

CITY OF COTTAGE GROVE PLANNING COMMISSION  
Minutes of the Regular Public Hearing  
April 20, 2022

**CALL TO ORDER**

Chair Valley called the meeting to order at 7:00 p.m.

**ROLL CALL**

Recording Secretary Angela Keppler called the roll. The following were:

PRESENT IN THE COUNCIL CHAMBERS:	Darby Valley, Garland Burback, Tim Burns and David Christopher
PRESNET VIA GOTOMEETING	Beau Solesbee
ABSENT:	Ashley Rigel, and Blake Hoskin
STAFF PRESENT IN THE COUNCIL CHAMBERS:	City Planner-Eric Mongan, Assistant Planner -Matt Laird, Public Works & Development Director- Faye Stewart, and Recording Secretary-Angela Keppler
STAFF PRESENT VIA GOTOMEETING:	
APPLICANT:	Ryan Sisson
MEDIA PRESENT:	None

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**

None

**MINUTES**

March 16, 2022

**IT WAS MOVED BY COMMISSIONER DAVID CHRISTOPHER AND SECONDED BY COMMISSIONER GARLAND BURBACK TO APPROVE THE MINUTES FOR MARCH 16, 2022.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burback	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES	X	X		X		X	X
NAYES							

Minutes for March 16, 2022 are approved

**OLD BUSINESS**

None

**EX PARTE CONTACT**

None

**7:03 PM Public Hearing for MTA 2-22 Opened**

- (a) BALANCE ARCHITECTURE & DESIGN – MODIFICATION TO APPROVAL (MTA 2-22) CONSTRUCT ATTACHED ACCESSORY STRUCTURE (STORAGE AND COVERED WALKWAY) (1,200'). Applicant is seeking approval to construct a 1,200 sf addition to the existing Cottage Grove Community Hospital at 1515 Village Drive, Cottage Grove, OR 97424(Map/TL: 20-03-27-24-00401). Relevant Criteria: Section 14.46.300 Major Modifications. Applicant: Balance Architecture & Design, 1808 Jefferson Street, Eugene, OR 97405.

Eric states the applicant is proposing a 1,200 sf storage building addition to the existing hospital facility located at 151 Village Drive with the dimensions being 26' x 48.5'. The proposed development on the southwest side of the existing building will include a covered walkway on the east elevation to provide covered access to the MRI trailer that is parked adjacent to the proposed storage building. The provided construction plans show the use of fiber-cement lap siding, windows on the west façade, and a roll-up door for equipment access. Additionally, the storage building will be sprinklered for fire prevention. The proposed development is in compliance with relevant criteria for the CT/L Zone and staff recommends approval.

This application for the proposed addition is being processed as a Modification to Approval for the existing hospital development using relevant criterion for Site Design Review as required by Section 14.42.200.

**IN FAVOR**

None

**NEUTRAL**

None

**AGAINST**

None

Darby closed public meeting for MTA 2-22 at 7:05 pm, and brought it back to the Commission.

**COMMISSION COMMENTS**

**IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND SECONDED BY COMMISSIONER TIM BURNS TO APPROVE MTA 2-22 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burbach	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES	X	X		X		X	X
NAYES							

Motion carries.

**7:06 PM Public Hearing for MTA 3-22 Opened**

- (b) LOUIS HOWELL – MODIFICATION TO APPROVAL (MTA 3-22) ADDITION TO AN EXISTING INDUSTRIAL BUILDING (32' x 70'). Applicant is seeking approval to construct a 2,240 sf addition to the existing hydraulic repair and maintenance building located at 2075 Getty Circle (Map/TL: 20-03-32-43-00700). Relevant Criteria: Section 14.46.300 Major Modifications. Applicant: Louis Howell – Hydraulic Repair & Maintenance, 2075 Getty Circle, Cottage Grove, OR 97424

Matt states the applicant proposes a 2,240 sf (32' x 70') addition to the west end of the existing building. The proposed addition is attached to the existing work area and will continue the existing roofline to the west approximately 32' utilizing the same engineered metal structure. There will be no change in the type of use currently existing in the building. The site was originally reviewed and approved with conditions by Site Design Review File No. DR 7-04. The proposed expansion of a non-residential use is greater than 15%, therefore pursuant to Cottage Grove Municipal Code (CGMC) 14.46.300(B), this is considered a Major Modification subject to a Modification to Approval review.

The sensitive lands criteria are addressed because the GIS map shows a sliver of the western edge of the property is within a wetland area. It should be noted that the subject property is Lot 9 of the Cottage Grove Industrial Park subdivision recorded March 3, 2000 and reviewed under File MS 3-96. During the development of this subdivision Tract A and Tract B were created for wetland mitigation and the western property line of lots 6-11 were set as the border between the usable industrial lots and the wetland area. This was further acknowledged by the Oregon Department of State lands with the adoption of the Cottage Grove Wetland Inventory that showed this specific wetland (WD 1996-0030-1) and the new boundary with the industrial lots. Therefore, there are no wetlands on the subject property. Additionally, even after the proposed 32' addition to the structure, the applicant will continue to have the required 20' wetland buffer setback.

The applicant will be required to provide erosion control to protect the wetland and the storm drain system during construction. Hydraulic calculations will also be required to ensure the storm drain is adequately sized to accommodate the new 2,240 sf of impervious surface.

**IN FAVOR**

None

**NEUTRAL**

None

**AGAINST**

None

Darby closed public meeting for MTA 3-22 at 7:09 pm, and brought it back to the Commission

**COMMISSION COMMENTS**

**IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND SECONDED BY COMMISSIONER TIM BURNS TO APPROVE MTA 3-22 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burback	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES	X	X		X		X	X
NAYES							

Motion carries.

**7:10 PM Public Hearing for CUP 1-22 Opened**

- (c) CITY OF COTTAGE GROVE – CONDITIONAL USE PERMIT & GREENWAY PERMIT (CUP 1-22) CONDITIONAL USE PERMIT FOR CITY-OWNED DOG PARK. Applicant is seeking approval to construct a new dog park on South River Road adjacent to HWY 99 and Cottage Grove High School at 1550 South River Road, Cottage Grove, OR 97424 (Map/TL: 20-03-32-00-00602). Relevant Criteria: Section 14.44.400 Criteria, Standards and Conditions of Approval & Section 14.37.400 Willamette River Greenway. Applicant: City of Cottage Grove (Ryan Sisson), 400 E Main Street, Cottage Grove, OR 97424.

Eric supplied a memorandum to the Commission regarding the questions posed by Commissioners during last week's work session. This is attached to the minutes.

Eric said that the applicant, the City of Cottage Grove is proposing a 1.3 acre dog park on S. River Road adjacent to CGHS. The proposed dog park will be fenced on all sides and partitioned to allow for small breed side and an all-breed side of the park. There will be three double gate entrances to the park with those being on the north, west, and south of the park. The applicant did hold a neighborhood meeting where with the input from the neighbors has proposed a solid wood fence of the east boundary and to create the parking area to the north of the dog park and north of the intersection of S river Rd and old river rd. Additionally, the park will only operate from dawn to dusk and have no lighting. Upon approval the applicant will request that the City Council make old river road a no parking zone.

The applicant has proposed a total of eight parking spaces with 5 to the north with one being van accessible ADA and three on the HS property that will be available only during non-school hours. Per the PC's request staff has studied parking standards for parks and found limited information based in technical studies and reviews of existing dog parks in the area. A memo has been provided to each of you regarding the additional research. Staff does believe the proposed 8 spaces are sufficient to meet the needs of the park and recommends approval of the proposed parking design. In addition to installing fencing the applicant is proposing the planting of street trees along s river road and the creation of dog friendly paths constructed of decomposed granite and/or bark dust. Staff recommends approval of the dog park as proposed with the recommended conditions of approval.

Darby asked what the wooden fence is solving. Eric said there is a neighbor, who lives on Old River Road in the County that has lots of cats. Apparently, when a dog is seen through the windows that cats become upset and make messes in the house.

The commission discussed the price and maintenance differences between wooden and metal fencing and the pros and cons of both.

Ryan Sisson City Engineer for Cottage Grove

Ryan said that several items that we didn't verbally discuss or touch on today were part of the discussion with the neighbors. For example, the fence is one of the items

requested by the neighbors in a meeting. He explained that the park's circulation plan was changed based on the request to minimize the headlights coming into living rooms, and the number of parking spaces was all part of these discussions.

He feels it is a good-faith measure on the City's part, and it's a nod to the neighbors saying we realize this dog park is allowable by approval criteria given certain elements that are reviewable by the Planning Commission. However, please help us. And one of those requests was a solid fence.

Darby asked what design process the City went through for notifying the community. Ryan said they followed the City's code for notification to the neighbors. The High School library was reserved for the neighborhood meeting, and he reached out to Kevin Herington and Garrett Bridgens at the high school. He met with Kevin and Garrett at the high school and discussed the use of the three parking spots at the high school. Ryan said he also called and emailed all parties within the contact radius of 300 sq. from the property.

Darby expressed his frustration regarding the way the City sends out their notifications. He feels like it does not reach the appropriate amount of people in the public and would like to see it revamped.

Danny Solesbee 15 S. 6<sup>th</sup> St. Cottage Grove OR. 97424

Danny said as a citizen, with so many issues in town why a dog park? He asked who instigated this request for a dog park. Eric explained that Council member Doyle many years ago wanted a dog park, and it became a council goal. The City took a very long time achieving that goal and in the meantime the Nicewander's created Lulu's dog park and then donated that property to the City. So, the council goal still existed to create a larger dog park. In 2017 with Faye's presence here, he was able to negotiate a realistic price for the parcel from the County. At that time the council approved the parcel to be purchased for a dog park. Danny asked where the funds for this project are coming from. Eric explained that it is being funded by the Parks SDC fund, which are funds set aside for expansion of parks, not maintenance of parks. Those dollars have to be used for additional parks, it does not come out of the general fund, and the money can only be used for parks.

**IN FAVOR**

None

**NEUTRAL**

None

**AGAINST**

None

Darby closed public meeting for CUP 1-22 at 7:32 pm, and brought it back to the Commission

### COMMISSION COMMENTS

**IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND SECONDED BY COMMISSIONER TIM BURNS TO APPROVE CUP 1-22 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burback	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES	X	X		X		X	X
NAYES							

Motion carries.

### INFORMATION FROM STAFF

Eric said that he is still working in the background and will need to get with legal counsel regarding the minor amendments to our charter discussed in January and March. He hopes to have it ready for the Commission's review in the next month or two. He says that next month's agenda will have five items.

Eric states that when he took over as City Planner for Cottage Grove, one of the things that he worked out with Faye was that it would be an annual amendment process rather than doing amendments to the Development Code throughout the calendar year. Hence, we had sufficient time to plan for it, vet it for how it will interact with other sections of the code, and ensure that we limit errors. He said several things would be coming up in this year's annual amendment process. For example, one of them is adopting low-impact development standards to meet our TMDL requirements and modifying the Modification to Approval process. These new processes will change the type of things that come to the Planning Commission for approval. We will also be looking at other options for postings and getting the word out to the public about upcoming projects.

### COMMISSION COMMENTS

None

### ADJOURNMENT

There being no further business, Commissioner Darby Valley adjourned the Planning Commission meeting at 7:42 p.m.

ATTEST:

  
Angela Keppler, Recording Secretary

APPROVED:

  
Darby Valley, Chair



## MEMORANDUM

TO: Cottage Grove Planning Commission

FROM: Eric Mongan, City Planner

SUBJECT: ADDITIONAL INFORMATION REGARDING PARKING AT THE PROPOSED DOG PARK

DATE: April 20, 2022

At the April 13<sup>th</sup>, 2022 Planning Commission Work Session to discuss items to be heard at the April 20, 2022 Public Hearing the Planning Commission asked staff to bring additional information regarding parking for the proposed dog park.

Staff has reviewed the Institute of Transportation Engineers, Trip Generation Manual – 10<sup>th</sup> Edition to determine what the typical peak hour use of a public dog park is per the ITE Manual. Unfortunately the Manual does not specifically address dog parks as uses rather it lists public parks. For Land Use 411- Public Park the Manual states an AM weekday peak at 0.16 vehicle trips per acre, PM weekday peak of 0.11 per acre, Saturday 1.96 per acre, and Sunday 2.19 per acre. Considering these numbers it appears that the proposed five “on-site” spaces and three “off-site” (high school) spaces would be sufficient to meet the findings on vehicle trips per the ITE.

Staff also looked at other dog parks in the area from Eugene to Sutherland. In Eugene staff looked at Wayne Morris Farm. At Wayne Morris the parking area can accommodate approximately 40 vehicle, but is approximately 500’ from the dog park and serves the other uses at Wayne Morris. Other dog parks in Eugene at Royal and Alton Baker have either on-street parking only or a small gravel lot within walking distance. In Sutherland, the dog park there is approximately the same size as the one proposed here and it has an adjacent gravel lot that accommodates between six and ten vehicles.

In Consideration of the review of the ITE Manual and looking at dog parks within the region staff believes the applicant’s proposal for eight spaces is sufficient for the proposed dog park. That said and as the code allows the determination for adequate parking for uses within the Parks & Recreation Zone is established as none required unless as required through Conditional Use Permit, such as this application.