

CITY OF COTTAGE GROVE
CITY COUNCIL
AGENDA SESSION MINUTES
January 7, 2022

The meeting was called to order by Mayor Gowing at 8:30 am.

Those in attendance virtually and in person: Mayor Gowing and Councilors Savage, Fleck, Roberts, Solesbee, Ervin and Stinnett.

Staff present virtually and in person: City Manager Richard Meyers, Assistant to the City Manager Jake Boone, City Recorder Mindy Roberts, Public Works & Development Director Faye Stewart, Civil Engineer Ryan Sisson, City Planner Eric Mongan, and Assistant City Planner Matt Laird.

Public Hearing

- (a) Public Hearing for Ordinance Amending the Cottage Grove Comprehensive Plan Land Use Diagram Map & Title 14 Land Use District Map for Don Nordin (MCPA 3-21)

City Planner Eric Mongan said this item is a Public Hearing for an application to amend the Comprehensive Plan and the Land Use Map from Low Density Residential to Medium Density Residential with a land use designation of Residential Commercial. He said Planning Commission held a Public Hearing on November 17th and voted unanimously to not recommend the attached Ordinance.

Councilor Ervin said he was confused because initially it looked like there was a recommendation and then there wasn't. He asked if the change in recommendation was based on public input.

City Planner Eric Mongan said staff recommended approval because the applicant did meet the standards based on the compliance with the statewide planning goals. He said the Planning Commission did not recommend approval because amending the plan was not necessary.

Councilor Fleck requested a map be printed for the Monday City Council meeting with nearby properties and zoning. He said he is torn on the issue. He said he wants to make sure it meets the character of the neighborhood and he understands Cottage Grove desperately needs housing.

Councilor Savage reiterated her question as to why the Planning Commission denied the application since it was recommended by staff. She said the response she received to her question was that it was denied because, what is being requested can happen under the current zoning and there does not need to be a change only a conditional use permit.

City Manager Richard Meyers said he wants to make sure Councilors understand this is not a quasi-judicial action. It is an application for a policy decision, legislative action to change the zoning on the area, which is one of the reasons that the Planning Commission could not make the decision and it was recommended to Council.

Councilor Fleck said it would benefit our building needs as the City is short in R3 zoning.

City Manager Richard Meyers displayed a map of the property.

Consent Agenda

- (a) Approval of December 10, 2021 Agenda Session Minutes
- (b) Approval of December 13, 2021 Council Meeting Minutes
- (c) New Full On-Premises Liquor License Application for San Sushi & Teriyaki, 60 Gateway Blvd

There were no comments or discussion.

Resolutions and Ordinances

- (a) Resolution Authorizing Support and Required 20% Contribution for an Economic Development Administration Economic Adjustment Assistance Program Grant Application

City Planner Eric Mongan said this item is to secure funding for the reconstruction of East Main Street from 8th Street to the Coast Fork of the Willamette. The reconstruction plan would utilize the adopted 2015 Main Street Refinement Plan limiting the scope of the project to Main Street.

Councilor Fleck asked if we would be able to revisit the Main Street Refinement Plan before the actual construction. He said even though we are not doing the entire plan, the sidewalks and street widths are one of the items that need to be revisited. He said he did vote to move the project forward but did not like the idea of narrowing the street.

City Manager Richard Meyers said we only have the plan and not the actual design and we will have an opportunity to look at it again.

Councilor Ervin asked for an explanation of “in-kind” contributions.

City Planner Eric Mongan said the matching funds are in the form of permit fees, staff time and professional services that the City offers.

- (b) Second Vote on Ordinance No. 3153 Repealing Chapter 5.12 of the Cottage Grove Municipal Code Regarding Tobacco Retail Licensing and Sale Regulations

City Manager explained this will be the second vote for this Ordinance removing local regulations since the State has the statewide regulations.

There were no comments or discussion.

- (c) First Vote for Ordinance Amending the Cottage Grove Comprehensive Plan Land Use Diagram Map & Title 14 Land Use District Map for Don Nordin (MCPA 3-21)

There were no comments as it was discussed as a Public Hearing topic.

- (d) Ordinance Amending the Title 14 Land Use District Map for 78282, 78286, 78290, & 78294 Hwy 99

City Planner Eric Mongan explained this item is an Ordinance based on a previous Council decision to annex 1.57 acres of land adjacent to the intersection of South River Road and Hwy 99. He said as per State Statute when there is an annexation, the land use must be converted from County zoning to City zoning. He said this item is brought to Council as a ratification of the Planning Commission decision.

City Manager Richard Meyers added that Planning Commission cannot adopt an Ordinance only City Council has the authority to do so.

There were no comments or discussion.

Business from City Council

- (a) Election of Council President

Mayor Gowing said City Council will be electing a President on Monday night.

- (b) City Council Subcommittee and Liaison Appointments

Mayor Gowing said there will be one change in the appointments. Councilor Ervin will be on the Lane Workforce Partnership Council and Councilor Fleck on the Lane Regional Air Protection Agency.

- (c) Planning Commission Appointments

City Planner Eric Mongan reported the Subcommittee held interviews on Tuesday of this week. Councilor Ervin will present the Subcommittee's recommendation for three new Planning Commission appointments.

(d) Homelessness Work Session

City Manager Richard Meyers said he would like to schedule a Work Session on January 31, 2022 and asked Councilors to check their calendars.

(e) Parking Analysis; Downtown

Assistant City Planner Matt Laird said he will be presenting results of the downtown parking study.

Councilor Fleck thanked Matt for the information and said the analysis clarified what the City already knew. He emphasized it is important to not remove any parking from the sections in orange and red. He added there is a perception that is not addressed in the study, that people are willing to walk across the parking lot at large stores such as Walmart and not complain, but there is a psychological reason that will keep people from walking the same or less distance downtown. He also pointed out it is important to focus on additional parking for the Armory.

Councilor Ervin said he appreciates the study and he believes the City needs to look at how to optimize parking downtown. He said lighting, parking lot condition, and approachability of the lot is important so downtown can attract everyone possible. He asked if the eateries were up at the time of the study, what impact they may have and agreed parking for the Armory is important.

Councilor Savage said that she appreciates the study. She said her concern is the enforcement of parking violations.

(f) Municipal Court Judge Contract Renewal and Amendments

City Manager Richard Meyers acknowledged that Council had held Executive Session to evaluate Judge Fisher. He said Judge Fisher provided a request for an increase in compensation from \$2100 to \$2500 per month and that it has been approximately four years since his last increase. Richard Meyers prepared an amendment to Judge Fisher's contract extending the contract to December 31, 2022 with the compensation adjustment.

There were no comments or discussion.

(g) Bid Award for Community Center Roof Repairs

Civil Engineer Ryan Sisson presented information about the bids received for the roof repairs at the Community Center. He said staff determined that the low bid, Richards Remodeling LLC is fully qualified to submit and bid for the project, and the contractor will be required to be substantially complete by September 30, 2022. He said staff recommends Council award by motion the Community Center roof repairs to Richards's Remodeling LLC.

City Manager Richard Meyers added the original budget was around \$450,000 dollars for the project. He said the bid being higher than budget is a result of the escalation of prices and materials around the world and the City will need to borrow money to pay for the repairs. He added, this is a project that has to be done.

Councilor Ervin reflected on the City being in a similar situation not long ago with a request for temporary repairs instead of replacing the roof. He asked for opinions on the process and if the City did the best thing possible. He said he was torn at the time, trying to decide if the City should patch or replace the roof.

City Manager Richard Meyers replied that it was a good decision. He said the City was able to get the work done and the patches repaired for significantly less than expected. He added that the materials were not available at the time to replace the roof and the City was able to get the temporary work done.

Civil Engineer Ryan Sisson added the temporary repairs held through fall and most of winter until just last weekend and agreed it was a good decision and it bought the City some time.

(h) Vision Keepers Committee Interview Subcommittee

City Manager Richard Meyers said there are some vacancies on the Vision Keepers Committee and asked for a Subcommittee of the Council to interview the applicants.

(i) Concerns from Council

Councilor Fleck said the Warming Shelter will be activating on Saturday. He also inquired if Ron Bradsby's retirement party will be rescheduled and how the transition is being handled in the Engineering Department.

City Manager Richard Meyers replied the City had a small gathering and presented Ron with his retirement plaque and is planning on doing a ceremony for him sometime in January. He added that Ron is still working for the City 16 hours per week finishing out some projects. Meyers said the City's recruitment for Engineers was not successful and if we did move someone up to Ron's position it would then be difficult to fill that position. He said Civil Engineer Ryan Sisson will stay in his position and the City will contract with private Engineers at this time.

Business from City Manager

(a) Home Share Oregon Presentation

City Manager Richard Meyers said Judy Smith will be presenting information about Home Share Oregon. He said it is another tool to use to possibly get affordable housing options for people in the community.

(b) Report from City Manager

City Manager Richard Meyers reported that an individual had to be removed and trespassed from the Community Center. He said the woman was harassing and assaulting other individuals. He said the plan for next week is to remove the three canopies and replace them with a 20' X 40' canopy with dividing spaces for up to eight people. He said the City will be putting up tents and pallets to eliminate the need for tarps and other things. He said signs will be put up to prevent people from being on the loading dock and under the balconies and it is temporary until after the Work Session and other options are decided.

Mayor Gowing asked if the City Attorney will be present at the Work Session. Richard replied the City Attorney has confirmed she can be at the January 31st Work Session.

Richard said the City will be signing for the purchase of the property at 443 N Douglas.

He also indicated that Red Cross is looking to open a facility this weekend to be available for residents at the Riverstone Mobile Home Park who are experiencing flooding in the fields to South and East of the park.

Richard made Council aware of a Public Works 101 webinar on January 12th and 13th that is available and reminded them of the Executive Session following the Monday night meeting discussing labor negotiations with the Police Guild

Councilor Solesbee asked if everything got handled with the resident who was wanting to stay at the property the City purchased so that it is a clear title.

Richard replied that it is a clear, clean title with a warranty deed.

Mayor Jeff Gowing adjourned the meeting at 9:07 am.


Mindy Roberts, City Recorder


Jeffrey D. Gowing, Mayor