



AGENDA

PLANNING COMMISSION

REGULAR SESSION

91136 N Willamette St, Coburg, OR

541-682-7852 | coburgoregon.org

Wednesday, February 21, 2024 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)

COMMISSION BUSINESS

- [1.](#) Introduction to Comprehensive Plan Goal 1 & Goal 2

UPDATES & FUTURE AGENDA ITEMS

- [2.](#) 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.



The Coburg Comprehensive Plan FAQ

What is the Coburg Comprehensive Plan?

The Coburg Comprehensive Plan is the official long-range general plan (public policy document) of the City of Coburg.

Originally acknowledged by the Department of Land Conservation and Development (DLCD) in 1982, the Plan is a guide for both public officials and the general public to define the direction, quality and quantity of future development and to evaluate decisions and weigh the possible effects on the future of the community.

Why does Coburg do a Comprehensive Plan?

Statewide Planning Goal 2: Land Use Planning requires each local government in Oregon to have and follow a comprehensive land use plan and implementing regulations.

The purpose of land use planning is to indicate the most appropriate land uses within a given area and to provide a means for effectively and efficiently facilitating and guiding development activity. Planning ensures that residential, public, commercial and industrial uses are properly located in relation to each other and that adequate quantities of all types of land are available.

Planning also helps ensure that new developments enhance and help maintain the type of community the residents of Coburg desire.



The comprehensive plan and zoning ordinances are the guiding documents for local government land use decisions. They help create predictable outcomes for the people that live and operate businesses in the community for the development of homes, stores, and industries.

Comprehensive plans also guide public development – streets, municipal water, sewer, and parks – and conservation of natural resources.

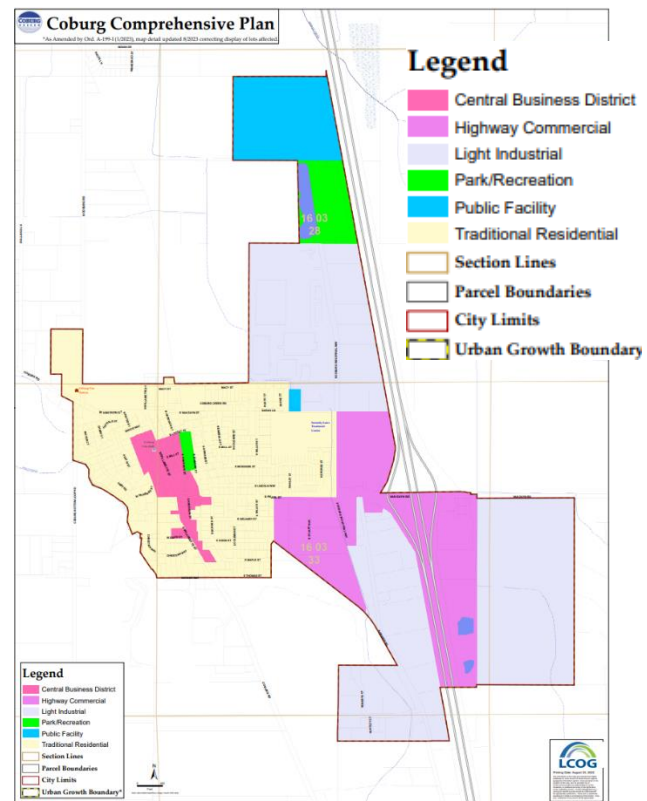
Oregon Statewide Planning Goals are achieved through local comprehensive planning. The comprehensive plan is required to ensure consistency with Statewide Planning Goals. Once acknowledged, it is considered the controlling document for land use in the area covered by the plan.

Except for federal and tribal lands, every inch of Oregon is planned and zoned.

The goals and policies set forth in the Comp Plan provide long-term direction related to growth and land use, which is then translated into on-the-ground actions. Every city in Oregon is required by law to have a comprehensive plan, which must address all applicable Statewide Planning Goals and include an urban growth boundary (UGB) to designate land available for urban development.

Which Statewide Planning Goals Apply to Coburg?

- Goal 1 - Citizen Involvement
- Goal 2 - Land Use Planning
- Goal 3 - Agricultural Lands
- Goal 4 - Forest Lands
- Goal 5 - Natural Resources, Scenic and Historic Areas, and Open Spaces
- Goal 6 - Air, Water and Land Resources Quality
- Goal 7 - Areas Subject to Natural Hazards
- Goal 8 - Recreational Needs
- Goal 9 - Economic Development
- Goal 10 - Housing
- Goal 11 - Public Facilities and Services
- Goal 12 - Transportation
- Goal 13 - Energy Conservation
- Goal 14 - Urbanization
- Goal 15 - Willamette River Greenway (not applicable)
- Goal 16 - Estuarine Resources (not applicable)
- Goal 17 - Coastal Shorelands (not applicable)
- Goal 18 - Beaches and Dunes (not applicable)
- Goal 19 - Ocean Resources (not applicable)



Where to Learn More

View the entire Coburg Comprehensive Plan by visiting coburgoregon.org or scan the QR code

Learn more about statewide planning & DLCD by visiting oregon.gov/LCD

Contact your local planning department by calling 541.682.7862 or email megan.winner@ci.coburg.or.us



City of Coburg Comprehensive Plan

Adopted September 20, 2005
Amended May 8, 2018
Ordinance No. A-199-H



Old Coburg School – Est. 1912

City of Coburg
P.O. Box 8316 Coburg, OR 97408
Phone: (541) 682-7850 Fax: (541) 485-0655
www.coburgoregon.org

ACKNOWLEDGEMENTS

City Council

Judy Volta, Mayor

John Thiel
Brian Pech
Michelle Sunia

Mike Watson
Don Schuessler
Bill Judd

Planning Commission

Katie Thiel
Pat Greenwell
Patricia McConnell
Ken Donner

Cathy Engebretson
Russell Read
Dan Claycomb

Plan Update Team

Ashley DeForest, City Planner (2005)
Anita Yap, City Planner (Past)
Marguerite Nabeta, Oregon Department of
Land Conservation and Development
Joe Dills, AICP, Otak, Inc.

The City of Coburg wishes to express its appreciation to the former City Councilors, Planning Commissioners, City staff, representative from governmental partners, consultants and all of the citizens who participated in the Coburg Crossroads and Comprehensive Plan update processes. This update of the Coburg Comprehensive Plan would not have been possible without the contributions of this group of dedicated people.

This plan was partially funded by grants from the Oregon Department of Land Conservation and Development.

Table of Contents

| | Pages |
|------------------------------------------------------------------------|-------|
| Introduction | |
| Goal 1 – Citizen Involvement | 1 |
| Goal 2 – Land Use | 2 |
| Goal 3 – Agricultural Lands | 5 |
| Goal 4 – Forest Lands | 6 |
| Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources | 7 |
| Goal 6 – Air, Water, and Land Resources Quality | 11 |
| Goal 7 – Natural Disasters and Hazards | 13 |
| Goal 8 – Parks and Recreation Needs | 14 |
| Goal 9 – Economy | 16 |
| Goal 10 – Housing | 20 |
| Goal 11 – Public Facilities and Services | 24 |
| Goal 12 – Transportation | 27 |
| Goal 13 – Energy Conservation | 35 |
| Goal 14 - Urbanization | 36 |

INTRODUCTION

THE CITY

The City of Coburg, incorporated in 1906, is a small rural community located about seven miles north of Eugene, along the west side of Interstate 5. It is near the confluence of the McKenzie River surrounded by farms with a view of the forested Coburg Hills to the east. The town, settled by Jacob Spores and John Diamond in 1847, was named Coburg around 1865 by blacksmith, Charles Payne, for a locally owned imported stallion from Coburg, Germany.

Coburg remains, in many respects, a typical small town from a bygone era. The city's historic, rural character is very much a part of its landscape in the year 2005, in spite of important changes occurring over the last ten years. The city's history is preserved in many old homes and structures that form a National Historic District throughout the town. This historical focus is also reflected in the theme of the city's annual celebration, "Coburg Golden Years," which features old time fiddlers and other groups and events to celebrate the town's history. In keeping with this theme, many antique stores operate along Willamette and Pearl Streets, the two main streets intersecting the town. In recent years, these store owners and the city initiated an annual Coburg Antique Fair that brings thousands of antique buyers and sellers to town each September.

The Coburg industrial park began filling up in the 1990s. The city now functions as a regional employment center, importing workers mainly from Eugene-Springfield. The City is served by a north-south highway system, U.S. Highway 5, which provides access to the Eugene-Springfield Metropolitan Region to the south and the Salem-Keiser Metropolitan Region to the north. Currently, the city is home to nearly 1,050 citizens and it is anticipated that the population will reach 3,300 residents by the year 2025. *Coburg's Comprehensive Plan* was originally acknowledged by the Department of Land Conservation and Development (DLCD) in 1982. The preparation of this update to the *Plan* document and diagram, has been partially funded through a grant from the Department of Land Conservation and Development.

THE PLAN AND ITS CONTENTS

The purpose of land use planning is to indicate the most appropriate land uses within a given area and to provide a means for effectively and efficiently facilitating and guiding development activity. Planning ensures that residential, public, commercial and industrial uses are properly located in relation to each other and that adequate quantities of all types of land are available. Planning also helps ensure that new developments enhance and help maintain the type of community the residents of Coburg desire. The *Coburg Comprehensive Plan*, originally acknowledged by the Department of Land Conservation and Development (DLCD) in 1982, is the official long-range general plan (public policy document) of the City of Coburg. Its policies and land use plan designations apply only

within the area under the jurisdiction of the *Plan*. The *Plan* is a guide for both public officials and the general public to define the direction, quality and quantity of future development redevelopment and to evaluate decisions and weigh the possible effects on the future of the community.

USE OF THE PLAN

The *Coburg Comprehensive Plan* is a policy document intended to provide the community and other agencies and districts with a coordinated guide for change over a long period of time. The major components of this policy document are: the written text, which includes goals, objectives, and policies; the *Plan* diagram; and other supporting materials. These terms are defined below:

1. The statewide planning goals express the state's policies on land use and on related topics, such as citizen involvement, housing, and natural resources. A goal may never be completely attainable, but is used as a point to strive for as part of local comprehensive planning.
2. An objective is an attainable target that the community attempts to reach in striving to meet a goal. An objective may also be considered as an intermediate point that will help fulfill the overall goal.
3. A policy is a statement adopted as part of the *Plan* to provide a consistent course of action, moving the community towards attainment of its goals.
4. The *Plan* diagram is a graphic depiction of: (1) the broad allocation of projected land use needs in the City; and (2) goals, objectives, and policies embodied in the text of the *Plan*. Some of the information shown on the diagram includes land use categories, urban growth boundaries and major transportation corridors.

The goals, objectives, and policies contained in this *Plan* are not presented in any particular order of importance. The City recognizes there are apparent conflicts and inconsistencies between and among some goals, objectives, and policies. When making decisions based on the *Plan*, not all of the goals, objectives, and policies can be met to the same degree in every instance. Use of the *Plan* requires a "balancing" of its various components on a case-by-case basis, as well as a selection of those goals, objectives, and policies most pertinent to the issue at hand.

The policies, which follow in the *Plan*, vary in their scope and implications. Some call for immediate action; others call for lengthy study aimed at developing more specific policies later on; and still others suggest or take the form of policy statements. The common theme of all the policies is acceptance of them as suitable approaches toward problem-solving and goal realization. Other valid approaches may exist and may at any time be put into the *Plan* through amendment procedures. Adoption of the *Plan* does not necessarily commit the City to immediately carry out each policy to the letter, but does put them on

record as having recognized the validity of the policies and the decisions or actions they imply. The City can then begin to carry out the policies to the best of their ability, given sufficient time and resources.

Where the *Coburg Comprehensive Plan* is the basic guiding land use policy document, it is not the only such document. As indicated in the above section, the *Plan* is a framework plan, and it is important that it be supplemented by more detailed refinement plans, programs, and policies. In all cases, the *Plan* is the guiding document, and refinement plans and policies must be consistent with *Metropolitan Plan*. Should inconsistencies occur, the *Coburg Comprehensive Plan* is the prevailing policy document. The policies for refinement plans are contained within the Goal 2 policies.

Goal 1: Citizen Involvement

- LCDC Goal:** “To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.”
- Coburg Objective:** The Citizen Involvement Committee will help develop, maintain, and refine programs and procedures that promote and enhance citizen involvement in land use planning to assure compliance with Goal 1.
- Policy 1:** A Citizens Involvement Committee has been established and has been maintained; it consists of not more than seven (7) voting members. An open, well publicized process shall be used to recruit committee members. Efforts will be made to make the committee’s membership broadly representative of the spectrum of interests in the community related to land use.
- Policy 2:** The CIC shall review and recommend revisions, as necessary, to Coburg’s processes and procedures for giving notice and holding public hearings to ensure that citizens have adequate opportunity to effectively communicate with elected and appointed officials.
- Policy 3:** The CIC shall review and recommend revisions, if necessary, to the citizen involvement components for existing and proposed planning projects to ensure that citizens have adequate opportunity to be involved in all phases of the planning process.
- Policy 4:** Technical information used to make planning decisions shall be kept at City Hall and shall be made available for inspection by the public upon request. The CIC may review these materials and recommend revisions or additions, if necessary, to ensure that the information is presented in an understandable form.
- Policy 5:** All planning documents, records of decisions, maps, and related ordinances shall be kept at City Hall and shall be kept available for inspection by the public upon request during normal business hours.
- Policy 6:** The City shall provide a method of recording meeting minutes and shall provide basic resources to meet with the reasonable needs of the committee (e.g., mailings, copying, general office assistance).
- Policy 7:** Once adopted, this statement of policies shall be recognized as Coburg’s Citizen Involvement Pan.
- Policy 8:** The city encourages pre-application neighborhood meetings for selected types of development, and may require them in the Zoning Ordinance.

Goal 2: Land Use

LCDC Goal:

Coburg Objective: To establish the Coburg Comprehensive Plan as the basis for preserving and enhancing the livability of Coburg.

Comprehensive Plan and Ordinance Update

Policy 1: The City of Coburg shall conduct a review of the comprehensive plan every five years, or as deemed necessary by the Coburg City Council.

Policy 2: Changes to the Comprehensive Plan Map shall be consistent with the policies of the Comprehensive Plan, state law, and intergovernmental agreements.

Refinement Plans

Policy 3: The City may use Refinement Plans to refine the Comprehensive Plan and/or the zoning ordinance in order to further implement the Comprehensive Plan policies. A Refinement Plan designates specific land use, transportation, and other elements through broad local participation. Refinement Plans may be developed in a single linear process, including neighborhood workshops, Planning Commission hearing(s), and the City Council adoption hearing(s).

Policy 4: Refinement Plans may be used as a tool for coordinating development in a specific area, such as a new neighborhood. Refinement Plans should implement coordinated development while integrating surrounding uses and transportation linkages.

Land Use Regulations

Policy 5: Land development proposals shall be consistent with the Coburg Zoning Ordinance, Municipal Code, and all adopted standards and enforcement codes of the City of Coburg. The burden of proof with regard to consistency with the applicable standards and codes lies with the prospective developer.

Policy 6: It is important that land divisions do not preclude the development of the property or nearby property to planned urban densities. For that reason, land partitioning and subdivision will be controlled to the extent that there are options remaining for the future extension of public facilities and services.

Interpretation of Comprehensive Plan Map

Policy 7: Plan designations for land use categories are intended to guide zoning.

Policy 8: Proposed plan elements such as parks, roadways, schools, etc., are intended to be conceptual. Actual locations and quantities should be determined through the development process.

Comprehensive Plan Designations

Policy 9: **Traditional Residential** – The Traditional Residential designation is intended to guide development within historic and traditional neighborhoods of the community. The Traditional Residential designation will provide a livable neighborhood environment, preserve the small town and historic character of Coburg, ensure architectural compatibility, and provide for a variety of residential housing choices (including medium density housing in designated areas).

Policy 10: **Neighborhood Residential** – The Neighborhood Residential designation is intended to guide the development of new, livable neighborhoods located outside the historic and traditional core of Coburg. Development in the Neighborhood Residential designation will emulate the characteristics of Coburg’s traditional neighborhoods, continue the small town and historic character of Coburg, ensure architectural compatibility, ensure compatible transition between uses, and provide for a variety of residential housing choices (including medium density housing in designated areas).

Policy 11: **Central Business District** – The Central Business District designation is intended to establish the downtown area as the historic heart of Coburg. The CBD is the location for smaller scale commercial and business facilities, civic buildings and city functions, and mixed use. The Central Business district will be historic and pedestrian-oriented in character.

Policy 12: **Highway Commercial** – The Highway Commercial designation is intended to provide goods and services that primarily serve the traveling public. The C-2 designation is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, and appropriately scaled commercial uses that fit the small town, historic character of the community.

Policy 13: **Light Industrial** – The Light Industrial designations is intended to provide areas for manufacturing, assembly, packaging, wholesaling, related activities, and limited commercial uses that support local industry and are compatible with the surrounding commercial and residential districts. The LI designation is intended to promote a high quality of life through a diverse economy and strong tax base, transition between higher and lower intensity uses, and appropriately scaled non-polluting industrial uses that fit the small town, historic character of the community.

- Policy 14: **Campus Industrial** – The Campus Industrial designation is to provide areas for research and development, manufacturing, assembly, packaging, wholesaling, related activities, and limited industrial-supportive commercial uses in an attractive, campus setting. The CI designation is intended to promote a high quality of life through a diverse economy and strong tax base, and appropriately scaled, non-polluting industrial uses that fit the small town, historic character of the community.

- Policy 15: **Park, Recreation and Open Space** – The designation is intended to preserve and protect park, recreation and open space lands that contribute to the general welfare and safety, full enjoyment or the economic well being of persons who reside, work or travel in, near or around them.

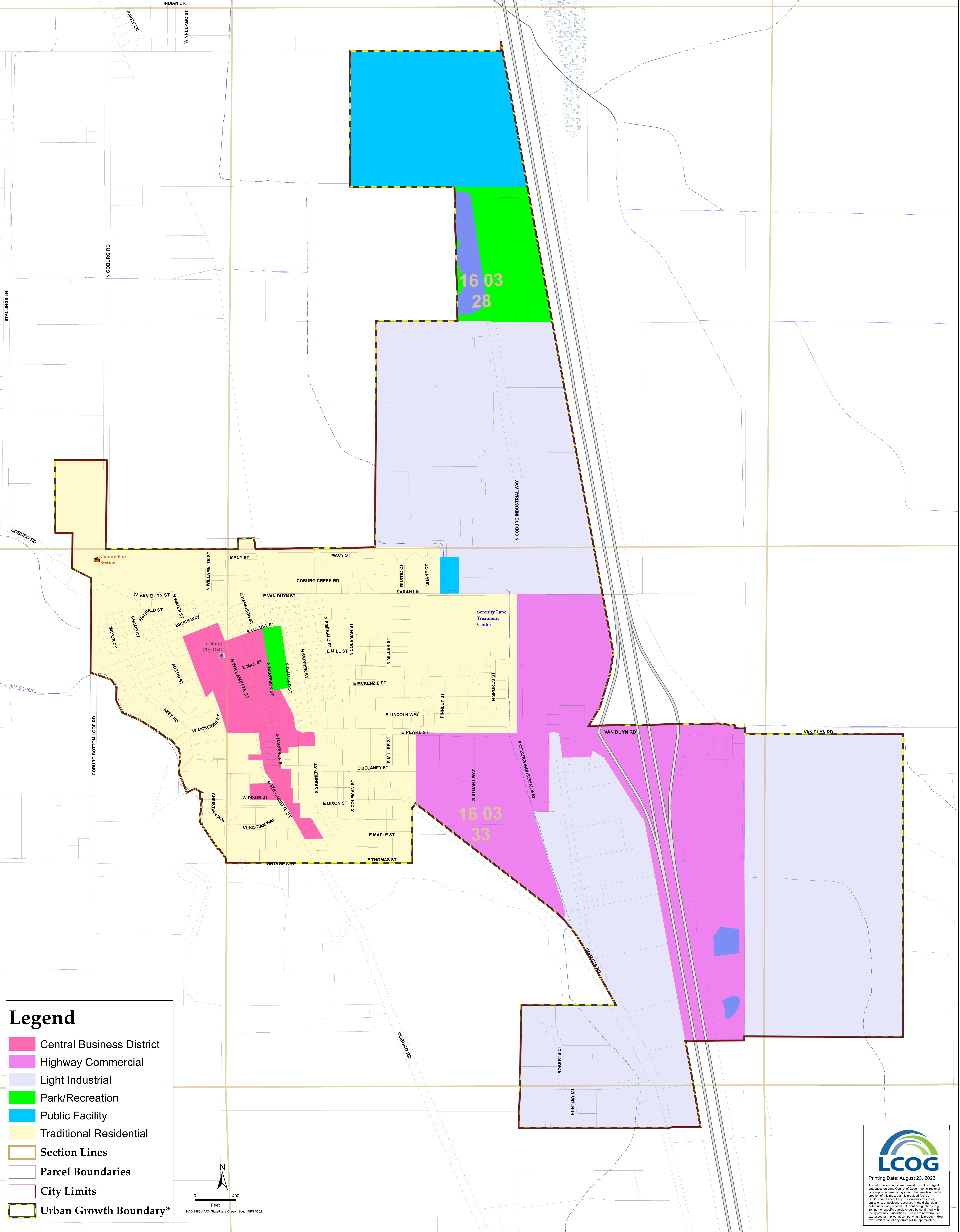
- Policy 16: **Public Facility** – This designation is intended to provide lands for public facilities and uses such as water reservoirs, sewage treatment plants, pump stations, major electric utilities and similar uses.

- Policy 17: **Buffer Overlay** – This designation is intended to ensure transition and compatibility between industrial areas and non-industrial areas. It is applied in combination with a base Comprehensive Plan designation. The Buffer Overlay is intended to be the location for open space, pathways, drainage and water quality facilities, screening, landscaping, and other uses that provide a buffer. Buildings and other development allowed in the base designation are permitted if their placement, use, and/or design contributes to the transition and compatibility between adjacent uses.



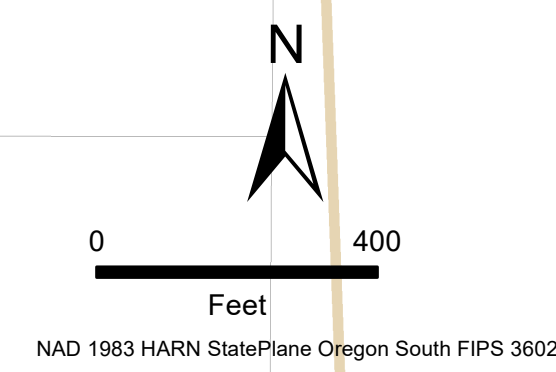

Coburg Comprehensive Plan

*As Amended by Ord. A-199-I (1/2023), map detail updated 8/2023 correcting display of lots affected.



Legend

- Central Business District
- Highway Commercial
- Light Industrial
- Park/Recreation
- Public Facility
- Traditional Residential
- Section Lines
- Parcel Boundaries
- City Limits
- Urban Growth Boundary*

Printing Date: August 23, 2023

The information on this map was derived from digital databases on Lane County of Government regional geographic information system. Care was taken in the creation of this map, but it is provided "as is". LCOG cannot accept any responsibility for errors, omissions, or distortions occurring in the digital data or the underlying records. Current designations (e.g., zoning) for specific parcels should be confirmed with the appropriate jurisdiction. There are no warranties, expressed or implied, accompanying this product. However, notification of any errors will be appreciated.

City Administration Report



February 13, 2024

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. **2024 State Shared Revenue Report** – The League of Oregon Cities (LOC) recently published its annual State Shared Revenue Report that includes estimates for shared revenues to Cities from Highway Trust Fund (gas tax +), liquor tax, cigarette tax, marijuana tax and 9-1-1 tax. The estimates will assist staff in the development of the FY24-25 budget.

The Document is also an excellent reference guide for understanding how each of the taxes are collected, what formulas are utilized to calculate the local share determination and what restrictions are placed on the allowed uses of the funds. Population is the primary methodology, but other factors are a part of the calculation. Recently issued certified population estimates are also included in the document. Coburg's certified estimated population is 1,475. The full report is attached for reference

2. **Public Works Service Truck** – After the unfortunately 'new normal' of very long ordering and delivery timing for new trucks, the Public Works Department recently received its new Ram 2500 Tradesman service truck. A utility box bed will be installed in the coming months. This new addition provides consistency within the Public Works fleet for tool and equipment storage for improved operating efficiency and useful life for tools/equipment. With the replacement vehicles recently purchased for both Public Works and Police Department, the City fleet has been greatly improved. An updated fleet inventory and long term proposed replacement schedule will be provided within the upcoming budget process.



3. **Regional Transportation Plan Update** – Coburg staff will work with our Central Lane MPO (CLMPO) partners to begin updating the region's Regional Transportation Plan (RTP) and Congestion Management Process (CMP). The intent of this effort is to meet

current federal requirements, and support priorities and guidance established by state and local goals and priorities as captured in community feedback and local plans.

The federally required metropolitan transportation planning process establishes a continuous, cooperative, and comprehensive regional framework for multimodal transportation planning. The RTP is a blueprint to guide investments for all forms of travel – motor vehicle, transit, bicycle, and walking – and the movement of goods and freight throughout the CLMPO area. It identifies current and future transportation needs, investments needed to meet those needs, and what funds the region expects to have available over the next 25 years. The RTP is updated every four years to reflect changing conditions in the region and respond to federal and state regulatory developments. The current document can be found on the LCOG MPO website or by clicking [HERE](#)

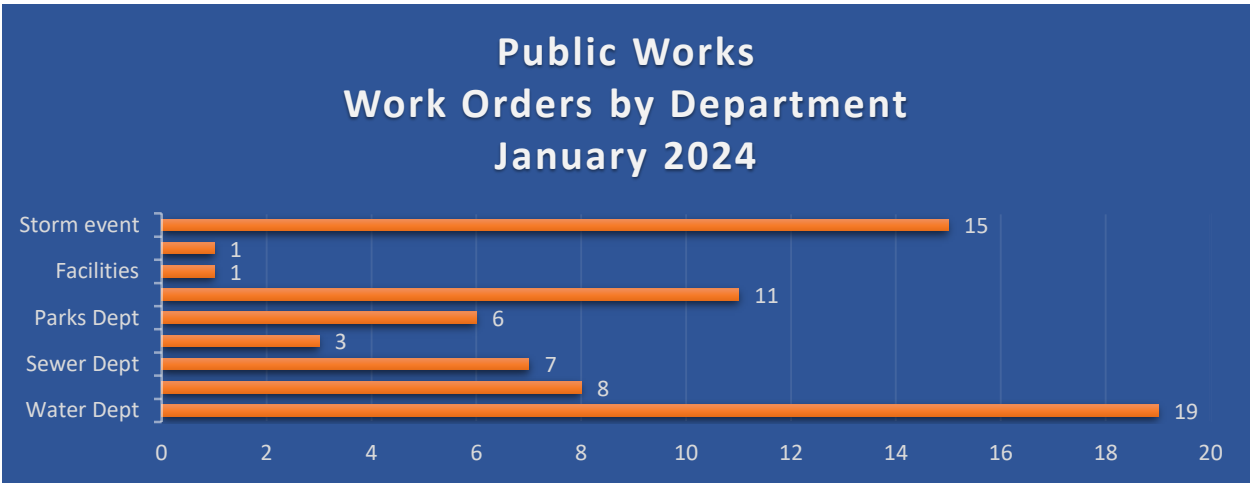
- 4. **Capital Improvement Plan (CIP) Update** – Staff has been working on updates to the CIP, which is the City’s infrastructure planning document approved in advance of the budget process each year that guides infrastructure project investments (spending) over a five-year period. The CIP will be presented and discussed at the February 27th Council work session.

Department Activity & Statistics

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

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

Public Works



Public Works January Highlights

Water

Well #2 went out during storm. Staff is in the process of selecting a Contractor to replace to return the well to operating service. Electrical issues at the service panel have already been addressed and the pump, motor and possibly piping will be replaced upon Council approval of service contract.

Streets:

Staff spent considerable hours with immediate storm response and post storm clean up. Approximately 100 yards of tree branches were collected from the street rights of way and disposed of.

Sewer:

Plant experienced issues due to storm event. Operators monitored and replaced the two UPC's that were the issue. Fluxuations in flow (reductions) to the plant required modification of standard operating procedure and were noted for documentation for future similar events.

Planning

- SUB 02-20 & SUB 01-22: Coburg Creek Subdivision: No new dwelling permits and two certificates of occupancy issued in January;
- Five Structural/Plumbing/Mechanical/Electrical permits issued in January;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Distributed survey on impacts of the ice storm to local business to determine if our region merits SBA funding;
- Planning Commission meeting cancelled due to ice storm

Municipal Court

January 2024 Activity Measures:

- **Citations (Crimes and Violations)**
 - New Citations for January 9, 2024 Court Date: 2
- **January 2024 Receipts Including Collections,**
 - **Total Fines:** \$9,036.85 (total monies taken in for the month, nothing deducted), *compared to \$ 12,169.08 in January of 2023*
 - **Net Fines:** \$3,704.50 (City share only, NOT including collections), *compared to \$10,241.00 in January of 2023*

- **January 2024 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 5,332.35
compared to \$1,928.08 in January of 2023
 - **Turned over to collection:** \$ 3,795.00
compared to \$0 in January of 2023

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

Other Information

- Upcoming Court Date: February 8, 2024 Regular Court Session
- Court has received and complied with the Governor's Amended Order on Remission of Fines dated 12/1/2023 to waive fines and clear suspensions. Over \$21,000 worth of fines/fees were waived.
- Court Administrator completed scanning of all open violation cases. As of now, the court has scanned over 34,000 documents.

Police

Chief Larson will be presenting the Oct-Dec Quarterly Police Report (see attached)

Chief Larson and the City Administrator have initiated discussions with City of Harrisburg leadership staff regarding the future of the current intergovernmental agreement (IGA) between the City of Coburg and the City of Harrisburg for limited Police services, primarily traffic specific patrol/enforcement. This multi-year IGA will expire June 30, 2024. Staff will be providing Council with a recap of the soon to be completed IGA contract term as well as a proposal for Council review to modify and renew/extend the IGA.