

# **MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL**

**September 24, 2019**

The minutes of the proceedings of a City Council and Urban Renewal work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 pm in Fire Station No. 1 Conference Room, 450 Elrod Avenue, Coos Bay, Oregon.

## **Those Attending**

Those present were Mayor Joe Benetti and Councilors Drew Farmer, Stephanie Kilmer, Phil Marler, and Rob Miles. Councilors Lucinda DiNovo and Carmen Matthews were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Community Development Administrator Carolyn Johnson, and Police Captain Chris Chapanar.

## **Review of the Following Council/URA Agenda for October 1, 2019**

### **Review of Amending Land Development Ordinance**

Community Development Administrator Carolyn Johnson stated on July 9, 2019, the Planning Commission identified the potential for revisions to Coos Bay Municipal Code Title 17 to clarify text, expand efficiency in land use application processing and transparency, as well as, bring the Development Code into compliance with recent state legislative changes. On September 10, 2019, the Planning Commission, in the public hearing process, reviewed and concluded the subject amendments were appropriate and recommended Council action to approve the amendments. Parking for vacation rentals were still being reviewed. The regulation sections included:

- 17.110 General Provisions – amend to correct lack of clarity in some sections.
- 17.130 Procedures – amend to clarify and streamline.
- 17.150 Definitions – addition and revisions of multiple definitions for clarity and ease of code administration.
- 17.220 LDR-6 and LDR-8 Residential districts – amend for formatting changes and to address recent HB 2001 requirements.
- 17.370 Vacation Rentals - add standards and type two review process.

Mr. Craddock stated it was expected to see more updates to the Development Code and to help streamline the process he suggested Council receive an email of any changes needed to be reviewed by the Planning Commission and go directly before the Planning Commission instead of to the Council first unless there was a request from Council to review the change first. Council consensus to proceed with Mr. Craddock's recommendation, as changes would come before them after the Planning Commission reviewed.

### **Approval of a Technical Assistance Grant Application Support Letter**

Public Works and Community Development Director Jim Hossley stated the Oregon Department of Land, Conservation and Development (DLCD) annual Technical Assistance (TA) Grant application period was open. TA grants are competitive awards to local communities that fund projects to update a comprehensive plan, local land use ordinances, or other planning compliance projects. DLCD advised a TA grant could fund an update of the City's 2009 Building Lands Inventory (BLI) and Housing Needs Analysis (HNA). As a City Council support letter was a requirement of the TA application, City staff requested Council authorization of a support letter for a \$28,000 TA grant application. Preparation of an update to the 2009 BLI would provide the City with the factual data to modify the City Comprehensive Plan and Land Use regulations to expand opportunities to develop housing. If awarded the grant, the City would utilize the services of the Lane Council of Governments (LCOG) to prepare the update.

### **Acceptance of a Transportation Growth Management Grant and Adoption of Resolution 19-06 Approving a Supplemental Budget**

Public Works and Community Development Director Jim Hossley stated the City was awarded a \$175,956 Transportation and Growth Management (TGM) grant funding the "Front Street Blueprint" to develop technical information and public outreach for implementation for six of the seventeen Front Street Action Plan capital projects envisioned by the Community. A \$23,994 cash match is required, which would be expended from Downtown Urban Renewal Funds. With this grant award, a supplemental budget would be required to increase the appropriation in the Downtown Capital Projects Fund within the Materials & Services category.

### **Consideration to the Review and Council Action Timeline for Land Use Application #187-18-000153**

City Manager Rodger Craddock stated Jordan Cove Energy Project L.P. (JCEP) requested a revision to the review and Council action timeline for Land Use application #187-18-000153 due to state permit deadlines recently announced, state agency permits pending local decisions, and another permit going to the Planning Commission with a set deadline. The following proposed timeline does not change the public comment periods determined by the City Council on August 27, 2019. However, the revisions would shorten the final argument period for the applicant. The proposed revisions would move the Council meeting review date from January 21, 2020 to December 10, 2019, with Council consideration of findings for action on December 17, 2019. The JCEP proposed revised schedule:

First Open Record Period (unchanged)	August 27 – September 27, 2019
Second Open Record Period (unchanged)	September 28 – October 31, 2019
Final Argument Period	November 1 - November 7, 2019
Staff Report published and sent to City Council	November 15, 2019
City Council Meeting - Deliberation & Possible Decision	December 10, 2019
City Council Findings Adopted	December 17, 2019

Mr. Craddock stated per Council Rules 2.7.2.7 on reconsideration for an item already decided upon, a motion needed to be made and seconded before it may go on the next Council meeting agenda. Motions are not made at work sessions; however, two Councilors

needed to agree to put on the next agenda for formal consideration. Councilor Farmer and Council Kilmer agreed to place the request for a revised schedule on the agenda for October 1, 2019 for formal consideration in the spirit of being accommodating and flexible to the needs of businesses when there are other deadlines involved. JCEP representative thanked the Council for considering the revised schedule, appreciated the position it placed the Council in, stated the state would not grant conditional permits creating a difficult timeline, and Council's help was necessary to solve the schedule challenges.

### **Consider Authorization of Planning Commission Review of Coos Bay Parking Requirements**

Public Works and Community Development Director Jim Hossley stated on August 6, 2019 Council authorized City staff and the Planning Commission to update a variety of Development Code (Coos Bay Municipal Code Title 17) processes and standards. It was apparent when reviewing development proposals with potential applicants some city parking requirements can be onerous and challenging. A review of the the City's parking regulations resulted in staff concluding the parking regulation modifications should be considered by the Planning Commission, with a recommended action to Council. This was particularly important relative to residential parking standards; although, some commercial development standards would be examined as well. Upon Council authorization, staff would draft revised parking standards with other Group Two Development Code revisions planned for review by Planning Commission in November 2019 review. It is anticipated all code amendments would be completed by March 2020.

### **Executive Session**

Deputy Finance Director Melissa Olson read the executive session meeting disclosure statement. An executive session was held pursuant to Oregon Revised Statute (ORS) 192.660 (2) (e) for the purpose of discussing real property negotiations. No decisions were made.

### **Adjourn**

There being no further business to come before the Council, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for October 1, 2019 in the Council Chambers at City Hall.



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Joe Benetti, Mayor

Attest: Nichole Rutherford  
Nichole Rutherford, City Recorder