

**CITY OF COOS BAY**  
**PLANNING COMMISSION MINUTES**  
**Tuesday, September 9, 2015, 2015 at 6:00 P.M.**  
**Coos Bay City Hall, 500 Central Avenue, Coos Bay**

**ATTENDANCE**

**COMMISSIONERS:** Chairman Phil Marler, Commissioners Christine Coles, Katherine Flores, Jeff Marineau, and John Peery

**ABSENT:** Commissioners Jim Berg and Rex Miller

**STAFF:** Eric Day, Director of Community Development  
Tom Dixon, Planning Administrator

**SIGNED-IN GUESTS:** None

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**APPROVAL OF MINUTES**

Approval of Planning Commission minutes of June 9, 2015.

**MOTION:** Commissioner Coles – Approved the minutes of June 9, 2015  
As submitted.

**SECOND:** Commissioner Flores

**VOTE:** Unanimous

**CCI/PUBLIC COMMENTS** None

**ADMINISTRATIVE**

**ITEM A: Certified Local Government Discussion** – Proposed Historic Preservation Ordinance and Historic Preservation Committee.

Debbie Erler stated the City Council requested the Planning Commission review the proposed ordinance to create a Historic Preservation Program and the proposed amendments to Ordinance 456 to include historic preservation duties, so that the existing Design Assistance Team can service as the required Historic Preservation Committee for the City of Coos Bay. She said that staff used the State's Model Ordinance as a guide and made changes to fit the City's intent that the Committee be advisory and not quasi-judicial. Ms. Erler explained that upon establishment of the program and committee, the City will be eligible for grant funding from the State.

Commissioner Coles asked if property owners are eligible for the same amount of grant funds as the City. Ms. Erler stated the jurisdiction receives the CLG grant funds and, based on the goals as established by the Committee, funds would be awarded to property owners or used for a district project. Property owners can also apply for any State and Federal grant funds as they become available. Commissioner Coles asked about the Historic Preservation Officer. Ms. Erler stated the Community Development Director is the Historic Preservation Officer.

Commissioner Peery asked about the standards for demolition. He asked about the percentage of demolition. Ms. Erler stated the percentages are from the State Model. The City can increase or decrease the percentage.

The Commission noted grammatical and date corrections to the documents.

Commissioner Peery asked about the sections that indicate the City/Committee must follow state law. Ms. Erler stated she is attending a training regarding state laws and processes in Gresham next week.

Commissioner Coles asked if the Design Assistance Team (D.A.T.) is on-board with the proposed changes to their ordinance. Ms. Erler stated the D.A.T. has reviewed and recommended approval of both ordinances, with a couple of changes regarding the demographics of the committee and ensuring the projects they undertake are advisory.

Committee Marineau stated that the ordinance will not require property owners to be designated. Ms. Erler stated that for a property to be added to the "Local Landmark Register" the owners must apply be accepted and sign a statement that they understand/agree to the standards outlined.

Chairman Marler asked if there is a monetary incentive to the property owners. Ms. Erler stated grant funds are the only monetary incentives, unless they are in the Urban Renewal District and have Façade Improvement Grants then those funds would also be possible.

Chairman Marler asked if future property owners want off the register can they be removed. Director Day stated that a new property owner cannot be compelled to participate.

The Commission discussed tax incentives and grants available to properties on the State or National Register and well as having a property removed from the registries. Mr. Dixon stated there seems to be more of an issue with properties in a "Historic District" as opposed to individual listings.

Commissioner Peery asked if the D.A.T. is a sworn committee. He stated he is concerned about declaring conflicts of interest. Ms. Erler stated that the committee is appointed by the City Council. She stated language can be added regarding conflicts of interest.

#### **ITEM B: Development Code Rewrite Discussion/Direction**

Director Day outlined the meeting history for the proposed Development Code rewrite, including Planning Commission work sessions and a public hearing and three City Council work sessions. When the public hearing was set before the City Council for a final decision, there were some concerns regarding the process for public outreach. The City then held a "Town Hall" meeting in which a number of citizens attended and expressed concern about public input. Staff then met with civic groups (Downtown Business Association, Empire Collation, etc.) to discuss the proposed rewrite. The City has not received any comment cards, phone calls or written information regarding the proposed rewrite. Staff is now bringing the issue back to the Planning Commission for direction.

Chairman Marler stated that what he heard was that staff did not involve citizens enough and that citizens were not allowed input and time to appear at the meeting and digest what was happening. He said he encouraged everyone to attend tonight's meeting and to submit comments and concerns. He said he is disappointed that we didn't receive any comments and no one is in attendance tonight to offer input.

Commissioner Flores stated she got the impression they want staff to come up with a change document (marked-up version) outlining all the proposed changes. Director Day stated that is not possible for reasons previously stated (including entire chapters that have been replaced).

Commissioner Flores stated they also wanted outreach, by taking the proposed document to community leaders and civic groups and explaining the changes. Director Day stated there are probably 20 big changes that he outlined in an Excel spreadsheet. Commissioner Flores stated maybe they need to see the changes.

Commissioner Coles stated in the past the City has taken new programs from businesses and to civic groups, but he got very little interest or response. She said maybe we should try it again and even take the document to service clubs, the Chambers and the Wednesday business luncheon. Director Day stated this is the fourth Development Code he has done and it's a big document to handle and it seems at the last minute, that just when you think it is done, something happens. He said we can take the document to the Downtown Business Association, the legislative body of the Chamber of Commerce and the Wednesday business luncheon. Commissioner Coles stated that it would show our good faith that staff listened to the input from the audience at the Town Hall Meeting and are willing to reach out.

Commissioner Marineau asked who would see the document after the outreach. Director Day stated that the document would come back to the Planning Commission. Commissioner Marineau stated that one thing that would be helpful, because people can visualize it, is printing the text that has not been changed in White and printing the text that was changed in a soft green tone.

Chairman Marler stated that once the informational meetings are done and any proposed revisions made to the proposed document are made, the Planning Commission can review the document to see if they need to complete an additional review. Director Day stated we are in no hurry our goal is to end up with a much better code.

Director Day confirmed with the Planning Commission that they would like staff to finish the "Major Changes" document, meet with the Chamber of Commerce and Downtown Business Association, and other committees and bring the revised document back to the Planning Commission to discuss how to proceed.

Commissioner Marineau stated that the Chamber of Commerce and Downtown Business Association are business owners and not necessarily the property owners, and that is the group we need to reach. He said he believes the Bay Area Chamber of Commerce may have an economic development committee that represents a lot of business in the downtown area and they would be a good group to address.

### **COMMISSION COMMENTS**

Commissioner Coles stated that the Parks Commission is looking at the biking/cycling in Coos Bay and they are working on a Boardwalk Committee.

Commissioner Flores asked about dredging the pond, and the City has a grant to fix the pool house and repair damage from vandalism.

Commissioner Marineau asked if the Parks Master Plan is complete. Commissioner Coles stated it is complete and is available on the City's web site. She said some of the geese were removed from Mingus Park.

Chairman Marler stated he has had comments about how much nicer and cleaner it is in Mingus Park.

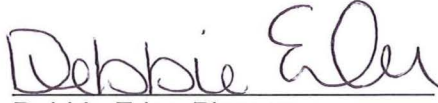
**ADJOURNMENT**

6:52 p.m.



Phil Marler, Chairman  
City of Coos Bay  
Coos County, Oregon

ATTEST:



Debbie Eler, Planner  
City of Coos Bay

**APPROVED AS SUBMITTED DECEMBER 8, 2015**