flooring replacement, improved access/security at the front lobby and a number of small, operational improvements.

Through both the annual audit, budget and retreat processes, staff and Council have reviewed the existing debt service associated with City Hall and its upcoming irregular annual payments (interest only, with large capital every fifth year).

The combination of necessary near term capital expenditures and debt service obligations have led staff to assess the long-term viability of the existing City Hall and its "worthiness" of the continued investment as compared to its current estimated valuation, which is estimated to be well above the current debt service of just under \$500,000.

While much more analysis would need to be completed to bring forward any type of proposed alternatives to the current status, staff is interested in investing some time over the next twelve months to develop at least conceptual options for Council to consider before developing funding options for the currently identified City Hall CIP projects.

4. **City Council Work Sessions - 2025 Schedule (Confirmed)**

Reminder – The schedule for Council work sessions for the remainder of 2025 is shown below with the inclusion of Budget Meetings to assist with individual Councilor scheduling.

March 25th – Collector Street Project Update, Community Survey, Fireworks Ordinance Discussion

April 15th – Budget Committee Meeting #1

April 19th – Budget Committee Meeting #2

June 24th – Utility Capacity and Master Plan Update (water, wastewater, storm drain)

July 22nd – Lane County Transportation Presentation on Jurisdictional Transfers

Sept 23rd – Advisory Committees & Commissions Review

October 28th – URA Overview and future options

Current Projects & Contracts

The two tables below provide a summary of active infrastructure projects and signed contracts/agreements

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$850,000	Feb 2026
Water	Stallings Transmission Line	\$800,000	Feb 2026
Parks	Pavilion Park – Phase II (\$702,000 total)	\$350,000	May 2025
Streets	Collector St Project (Coleman Phase I)	\$600,000	Sept 2025
Streets	Loop Path #4 + N Industrial Paving	\$1,300,000	Nov 2025
Sewer	System Capacity Analysis – Kennedy/Jenks	\$32,000	May 2025
PW	Storm Water Master Plan	\$60,000	May 2025
Water	Water Conservation & Management Plan	\$50,000	May 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Inactive
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Street/Storm Drain problems – Locust St	3/7/25	Active
Potholes/Poor paving condition – Christian Way	3/25/25 *	Active
Abandoned vehicles/RV – Skinner St	4/7/25	Active

* Multiple resident complaints between 3/25 and 4/8

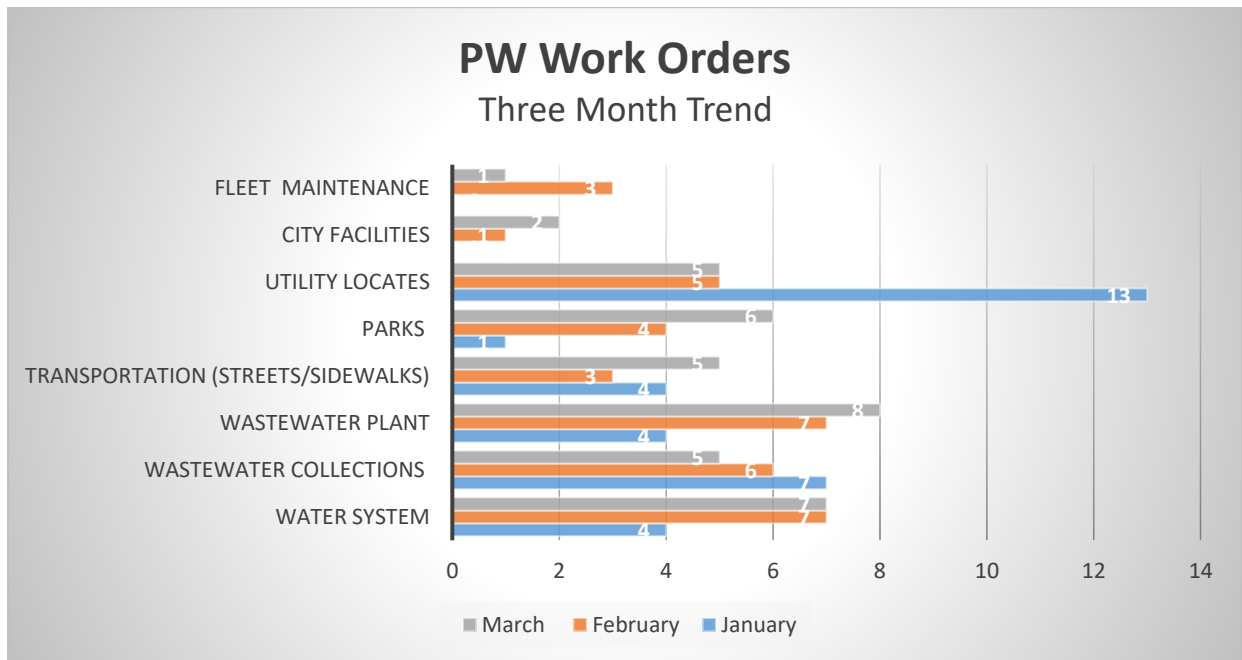
Under discussion to defer to June/July 2026

Department Activity & Statistics

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

Public Works

- Engineering/Design meetings for
 - Stallings well treatment building, SCADA and transmission line
 - Coleman Collector Street project
- Well #1 Piping repair consultation
- I and I investigations and identification from recent rain events
- WWTP preventative maintenance work
- Tree limb removal and pick up from winter storm activity
- Pavilion Park - Soil delivery & spreading, irrigation system repairs



Planning

- Issued five Structural/Plumbing/Mechanical/Electrical permits in February
- Attended regional transportation meetings including MPC & TASC, Transportation Planning Committee (TPC) and Safe Lane Transportation Coalition, continued participation on the Regional Transportation Plan (RTP) and Congestion Management Plan (CMP) update TAC, in addition to the CFEC regional scenario planning project management team meeting
- Continued work with LCOG and DLCD on Code Audit project to compare Coburg Zoning Code to [DLCD's Walkable Design Standards Guidebook](#) to identify gaps and opportunities to comply with Climate Friendly Equitable Communities' design standard rule
- Met with new Transportation Options Specialist supporting Coburg (LCOG) to develop a 2025 workplan including collaboration opportunities with CCCS and Main Street and enhancements to the bike hub
- RARE AmeriCorps member, Dabeat Nieto Wenzell, successfully led a water quality skills day series with CCCS, which ended in a tour of the WWTP that the students and chaperones found fun and educational. He is now developing a native planting project that will involve students from CCCS and the UO
- Continued work with student team from UO's Real World Lane County class to deploy community survey
- Heritage Committee members distributed Historic Preservation Award Plaques to three recipients: the Goodman House (c. 1912, 91131 N Diamond St.); HJ Cox House (1899, 32619 Bruce Way); William Van Duyn House (1877, 91108 Willamette St, Chief's Restaurant)

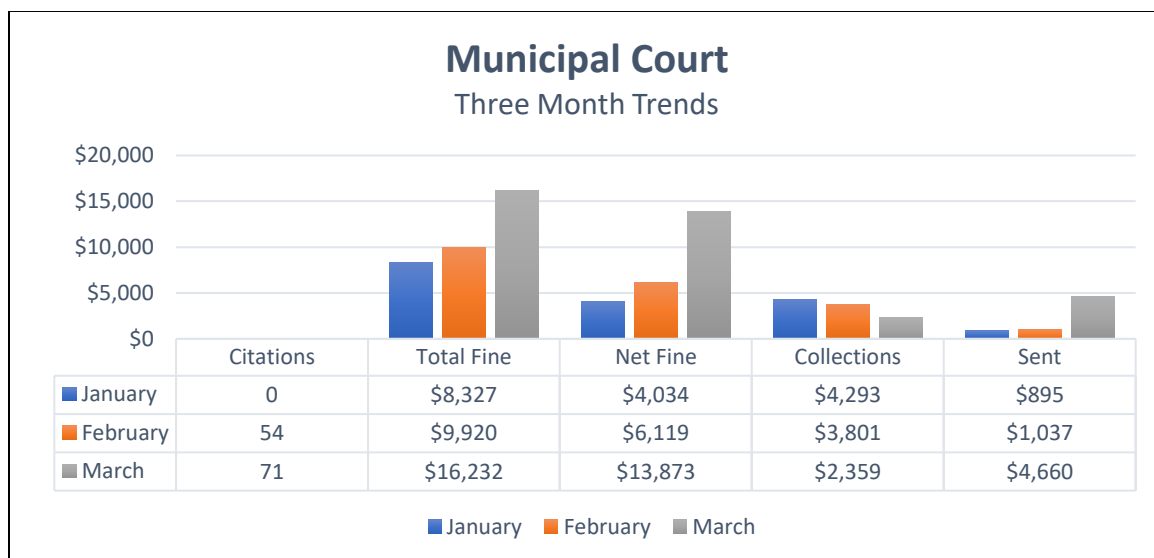
Municipal Court

March 2025 Activity Measures:

- Citations (Crimes and Violations)
 - New Citations for March 18, 2025 Court Date: 71
- March 2025 Receipts Including Collections.
 - **Total Fines:** \$17,026.59 (total monies taken in for the month, nothing deducted), *compared to \$ 5,219.55 in March of 2024*
 - **Net Fines:** \$ 14,668.00 (City share only, NOT including collections), *compared to \$2,334.00 in March of 2024*
- March 2025 Professional Credit Service Collections:
 - **Total Collection Revenue:** \$ 2,358.59 *compared to \$2,885.55 in March of 2024*
 - **Turned over to collection:** \$4,660.00 *compared to \$4,096.00 in March of 2024*

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

- Next Court session scheduled for April 15, 2025
- Jury Trial: Tuesday, April 22, 2025
- Judge Williams attended the OJA Judge's Conference March 19-21, 2025
- Court Administrator was awarded a scholarship to attend the OACA Court Conference April 26th-29th in Newport, OR



Police

(2/25/2025 – 3/25/2025)

MULTIPLE OFFICER RESPONSE:

- | | |
|---|-------------------------------------|
| • Dispute involving multiple neighbors: | Letter from City, Prosecutor |
| • Subject Down, bicycle accident on Coburg Rd./south: | Medical Transport |
| • Suspicious subject walking on N. Coburg Rd.: | Unable to Locate |
| • Welfare check on E. Thomas of resident w/mental health: | Resolved |
| • Motor vehicle wreck on Coburg Rd. with entrapment: | Agency Assist, Report Taken |

SINGLE OFFICER RESPONSE:

- | | |
|--|---|
| • Citizen assist at Dairy Mart. Locked out of vehicle: | Gained Entry, Resolved |
| • Motor vehicle Accident at the TA, Property Damage: | Report Taken |
| • Suspicious Conditions at Serenity Lane, possible trespass: | Employee Mistake, Resolved |
| • Suicidal Subject in the area of Finley St. : | Unable to Locate |
| • Open door on E. McKenzie St. : | Owner Oversight, Resolved |
| • Suspicious subject at the Charter School: | Unable to Locate, Resolved |
| • VIN Inspection at Camping World | Inspection Complete |
| • Motor Vehicle Accident at Johnson Brother's: | Report Taken, Agency Assist |
| • Suspicious subject on E. Dixon Street: | No Crime, Resolved |
| • Disorderly Conduct II on S. Willamette St.: | Arrest by Citation (CLC) |
| • Lost Property at the TA Truck Stop: | Report Taken, Unable to Locate |
| • Theft III and Criminal Mischief II on W. Dixon : | Report Taken |
| • Dispute on N. Willamette St: | Unable to Locate |
| • Dispute between male/female couple on W. Dixon: | Resolved, No Crime |
| • Hit/Run with property damage at the TA: | Report Taken |
| • Welfare Check / DHS Referral: | Report Taken, No Crime |
| • Dispute on N. Willamette St.: | No Crime |
| • (3) Business Alarms located at Penske Truck Rentals: | Unfounded, Patrol Check |
| • Traffic Hazard on I-5 MP 197 Northbound: | Agency Assist, Resolved |
| • Assist Coburg Fire Department at Serenity Lane: | Agency Assist, Resolved |
| • Dogs at large, housed in city kennel: | Unknown Owners, Greenhill |
| • (2) Removed abandoned vehicles from E. Dixon St.: | Resolved, Towed |
| • Follow-up on Criminal Mischief on N. Emerald St: | Report Taken, Contact Made |
| • Dispute at Premier RV: | No Crime, Transport |
| • Menacing at Coburg Crossing Café: | Report Taken, No Willing Victim |
| • Intoxicated employee at Marathon Coach: | No Crime, Waited for Ride |
| • Suicidal Subject on S. Industrial Way: | Assist |
| • Violation of City Ordinance (Parking) on Roberts Rd.: | Resolved |
| • Report of Identity Theft: | Report Taken |
| • Motor vehicle accident at the TA (Property Damage): | Report Taken |
| • Business Alarm at Industrial Businesses on Roberts Rd.: | Accidental Activation, Resolved |
| • MIP of marijuana on a traffic stop on Pearl St.: | Report Taken, Citation to Appear |
| • Motor vehicle accident on Coburg Rd | Agency Assist |
| • Suspicious subject at Norma Pfeiffer Park: | Gone on Arrival |
| • Alarm activation on Roberts Court: | Unfounded, Resolved |



New Speed Zones



Recently Lane County Traffic Operations staff worked with the Oregon Department of Transportation to evaluate posted speeds on a few key corridors throughout the region. This evaluation resulted in the reduction of posted speeds! The results of that effort are highlighted below.

- Camas Swale Road: 40 to 25
- Hills Creek Road: 55 to 45
- Sutton Lake Road: 45 to 25
- Demmings Road: 55 to 40
- Davisson Road: 55 to 40
- Coburg Road: 45 to 20

Note: all speeds are MPH.