CALL TO ORDER
Chair Valley called the meeting to order at 7:03 p.m. via virtual gotomeeting.

ROLL CALL
Recording Secretary called the roll. The following were:

Present: Darby Valley, Chloe Beckes, Tao Orion, Beau Solesbee, Ashley Rigel, Tim Burns, and Blake Hoskin

Absent:

Staff Present: City Planner – Amanda Ferguson, Assistant City Planner - Eric Mongan, Public Works Director- Faye Stewart - and Administrative Aide – Angela Keppler

Applicant: City of Cottage Grove.

News Media Present: Damien Sherwood – The Sentinel

Staff advised that this hearing had been advertised and publicized and notices posted as required by law. It was asked that any correspondence received be noted as a part of the item on the agenda.

ITEMS TO BE ADDED

IT WAS MOVED BY COMMISSIONER CHLOE BECKES AND SECONDED BY COMMISSIONER BLAKE HOSKINS TO AMEND AGENDA TO ELECT A NEW CHAIR AND VICE CHAIR.
Vote on the motion as follows:

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Chair appointment added to agenda at end of meeting.

**MINUTES**

November 18, 2020

IT WAS MOVED **BY COMMISSIONER TIM BURNS** AND SECONDED **BY COMMISSIONER CHLOE BECKES** TO APPROVE THE MINUTES FROM NOVEMBER 18, 2020 REGULAR PUBLIC HEARING AS PRESENTED.

Vote on the motion as follows:

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November 18, 2020 Minutes have been approved.

**EX PARTE CONTACT**

Tim Burns is close friends with the owner and builder of JDL construction, he states this will not affect his decisions and he has no financial interest in this project.

IT WAS MOVED **BY COMMISSIONER CHLOE BECKES** AND SECONDED **BY COMMISSIONER ASHLEY RIGEL** TO ALLOW COMMISSIONER TIM BURNS TO PARTICIPATE IN MEETING.

Vote on the motion as follows:

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Tim is allowed to participate.
NEW BUSINESS

JDL CONSTRUCTION, INC – SITE DESIGN REVIEW (SDR 3-20) FOR NEW MULTI-FAMILY DEVELOPMENT. The Applicant is seeking approval to construct a new multi-family development (40 UNITS) at (MAP/TL: 20-03-27-32-1300, 14030, & 1900) Relevant Criteria: Section 14.42.600 Site Design Review Approval Criteria. Applicant: JDL Construction, INC, PO BOX 602, Cottage Grove, OR 97424.

[EM] Eric Mongan explained that this application is to allow a 40 unit multi-family development on a Two acre site in a residential/commercial zone. The current state of the project site consists of three undeveloped lots, and one lot that is currently encumbered by the developed Gateway Blvd. The portion of that Gateway lot that is not developed will be sold to the applicant for a mutually agreed upon sum of money as surplus land, once the surplus land is acquired by the applicant, the applicant will then complete a lot consolidation. This will be completed prior to occupancy of the first unit.

This will be a four building cluster orientated towards Gateway Blvd. consisting of two eight unit two story buildings, and two twelve unit three story buildings. In total there will be 40 units of approximately 900 sf with two bedrooms and one bathroom. The ground floor of each building will incorporate accessible design features with four of the units across the development having roll in showers. Eric explained the landscape details, open areas, parking, and fences proposed.

The development site is within the airport overlay district, which requires additional notifications with the State. Height maximums per code at 35 feet without additional approvals, and construction material restrictions, and the conveyance of navigational easement. Staff is currently working with the Oregon Department of Aviation regarding the language of the easement to insure that one will be required. As purposed the development meets the criteria for the airport overlay district for height, the maximum building height purposed is 31 feet of the allowed 35 feet. Material is a metal roof, but it is dark in color and not perceived to be reflective.

The applicant has included with this application plans to install a monument sign, which is no more than 5 feet above grade and 8 sf or less per side of signage area. Applicant is meeting criteria of the code.

A statement from the applicant: The 540 Gateway project will be conveniently located within walking distance of 3 shopping centers, the Post Office, bus stops, and City parks. This will be an ideal location for city living.
Darby closed the public meeting at 7:18pm.

[BH] Blake asked about the sidewalks, he states they don’t seem to connect with the Row River Trail. He thinks that would be beneficial to have the sidewalk connect to the trail.

[EM] The current code as it states requires that if there is an adjacent street, planned park, a park, or planned trail or trail, the applicant is required to install a connection. It doesn’t say it has to be as specific as a sidewalk only. It is his understanding that from the plans and discussion with the applicant that the connection to the adjacent trail will be both paved, and ADA accessible with the gate that connects from the private property of this development to the adjacent public property of the Row River Trail. It will be at least 36 inch wide so it meets criteria for ADA access.

[DV] Darcy asked if there was just the one access point where the central driveway is that comes in between the two halves, or looking at the far east end it also seems to abut, is that a connection as well?

[EM] The whole southern boundary of this development does touch the trail. He believes that the intent is to just have one singular location, one connection to the trail for security purposes ect.

[BH] Blake states he was wanting to make the suggestion to the developer that the sidewalk go along the last parking spot instead for walking through the grass, or walking through the bed where the tree is, just have a little strip of sidewalk that goes to the trail. It has been his experience that there are a lot of sidewalks dead ending into grass in Cottage Grove, he is trying to help connect everything together so when people are walking they can get where they’re going on foot.

[FS] Faye added that it appears on the sitemap that the only other connection that looks like it dead ends is the western parking lot area, and if you follow that sidewalk on around it gets really close to the trail. It doesn’t seem to be much of a distance for
individuals to walk to get on the trail just staying on the sidewalk instead of walking through the development.

[BH] Blake says he would approve this plan, he was just making the suggestion he had looking at the sidewalk coming out of the development as it connects to the Row River Trail on both ends. The sidewalks just end into grass.

[DV] Darby said to clarify, there are fences that surround this entire property accept for that center line which will have a gate that connects to the trail. He then asked what the distance was between the building envelopes to the tree remains.

[EM] Eric answered, it would be approximately 6-8 feet to stay away from the roots.

IT WAS MOVED BY COMMISSIONER CHLOE BECKES AND SECONDED BY COMMISSIONER ASHLEY RIGEL FOR THE PLANNING COMMISSION TO APPROVE APPLICATION SDR 3-20 BASED ON THE CRITERIA AND FINDINGS.

Vote on the motion as follows:

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The motion passed unanimously

Next item of business:

CITY OF COTTAGE GROVE – MASTER PLAN DEVELOPMENT (MPD 1-20) TO ADOPT NORTH REGIONAL PARK MASTER PLAN. Applicant is seeking to adopt the North Regional Park Master Plan (1400 N. Douglas Avenue, Map 20-03-27-20 TI 200, 20-03-28-11-900, 20-03-28-11-1003). Relevant Criteria: 14.45.150 Master Planned Development – Overlay Zone and Concept Plan Approval Criteria. Applicant: City of Cottage Grove, 400 Main Street, Cottage Grove, OR 97424.

[AF] Amanda states this is a master park development plan, specifically about the North Regional Park. This is the City’s largest natural space, it is listed as a natural resource area in the City’s parks plan. We’ve owned the property since late 1960’s. It is adjacent to the Waste Water Treatment facility, the Cottage Grove Speedway, and the Middle Field Golf Course. It fits within this triangle of land hidden away in the northern portion of the community. It hasn’t ever had its own master plan, however, our current code requires that properties that are zoned parks and recreation, like this property, that we
have a master plan for natural resource areas that are zoned parks and recreation of this scale.

We are coming before you now to for a master plan development approval that complies with the sections of code that are in section 14.45.150 for master plan developments. Specifically, it reviews the compliance for a master plan with a comprehensive plan land division chapters. (in chapter 14.43, chapters 2 and 3 and the standards for land use, development, and design standards in those chapters, and then the sections in chapter 4 of the title 14, that include those standards for conditional uses and land divisions) It also has some open space requirements that are under master plan developments.

This master plan was written over the last year by our intern John Larson-Friend, who is here tonight. He has spent the last year doing this project which includes an extensive amount of public involvement, including 2 public surveys. The plan itself is designed to provide guidance to the City for improvements that are designed to enhance the visitor experience, and help us figure out what the future of the park should be over the next 10 years.

Pursuing that the Planning Commission approves this document tonight and find that it complies with the criteria that I specified in 14.45.150. We will then take this plan to the City Council in February or March for their approval through resolution, as this is a City park, and we want the City Council to have a say in the future of this park. This is only stage one of the approval of this master plan. Right now what we are looking at is compliance with the development code which requires the master plan development approval for any natural resource area of this scale in the parks and recs district.

[JLF] John Larson-Friend (intern) started by taking though the process of creating the master plan. As a part of this internship I was asked to create a master plan for North Regional Park. I hope you have had the time to look through it and consider all the opportunities it holds. It is important to note again that this master plan is only meant to be a guiding document. As far as our process, the work in this project has taken place over 3 distinct periods of time, surrounding my school schedule mostly, the first stage was in the spring, and I worked from home at the start of the pandemic, summer I was in person in the office, and during the fall I worked from home again and wrapped up the work on this.

During the spring I met with Amanda and Eric every Monday via phone to discuss my projects. During this time I worked to understand the role of the park in the community, its history, and research other similar parks as well. I also began to draft the first draft of the master plan during that time. In the past I had created other documents of this kind for other municipalities, mostly in groups for my program, however, this is the first one I've created on my own through mentorship of course.
Moving into the summer I was working full time in the office. I was able to take the time to dig into the park, its role in the community, spend some time in it, and gather the public’s perception of it. The first thing we did was the surveys, the first survey began on May 20th 2020, before I started my in person work, and ended on June 14th, 2020. The survey was distributed via flyer, social media, and an article in the Sentinel new paper. The survey received 381 responses surpassing the needed amount to achieve a 95% confidence of a city of roughly 10,000. The questions were kept broader in the first survey, asking about the overall opinions of the park, its current uses, and possible future. The answers indicated that the primary uses of the park were walking and disc-golf, those people would improvements to those areas specifically. Additionally, safety is perceived to be a major issue within the park, given the single path that leads into the woods, lack of other visitors, and presents of people experiencing homelessness within the underbrush areas.

The second survey began on July 15, 2020 and ended on August 15, 2020, and gathered more in-depth answers using multiple choice, open ended, and demographic questions. It did not meet the 95% confidence level like the first survey, but it still came in at 272 responses. This is unsurprising due to the survey type, seeing as it had open ended questions and being the 2nd survey, both of which can be harder to get responses from. We still gathered enough answers to make conclusive recommendations concerning park improvement, the popularity of the disc-golf course, and how to improve visitor experience. During the final weeks of the summer and into this fall and winter, I analyzed the survey findings, completed the research, finished the master plan, and submitted it for editing.

As far as our recommendations, they start on page 20, the recommendations are divided into 9 categories, which are in no particular order, being general, natural areas, education, connectivity, ODOT land acquisition, formalization of the disc-golf course, park renaming, safety, and furniture upgrades. All these recommendations are aligned with the findings sections directly, which gives more specific context to the recommendations. The recommendations themselves are in descending order, short term to long term feasibility. Many of our recommendations are centered on park infrastructure or design, but range from more simple fixes such as path improvement, bench installation, and wayfinding signs, to more involved fixes, such as education materials, how to establish connectivity to the rest of the community, and expanding the park northward towards the confluence of the Row River and Coast Fork River.

I hope that this plan will be considered a good starting point that will lead to a park known throughout the community and region as healthy, vibrant, and unique.

[DV] Darby states, what we are really approving here is to say this is our general plan, we suggest City Council adopt this, and then any nuts and bolts or details that come through, or when Mr. Sherwood writes his fine article detailing the details of this planned park, we’ll get more input from the community. I suspect there are options for...
coming back and revisiting things, particular things like fields, or things that might be going in there.

[AF] Amanda said as a matter of fact the biggest suggestion of the plan is the ODOT land acquisition, which then includes a recommendation to come back with a bigger master plan.

**IN FAVOR**
None

**NEUTRAL**
None

**AGAINST**
None

[DV] Darby closed the public hearing on MPD 1-20 at 7:37pm

[BH] Blake states thank you, great work. I appreciated reading the plan and the suggestions were great, and I look forward to seeing the acquisition, and the development of this park. Good Job!

[TB] Tim said his only concern is the lack of accessibility into it, either signage or access. It seems like it is a pretty hidden area. Hopefully something can change and it can become more valuable to the City, but it seems like perhaps a lot of money being spent in that area that most people don't know exists or can't get to, either for the safety of it, or just knowing how to access into it. It is just so hidden there.

[BH] Blake says he thinks the proximity to town provides one of the best spaces to actually get some decent exercise outside, see some wildlife, it’s where the two rivers come together. It could be a very valuable asset to the City being so centrally located, and also having the ability to provide access to the wildlife and the nature that brings a lot of people here in the first place. I think it will be really used if we put the money and effort into making it nice, at least putting some better trails, and facilities there to clean up the trail, and get it well lit. It’s a huge asset to have.

[CB] Chloe states she’s excited to have better trails.

[BH] Blake said it will be a lot of work, but it’s defiantly the biggest park we have in the City.
IT WAS MOVED BY COMMISSIONER ASHLEY RIGEL AND SECONDED BY COMMISSIONER CHLOE BECKES FOR THE PLANNING COMMISSION TO APPROVE APPLICATION MPD 1-20 BASED ON THE CRITERIA AND FINDINGS.

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The motion passed unanimously

OFFICER SELECTIONS

It was moved by Commissioner Chloe Beckes to nominate Darby Valley to continue as Chair. It was 2nd by Commissioner Blake Hoskins.

Vote on the motion as follows:

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The motion passed unanimously to keep Darby as Chair.

It was moved by Commissioner Tim Burns to nominate Chloe Beckes to continue as Vice Chair. It was 2nd by Commissioner Ashley Rigel.

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The motion passed unanimously to keep Chloe as Vice Chair.
ADJOURNMENT

There being no further business, Commissioner Darby Valley adjourned the Planning Commission meeting at 7:45 p.m.

ATTEST:                                APPROVED:

Angela Keppler, Administrative Aide    Darby Valley, Chair