



AGENDA

PLANNING COMMISSION

91136 N Willamette St, Coburg, OR

541-682-7852 | coburgoregon.org

Wednesday, January 21, 2026 at 6:00 PM

CALL MEETING TO ORDER

ROLL CALL

AGENDA REVIEW

PUBLIC COMMENT

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

COMMISSION BUSINESS

1. Elections - Chair & Vice Chair
2. 2026 Work Plan Development

UPDATES & FUTURE AGENDA ITEMS

3. December City Administration Report
4. Planning Commission Vacancies

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.



Housing Capacity Analysis Grant Application

Resolution 2025-16 Authorizing 2025-2027 DLCD Housing Planning Assistance Grant Application in Partnership with LCOG

Meeting Date	Staff Contact	Email
July 8th, 2025	Megan Winner, Planning Director Adam Hanks, City Administrator	megan.winner@coburgoregon.gov adam.hanks@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

It is the administrative policy and operating norm to seek formal Council approval for grant applications greater than \$10,000 in funding potential. Resolution 2025-16 provides formal approval to submit a grant application seeking Department of Land Conservation and Development (DLCD) funding to conduct the residential portion of a buildable lands inventory (BLI) utilizing the DLCD Housing Planning Assistance Grant Program in partnership with Lane Council of Governments (LCOG) and a limited number of additional Lane County cities.

Suggested Motion

I move to adopt Resolution 2025-16, a resolution authorizing 2025-2027 Department of Land Conservation and Development Housing Planning Assistance Grant Application.

BACKGROUND

The City of Coburg’s buildable lands inventory (BLI) is severely outdated, and the Council adopted Framework for Continued Progress includes updating the BLI as a priority(Framework Objective II-2). DLCD currently has grant funding available specifically for housing planning, which could address the residential lands portion of a BLI update. This would be a joint application led by LCOG in partnership with a small number of other Lane County cities of varied, but smaller, sizes.

The Lane Council of Governments (LCOG), with assistance from the City of Coburg and in partnership with a limited number of additional Lane County cities, would prepare an application to the Oregon Department of Land Conservation and Development’s (DLCD) 2025–2027 Housing Planning Assistance Program to support the completion of a Housing Capacity Analysis (HCA) for the City of Coburg. Oregon DLCD’s Housing Planning Assistance Program provides funding and technical support to cities, counties, tribal governments, and regional entities to help plan for housing that meets the needs of all Oregonians. The program assists communities in conducting Housing Capacity Analyses, preparing Housing Production Strategies, updating comprehensive plans and development codes, and addressing regulatory barriers to housing development.

Emphasizing equity, affordability, and housing choice, the program prioritizes projects that support statutory compliance with Oregon’s housing laws, promote fair housing outcomes, and build local capacity to address housing challenges.

Coburg has longstanding challenges in addressing increasing housing pressure. Coburg lacks current, data-driven insight into its capacity to meet present and future housing needs, including potential UGB expansion. The City’s most recent state-acknowledged housing analysis is outdated and does not reflect current demographic shifts, market trends, or policy needs. Through this proposed project, Coburg will work closely with LCOG and other Lane County communities to develop a clear understanding of its buildable land supply, future housing needs across income levels, and opportunities to align local policies with Oregon’s statewide housing goals. With support from LCOG and DLCD, the City seeks to position itself to make informed planning decisions that promote housing affordability, choice, and long-term livability.

The application period is currently open and will close in August. If the project is successful, work would begin in late 2025 or early 2026. The grant would provide dedicated funding for Coburg staff to support the project at a range of levels. Other communities investigating the opportunity presently are Creswell and Cottage Grove. Although LCOG is proposing attractive efficiencies of scale with project, each of the proposed communities has varying regulatory nuances based on population and LCOG’s methodology will be appropriately customized for each community. A Technical Advisory Committee and community outreach will be a part of the proposed project scope of work. DLCD does not have a match requirement for the funding. A City resolution of commitment will be required for any successful award.

RECOMMENDATION

Staff recommends Council adopt the attached resolution authorizing grant application to the 2025- 2027 DLCD Housing Planning Assistance Grant Program.

BUDGET / FINANCIAL IMPACT

Grant funds will be awarded to LCOG as the primary application/project manager/facilitator of the work product(s). Documented Coburg staff time within the project scope is eligible for reimbursement, providing external revenue for a portion of the budgeted personnel costs within the Planning Department portion of the General Fund. No local matching funds are required.

RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN

The proposed project supports the long-range planning goal of the Council Framework which explicitly prioritizes updating the buildable lands inventory. It also supports Coburg’s Comprehensive Plan objective for Goal 10: Housing, to “Promote a range of housing choices to meet the needs of existing and future residents” and several policies of Goal 10 such as,

- “Policy 13: The City shall coordinate with LCOG to review housing data from each census. The Housing Element of this plan shall then be reviewed and revised to reflect the new data and any other new state, federal and/or county programs or information.” and

- *“Policy 27: The City shall consider a range of tools to meet the housing needs of present and future residents, including (but not limited to) multiple residential zones, mixed-use zones, sufficient land to meet identified housing needs, appropriate minimum lot sizes, and accessory dwelling units.”*

PUBLIC INVOLVEMENT

A Technical Advisory Committee and community outreach will be a part of the proposed project scope of work. Planning Commission and City Council would also be involved throughout the process with updates and acceptance of the final project deliverables.

NEXT STEPS

Upon Council approval, staff will coordinate with LCOG to complete a grant application to the DLCDC program for consideration. Should the grant be awarded, staff will bring the contract agreement forward to Council for final review and acceptance.

ATTACHMENTS

1. Draft Resolution 2025-16 Authorizing 2025-2027 DLCDC Housing Planning Assistance Grant Application
2. Housing Planning Assistance Overview Packet - provides an overview of the program's goals, priorities, eligibility requirements, and evaluation criteria

RESOLUTION 2025-16

A RESOLUTION AUTHORIZING 2025-2027 DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT HOUSING PLANNING ASSISTANCE GRANT APPLICATION

Whereas, the Housing Division and Housing Accountability and Production Office within the Department of Land Conservation and Development (DLCD) provide resources to help Oregon communities prepare and update local land use plans and implement ordinances that respond to identified housing needs, growth management, and resource protection issues; and

Whereas, it is anticipated that the Oregon Legislature will appropriate funds to DLCD to provide planning assistance to local governments by the end of 2025; and

Whereas, to support project timelines, DLCD is beginning the grant application before the close of the 2025 Legislative session, noting “the full scope of funding availability is tentative,” and

Whereas, the Lane Council of Governments will be the applicant for the Housing Planning Assistance Grant as a regional entity applying for a joint project, including the City of Coburg and other cities in Lane County; and

Whereas, the Coburg City Council finds that participating with LCOG in a regional grant opportunity would benefit and support updating Coburg's Buildable Lands Inventory;

THE CITY OF COBURG RESOLVES AS FOLLOWS:

Section 1. The City Council supports the grant application to DLCD for Housing Planning Assistance Grant.

Section 2. The City Administrator is hereby authorized to execute the final Intergovernmental Agreement (IGA) on behalf of the City of Coburg.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 8th day of July 2025.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder

Department of Land Conservation and Development



Application for Housing Planning Assistance Grants & Consultant Support

2025-2027

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HOUSING PLANNING ASSISTANCE GRANT PROGRAM OVERVIEW

PROGRAM

DESCRIPTION

The Housing Division and Housing Accountability and Production Office (HAPO) within the Department of Land Conservation and Development (DLCD) provide resources to help Oregon communities prepare and update local land use plans and implement ordinances that respond to identified housing needs, growth management, and resource protection issues.

By the end of the 2025 legislative session, DLCD anticipates the Oregon Legislature to appropriate funds to DLCD for the purpose of providing planning assistance to local governments to:

- 1) Develop, adopt, and implement plans needed to support housing production, affordability, and choice, including Housing Capacity Analyses (HCA) and Housing Production Strategies (HPS) under Statewide Planning Goal 10 - Housing.
- 2) Develop, adopt, and implement urbanization and public facilities plans to support development readiness or amend an Urban Growth Boundary where a need is identified.
- 3) Update local development codes and comprehensive plans to comply with applicable state housing statutes and reduce regulatory barriers to housing production, especially laws adopted by the 2025 Legislature.

To provide as much time as practicable to support project timelines, DLCD is beginning the application process before the close of the 2025 Legislative session.

Please note that, at the time of publication of these application materials, the Legislature has not yet approved funding for certain kinds of housing planning assistance. As such, while DLCD can confirm some funding availability, the full scope and amount of funding availability is tentative at this time and is subject to change.

The deadline for all housing planning assistance applications is August 4, 2025.

WHO CAN APPLY

Planning Assistance applications will be accepted from the following applicant types. For applicants requesting multiple services, please submit a separate application form for each project.

Cities and Counties

- Any city or county with an applicable statutory requirement related to housing, including:
 - Goal 10 planning (housing capacity analysis and housing production strategy) for cities above 10,000 population
 - Goal 14 planning (Urban Growth Boundary amendments, land exchanges, and urban/rural reserves) where a need has been identified
 - Middle housing requirements under ORS 197A.420
 - Other housing-related statutory requirements, such as accessory dwelling units, manufactured/prefabricated homes, and clear and objective standards.
- A city or county optionally seeking to facilitate housing production, affordability, and choice within their community.

Regional Entities

- Counties, regional governments, or councils of government seeking to pursue a regionally-based project or support one or more cities or counties with a housing-related project or projects.

Tribal Governments

- In May 2025, the legislature passed, and Governor Kotek signed, House Bill 2347. This bill, among other provisions, removes a previously existing prohibition on DLCDC's ability to fund housing planning related projects conducted by federally-recognized tribes. Specifically, the bill states that DLCDC may fund housing planning projects that *“enable local governments and tribes to take other actions to incentivize the production of needed housing within the jurisdiction of the local government or tribe or on lands owned or managed by a federally recognized Indian tribe”*.

GRANT PROGRAM CONTACTS

DLCDC staff are available to answer your questions regarding application requirements and status. The first point of contact is the regional representative for your jurisdiction. You can find the regional representative assigned to your jurisdiction or region at <https://www.oregon.gov/lcd/CPU/Pages/Regional-Representatives.aspx>.

If you cannot contact your regional representative, please contact:

For Housing Programmatic questions, please contact the housing team: Housing.dlcd@dlcd.oregon.gov

For HAPO compliance-related questions, please contact the HAPO team:
Dlcd.HAPO@dlcd.oregon.gov

AWARD TYPES

DLCD offers two types of grant funding awards to provide flexibility for jurisdictions 1) Government-to-government “direct” grants between DLCD and the applicant and 2) DLCD “consultant-provided” contracts on behalf of the applicant. When applying for grant funding under this application, jurisdictions must select which award type they are seeking. The award types are described in more detail below.

“Direct” Grants

A “Direct” grant is an award that DLCD provides directly to a jurisdiction to implement the project. In this case, the local government is can use grant funds to fund their own staff or contractors to complete the project. Direct grants between DLCD and the local government are typically completed quicker than DLCD “consultant-provided” contracts because any procurement or external party contracting responsibility is that of the local government.

“Consultant-Provided” Contracts

DLCD has procured and contracted with several consulting teams to support local governments to complete projects funded under the Housing Planning Assistance Grant program. If a jurisdiction does not wish to take on the responsibility of their own procurement process to find a qualified contractor to support the work of their project, DLCD may contract with a consultant on behalf of the local jurisdiction. DLCD would manage the administration of the contract including but not limited to invoicing, amendments, and contract close-out on behalf of the local jurisdiction.

ELIGIBLE PROJECTS

Housing Planning Assistance is used to help complete projects necessary for local governments to achieve the following priorities:

AND EVALUATION CRITERIA

Award Evaluation Criteria and Priorities

1. *The project fulfills a housing-related statutory obligation* including adoption of a Housing Capacity Analysis or Housing Production Strategy
2. *The project facilitates housing production, affordability, and choice* where it is needed most, including in tribal governments, and
3. *The project emphasizes fair and equitable housing outcomes.*

To evaluate applications against the priorities above, DLCD will use the Planning Assistance evaluation review criteria, explained in sections 1 through 5 below. Please address these, as applicable, in your application attachment.

Projects are not expected to satisfy non-mandatory criteria, but those that rate well under one or more of them will have an improved likelihood of receiving grant funds.

1. Project Objectives

The *project objectives* are clearly stated; address the problem, need, opportunity, and issues; are defined in a manner consistent with the statewide planning goals; and directly relate to a clear statement of expected outcomes. The project objectives need to be reasonably achievable within the project budget and timeline.

2. Program Priorities

The project addresses the *program priorities* as follows:

1. The project fulfills a housing-related statutory obligation.

First priority for grant and consultant support will be for projects fulfilling a housing-related statutory obligation, including the on-going implementation of Goal 10 and related provisions. Funding will be awarded in consideration of statutory applicability, deadlines, and local capacity to fulfill statutory requirements. Examples of projects include, but are not limited to projects in which a local government is required to:

- Develop a housing capacity analysis in accordance with ORS 197A.270 or ORS 197A.335 and OAR 660-008-0000 to OAR 660-008-0035.
- Adopt a housing production strategy in accordance with ORS 197A.100 and OAR 660-008-0000 to OAR 660-008-0035.
- Adopt a housing coordination strategy in accordance with House Bill 2001 (2023 Session).
- Amend local development codes to comply with the provisions of ORS 197A.420 allowing middle housing.
- Amend local development codes to comply with other housing-related statutory requirements, including:
 - ORS 197A.400 – clear & objective requirements
 - ORS 197A.425 – accessory dwellings
 - ORS 197.475 – manufactured/prefabricated housing
 - Other housing-related statutory requirements
- Amend an Urban Growth Boundary when a housing need is identified in a housing capacity analysis.

2. The project facilitates housing production, affordability, and choice where it is needed most, including in tribal governments.

Additional prioritization will be given to projects that substantially encourage housing production, affordability, and choice, especially in communities facing severe disparities in cost burden and other housing outcomes. This includes prioritization for smaller, capacity-constrained jurisdictions, and tribal governments seeking to support housing production. Examples of potential projects include, but are not limited to:

- Any project included in criterion #1 that is not statutorily required.
- Develop or adopt a plan or action that facilitates housing production, affordability, and choice, such as a code audit/amendment, local affordable housing funding strategy, or local program related to housing.
- The adoption of urban reserves to facilitate future Urban Growth Boundary amendments where a need is identified.
- Facilitate an Urban Growth Boundary land exchange to bring land into the Urban Growth Boundary that is more likely to support the development of needed housing.
- Adopt or amend a concept area & development readiness plan that enables and facilitates housing production in an identified area within an Urban Growth Boundary.

3. The project emphasizes fair and equitable housing outcomes.

Additional prioritization will be given to projects that emphasize equitable outcomes & engagement and affirmatively further fair housing. As provided in ORS 197A.100(9), affirmatively furthering fair housing means:

“meaningful actions that, when taken together, address significant disparities in housing needs and access to opportunity and replace segregated living patterns with truly integrated and balanced living patterns to transform racially and ethnically concentrated areas of poverty into areas of opportunity and foster and maintain compliance with civil rights and fair housing laws.”

3. Project Description

The *approach, budget (if requesting a direct grant), products, and timing* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

Several sample work programs are provided as attachments to this grant packet that jurisdictions may use to inform their own project description. If an applicant expects the project to look substantially similar to the template, they do not need to submit a separate project scope. However, **2025-2027 Housing Planning Assistance Application Packet Page 5**

if the applicant expects the project to include significant differences from the provided templates, *they must submit a project scope thoroughly outlining the expected work for the project* (see the attached application for detail on what to include).

Priority will be given to applications that provide detailed project descriptions with well-defined tasks, products, and timelines.

4. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project. DLCD may consider past performance on grant-funded projects as a prioritization factor of submitted applications.

5. Leverage

Local matching contributions demonstrating commitment to the project. Matching contributions are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some applications. Matching funds do not need to be from the applicant's budget – they could come from another state agency, a federal agency, or a foundation. In-kind and other non-cash match are also considered, such as staff time dedicated to a project.

REVIEW PROCESS

Applications will be reviewed considering the evaluation criteria explained above. DLCD will award those applications that best satisfy these criteria.

DLCD will notify applicants of award decisions at the earliest time possible. To start projects as soon as possible, DLCD is aiming to notify applicants of award decisions within 30 days of the application period close, but this is subject to change. Unsuccessful applications may be reconsidered if additional assistance becomes available throughout the 2025-2027 biennium.

Once awards are determined, the assigned DLCD grant manager will work closely with the awardee to complete the statement of work and execute agreements. This will be completed at the earliest time possible; past experience indicates this phase usually takes 60 to 90 days after notice of award to complete a grant agreement and up to several months to execute a contract with a DLCD-provided consultant. DLCD staff aims to **execute grant agreements by approximately November 1, 2025 and consultant contracts by January 1, 2026**. This process can take longer depending on the complexity of the statement of work.

ELIGIBLE COSTS

Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.

Costs incurred prior to the execution date of the grant agreement are not eligible project costs and cannot be reimbursed. This includes costs of preparing the grant application, preparing a statement of work, and any other work completed before grant agreement execution.

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule specified in the grant agreement.

APPLICATION INSTRUCTIONS

1. Complete the grant application. Be specific and thorough in describing all anticipated grant products as described in the application form. Submit application materials **by midnight August 4, 2025** to:

By e-mail to: housing.dlcd@dlcd.oregon.gov

Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to DLCD by emailing housing.dlcd@dlcd.oregon.gov. Contact as soon as possible.

2. Include a resolution or letter from the governing body of the city or county demonstrating support for the project. The application must include a resolution or letter from the governing body of the city or county demonstrating support for the project. If the applicant is a regional entity applying for a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, how it must be received before planning assistance is awarded.

3. DLCD will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

RESERVATION OF RIGHTS

DLCD reserves all rights regarding this funding opportunity, including but not limited to, the right to:

- Amend or cancel this funding opportunity without liability if DLCD decides to do so.
- When appropriate, DLCD will issue revisions, substitutions, or clarifications as addenda to this funding opportunity. Changes and modifications to the funding opportunity shall be recognized only if in the form of written addenda issued by DLCD and posted on the website:
<https://www.oregon.gov/lcd/Housing/Pages/Assistance-Funding.aspx>
- Set a maximum award amount per recipient organization and set a maximum amount per client.
- Waive any minor informality or non-conformance with the provisions or procedures of this funding opportunity.
- Seek clarification of any application.
- Negotiate the requirements described in this funding opportunity.
- Reject any application upon a finding by DLCD that accepting the application may impair the integrity of the solicitation process or that rejecting the application is in the best interest of DLCD as determined by DLCD, in its sole discretion.
- Verify any information or endorsements included in the application or letters of support to ensure accuracy.
- Approve funding awards for less than the amount requested by an applicant.
- Adjust the amount of funding and negotiate modifications to the applicant's project and budget prior to the execution of a grant agreement and related legal documents for the award.

Approval of an application will be conditional and subject to further review and execution of a grant agreement. Grant agreements may also be subject to review and approval by the Oregon Department of Justice.

Applicants will not receive awarded funds until documents required in the Notice of Intent to Award and any follow-up documents have been submitted and are deemed satisfactory by DLCD and a grant agreement is executed.

Pre-award costs are not eligible for funding unless expressly authorized by DLCD, in its sole discretion.

DLCD also reserves the right to amend any grant agreement that is issued as a result of this funding opportunity.

Important Housing Planning Assistance Dates

Date	Planning Assistance Milestone
June 2, 2025 1:30 – 3p	Open Forum for follow-up question & answer Zoom link Meeting ID: 821 4886 4505 Passcode: 598033
June 3, 2025	Application period opens; materials distributed
August 4, 2025	Application period closes; materials submittal deadline
Early September	Anticipated funding decision; award notices sent
October – November 2025	Direct grant agreements anticipated execution
November – December 2025	Consultant contract anticipated execution
June 15, 2027	Project completion deadline



ADMINISTRATOR'S REPORT

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

FEATURED ITEMS

January 2026

1. 2026 Council Retreat – January 31st (Saturday 9:30-3:00)

The City Council will be holding its annual full-day (almost) retreat for 2026 planning, as well as discussion and development of long-range goals and objectives. The retreat will start with a review of the current Council Framework & Objectives document, accomplishments, tasks/actions for the coming year and review of prioritization of each objective within the Framework. The second element of the retreat will focus on long-range vision and outlook for Coburg and how the Framework objectives align with the long-range vision. The final element will be a deep dive into City financials on a fund-by-fund basis with an objective of a common understanding of the current condition and strategies for each fund to ensure financial sustainability.

2. Traffic Control Changes at Coburg Rd/N Coburg/Bottom Loop

Lane County Transportation recently completed a traffic analysis for the intersection of Coburg Road/N Coburg Road/Bottom Loop Road to address safety and access concerns, particularly peak time during school drop off/pick up. The study determined that the conditions and trip count data met the requirements for the installation of a four-way stop for this intersection. Coburg Fire District noted no access concerns with the proposed changes. Coburg Police Department recognized the speed and peak time stacking issues and is agreeable to the Lane County request for targeted monitoring of the intersection while the traffic changes become more routine with frequent users of Coburg Road.

City staff is supportive of the Lane County determination as it supports the Transportation Safety Ad-Hoc Committee's recommendations as it enhances pedestrian safety for all four pedestrian crossings at this intersection. The four-way stop will also likely indirectly improve speed reduction on Van Duyn between the intersection and N Willamette. Staff will monitor the change and work with Lane County to determine if the four-way stop opens the possibility of a speed reduction on Van Duyn Street.

3. Downtown Holiday Lighting and Christmas in Coburg

Consistent with standard practice, City staff and Coburg Main Street staff held a post-event meeting to go over both general and technical aspects of the holiday season events. By all accounts, the holiday season lighting/decorations and the parade were a success with many ideas on how to improve/expand the holiday festivities for next year.

Coburg Main Street has continued to take on a larger role in the lighting and decorations well beyond the City/Main Street event management agreement. That is possible due to the outstanding efforts of Megan Dompe and the Main Street Board and community volunteers. City staff will be working with Main Street to enhance the overall downtown lighting for the entire holiday season with an objective of sharing some of the seasonal tasks so that Main Street has more capacity to focus on the Christmas in Coburg weekend of events and activities as originally envisioned. Regardless, this remains a combined effort and the 2026 Holiday Season will shine bright with continued lessons learned and the integration of new ideas and suggestions.



CURRENT PROJECTS AND CONTRACTS

Project Type	Description	Est Cost	Complete Date
Water	Well #3 – Wellhouse, treatment, SCADA	\$1,334,000	July 2026
Water	Stallings Transmission Line	\$1,000,000	TBD
Streets	Collector St Project (Coleman Phase I)	\$600,000 \$ (MPO Grant)	Sept 2026
PW	Storm Water Master Plan	\$60,000	Jan 2025
Water	Water Conservation & Management Plan	\$50,000	Jan 2025

Citizen Inquiries	Submit Date	Status
Industrial noise – Shane Ct	6/21/24	Active - Ongoing
Light/Glare – From Roberts Rd affecting Residential	11/25/24	Active
Park Vegetation Intrusion – Johnny Diamond Park	9/8/25	Active – Plan in place
Rooster Noise – Pearl St	9/10/25	Resolved
Vintage St Bioswale – Unauthorized activities	9/26/25	Resolved – Reactivated
Stormwater not draining – McKenzie/Abby/Austin	1/5/26	Active – CIP item FY26/27

DEPARTMENT ACTIVITY AND STATISTICS

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

Public Works

Water System:

Monthly Water sampling, meter reading, door hangars

Wastewater System:

Collection system large leak repair from utility contractor driving over/breaking connection box. PW Staff isolated and repaired the line within three hours with minimal disruption to neighborhood.

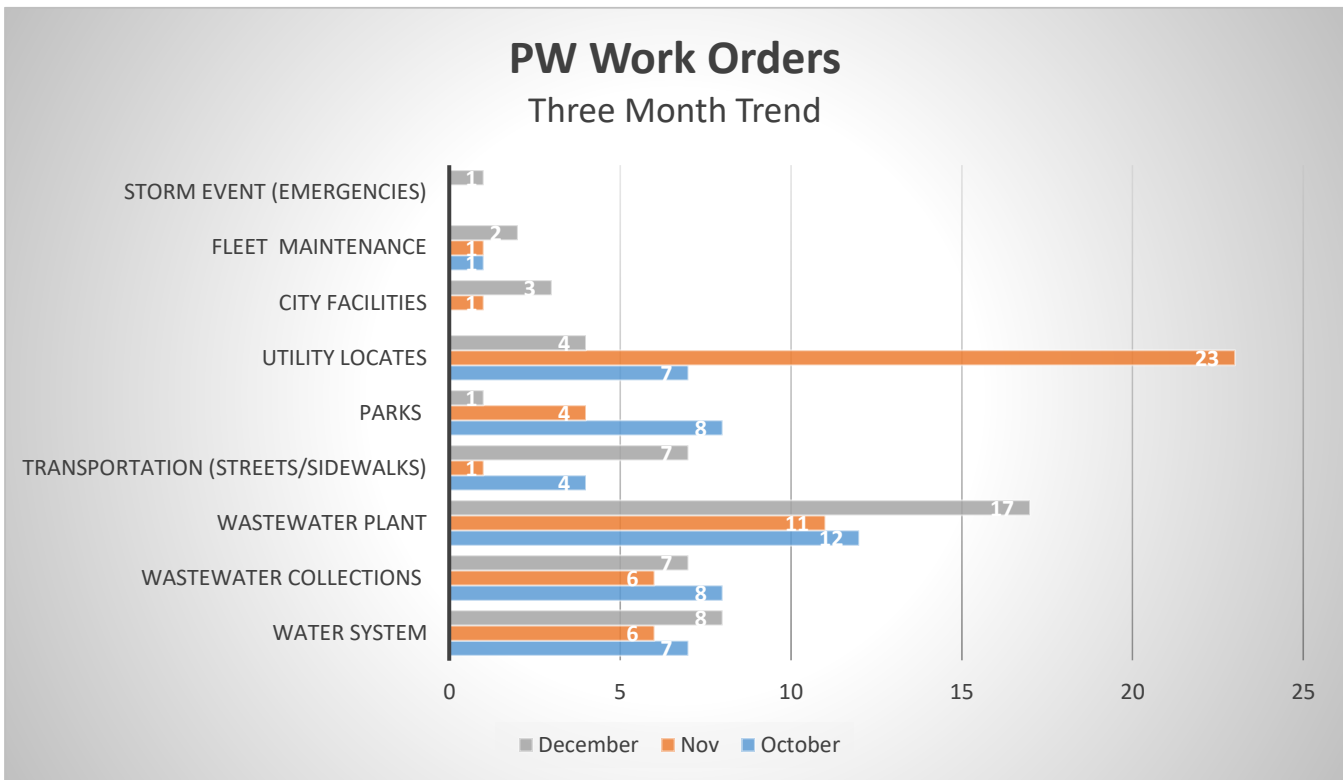
Streets/Storm Drains:

Leaf pick-up season was highly successful and completed several weeks ahead of target.

Facilities:

City Hall – Roof leak repair

Work Order Type	October	Nov	December
Water System	7	6	8
WasteWater Collections	8	6	7
WasteWater Plant	12	11	17
Transportation (Streets/Sidewalk)	4	1	7
Parks	8	4	1
Utility Locates	7	23	4
City Facilities	0	1	3
Fleet Maintenance	1	1	2
Storm Event (Emergencies)	0	0	1
TOTALS	47	53	50



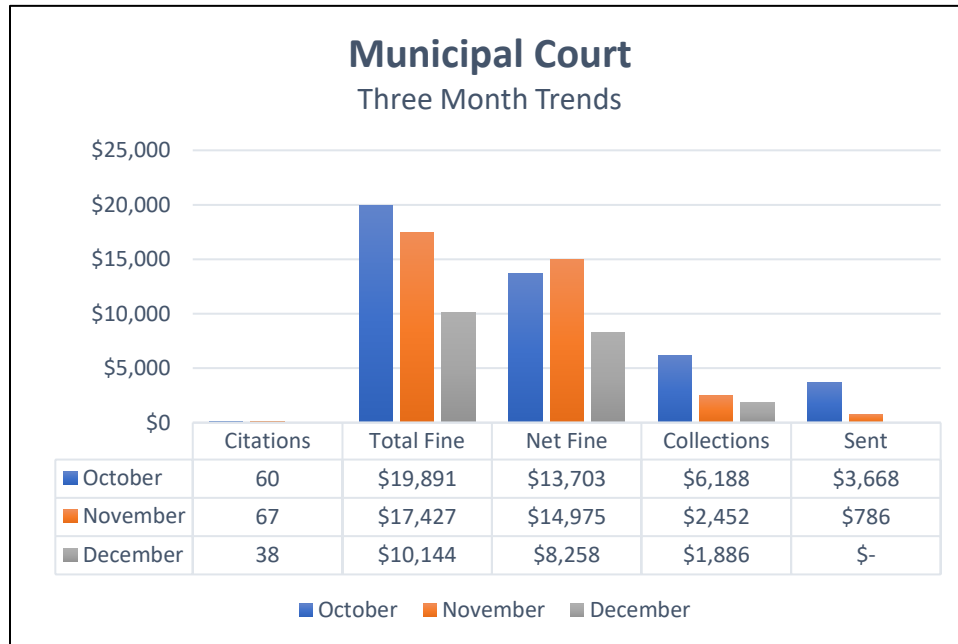
December 2025 Activity Measures:

- Citations (Crimes and Violations)
 - New Citations for December 2, 2025 Court Date:38
- December 2025 Court Receipts Including Collections,
 - **Total Fines:** \$10,143.79 (total monies taken in for the month, nothing deducted), compared to \$4,400.60 in December of 2024
 - **Net Fines:** \$ 8,258.00 (City share only, NOT including collections), compared to \$2,832.00 in December 2024
- December 2025 Professional Credit Service Collections:
 - **Total Collection Revenue:** \$ 1,885.79 compared to \$1,568.00 in December 2024
 - **Turned over to collection:** \$ 0 compared to \$10,285.00 in December 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.

Other Information:

- Upcoming Court Date: January 6, 2026, Regular Court Session



Planning

City Staff and the Planning Commission are developing a work plan for 2026. A primary item will be the Housing Capacity Analysis (HCA) project that is being led by LCOG as part of the Lane Multi-City Housing Capacity Analysis.

The project will assess buildable lands (BLI), housing needs, readiness and policy alignment with Oregon’s planning goals. LCOG will lead the analyses and implementation to support affordable, diverse housing, but Coburg planning staff have committed to an elevated level of engagement, providing additional support in drafting technical deliverables, contributing to analytic work, and leading specific components of the project. Cottage Grove is also participating, and perhaps Veneta and Creswell in a more limited scope. This is a very exciting project funded by DLCD to update the BLI and assess housing needs, priorities and opportunities

Police

(12/1/2025 - 12/31/2025)

MULTIPLE OFFICER RESPONSE

- Officers responded to a report of found property on N. Coleman **Resolved/Property Returned**
- Officers responded to a theft on N. Industrial Way **Report/No Suspect Info**
- Officers responded to a report of suspicious persons on N. Willamette **Patrol Check**
- Officers responded to a report of a prowler on N. Willamette **Unfounded**

SINGLE OFFICER RESPONSE

- An Officer responded to assist CFD with a possible heart attack at McDonald's **Agency Assist**
- An Officer responded to a report of an alarm on Roberts Ct. **Unfounded**
- An Officer responded to a report of an alarm on Roberts Ct. **Resolved**
- An Officer responded to a report of a possible drunk driver on N. Willamette Street **Unable to Locate**
- An Officer responded to a report of a suspicious vehicle on E. Pearl Street **Patrol Check**
- An Officer responded to assist CFD with an unresponsive patient on N. Willamette St. **Agency Assist**
- An Officer responded to Serenity Lane for a disorderly subject **Resolved**
- An Officer contacted an illegally parked vehicle on Roberts Rd. **Tagged for Removal**
- An Officer responded to a disorderly subject on N. Willamette Street **Warning for Disorderly Conduct**
- An Officer responded to a report of harassment at Premier RV Park **Information**
- An Officer conducted a field interview of a group of juveniles at Pavilion Park **Field Interview**
- An Officer conducted a citizen contact at city hall **Information**
- An Officer contacted several illegally parked vehicles on Roberts Rd. **Tagged for Removal**
- An Officer contacted a suspicious vehicle at Premier RV Park **Patrol Check**
- An Officer contacted an illegally parked vehicle on Roberts Rd. **Warning**
- An Officer responded to a report of a motor vehicle accident on N. Coburg Rd. **Unable to Locate**
- An Officer responded to a report of a suicidal subject at Serenity Lane **Resolved**
- An Officer responded to a report of a panic alarm at city hall **Unfounded**
- An Officer responded to Kamping World on S. Stuart Way for a welfare check **Welfare Check**
- An Officer located a disabled vehicle on E. Pearl Street and removed it from the lane of travel **Assist**
- An Officer had dispatch contact public works for a report of disabled traffic signals **Assist**
- An Officer responded to the area of the TA Truck Stop for a report of an intoxicated driver **Unfounded**
- An Officer responded to a motor vehicle accident on Pearl Street **Report**
- An Officer responded to a dispute at the Premier RV Park **Transport/Resolved**
- An Officer responded to a welfare check on a subject at the TA Truck Stop **Transport/Assist**
- An Officer responded to a report of reckless driving on E. Van Duyn Rd. **Unable to Locate**
- An Officer responded to a report of a missing person on E. Pearl Street **Assist**

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| • An Officer contacted an illegally parked vehicle on S. Coburg Industrial Way | Item 3. |
| • An Officer responded to a report of a suspicious subject on Coburg Rd. | Unable to Locate |
| • An Officer responded to a report of a disorderly subject at Serenity Lane | Resolved |
| • An Officer responded to city hall for a citizen contacted | Information |
| • An Officer conducted a DUII investigation on S. Coburg Industrial Way | Arrest/DUII |
| • An Officer responded to a report of an abandoned vehicle at the TA Truck Stop | Resolved |
| • An Officer responded to a citizens contact at city hall | Resolved |
| • An Officer towed an abandoned vehicle from the Fuel 'N Go parking lot | Tow |
| • An Officer responded to a report of a subject who had walked away from Serenity Lane | Information |
| • An Officer responded to a report of a trespass at the TA Truck Stop | Unable to Locate |
| • An Officer responded to a report of an alarm on N. Coburg Industrial Way | Resolved |
| • An Officer responded to a report of a dog at large on N. Miller St. | Unable to Locate |
| • An Officer conducted a DUII investigation on E. Dixon Street | Arrest/DUII |
| • An Officer responded to a report of a disorderly subject at Serenity Lane | Assist |
| • An Officer responded to a report of a trespass at the TA Truck Stop | Warning/Resolved |
| • An Officer responded to a report of shots being fired on N. Industrial Way | Unfounded |
| • An Officer responded to an abandoned vehicle on N. Miller Street | Tow |
| • An Officer responded to a report of a burglary from an occupied motorhome in the Coburg area | Report |

Patrol Checks = 61

OTHER ACTIVITIES

- CPD participated in “Operation Oregon Nights,” a sex offender compliance sweep with neighboring agencies which took place on 12/17/2025. As a result, the following statistics were generated as a result: Coburg had 6 officers with a total of 12 checks that resulted in 1 arrest for failure to register as a sex offender, 1 citation to appear for failure to register as a sex offender, 2 warnings and 6 registrations and 2 confirmed deceased subjects that were out of compliance.
- Reserve Officer Woods and Reserve Officer Gonzalez have completed their field training and will be moving to a “solo status.” This means the reserve officer may patrol the city on his/her own and will be dispatched to calls and conduct traffic stops like any other officer for the Coburg Police Department.
- Members of the Coburg Police Department participated in the annual “Shop-With-A-Cop” program. We took five children Christmas shopping and provided them with lunch while wrapping presents.
- Members of the Coburg Police Department assisted the Junction City with their “Shop-With-A-Cop” program, as the need for more officers was paramount for a successful event. The departments have a good working relationship, and we continue to look forward to more joint events.
- CPD assisted the Lane County Sheriff’s Office in providing security and traffic enforcement during the Veneta Light Parade.
- CPD was assisted by the Lane County Sheriff’s Office in security and traffic enforcement during the annual Coburg Light Parade.
- Reserve Officer Woods participated in assisting the Lane County Sheriff’s Office with security during the recent University of Oregon college football playoff game held at Autzen Stadium.

- The CPD kennel has been cleaned up and renovated to facilitate a healthy environment for found Item 3.s in the city of Coburg. The kennel is used for temporary lodging of animals until they are either reunited with their owners or transported to Greenhill Humane Society for longer term stays.

UPCOMING EVENTS

- Officer Wilson has obtained an instructor certificate for “Milo Training.” The Milo Training is an interactive virtual reality simulator that is used by law enforcement to simulate responding to high stress calls for service. The simulator is on loan from the Oregon Department of Public Safety Standards and Training and has been set up in the new public works building. In the next few weeks and months, CPD will host surrounding agencies to participate in the training and instruction by Officer Wilson.
- Monthly meetings will reconvene in January with topics to include weapons training, code of ethics acknowledgement, and building the 2026 training calander.