

CITY OF COTTAGE GROVE PLANNING COMMISSION

Minutes of the Regular Public Hearing

December 21, 2022

CALL TO ORDER

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

ROLL CALL

Recording Secretary Tina MacDonald called the roll. The following were:

PRESENT IN THE

COUNCIL CHAMBERS

Darby Valley, Ashley Rigel, David Christopher, Beau Solesbee
Garland Burback, and Tim Burns

PRESNET VIA

GOTOMEETING

ABSENT:

Blake Hoskin

**STAFF PRESENT IN
THE COUNCIL
CHAMBERS:**

City Planner-Eric Mongan, Assistant Planner-Allison Crow
Public Works & Development Director- Faye Stewart
Recording Secretary-Tina MacDonald

APPLICANT:

None

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

September 21, 2022

IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND SECONDED BY COMMISSIONER DAVID CHRISTOPHER TO APPROVE THE MINUTES FOR AUGUST 17, 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	X
NAYES							

Minutes for September 21, 2022 are approved

OLD BUSINESS

None

EX PARTE CONTACT

None

7:02 PM Public Hearing for CUP 3-22 Opened

- (a) BDA ARCHITECTURE – CONDITIONAL USE PERMIT (CUP 3-22) FOR DRIVE-UP DONATION FACILITY. Applicant is seeking to develop a drive-up donation facility as part of a clothing and goods re-sale store at 910 Row River Road (Map/TL 20-03-27-31 210 & 211). Relevant Criteria: Section 14.44.400 Conditional Use Permit. Applicant: BDA Architecture, 1369 Olive Street, Eugene, OR 97401.

Proposal: This Type III Conditional Use Permit application with concurrent Site Design Review (SDR 3-22) application is to develop a drive-up donation facility in conjunction with a new retail store located at 910 Row River Road, Map 20-03-27-31, Tax Lots 210 and 211, located at the northeast corner of Thornton Road and Row River Road. The property is zoned C2P Community Commercial and is currently vacant with the exception of the coffee stand located at 185 Thornton Road, which will remain. Section 14.41.800 requires the applicant to host a noticed neighborhood meeting within six-months of application date. The applicant completed a notice to adjacent property owners within 300' of the development site and completed an on-site posting. The meeting was held on November 17, 2022 and there were no attendees.

Per Table 14.23.110 drive-up uses are conditionally permitted and shall meet the standards shown in Section 14.23.180, hence this Type III Conditional Use Permit Application. Following the consideration of this Conditional Use Permit application, CUP 3-22, if approved as proposed or approved with additional/revised conditions the Planning Commission will hold a Public Hearing on Site Design Review application SDR 3-22, which will review the proposed development for compliance with Chapter 14.23 and Chapters 14.30 through 14.38.

Per Section 14.23.180, the siting of the proposed drive-up shall not be placed between the main building entrance and the right-of-way as shown in the graphic below.

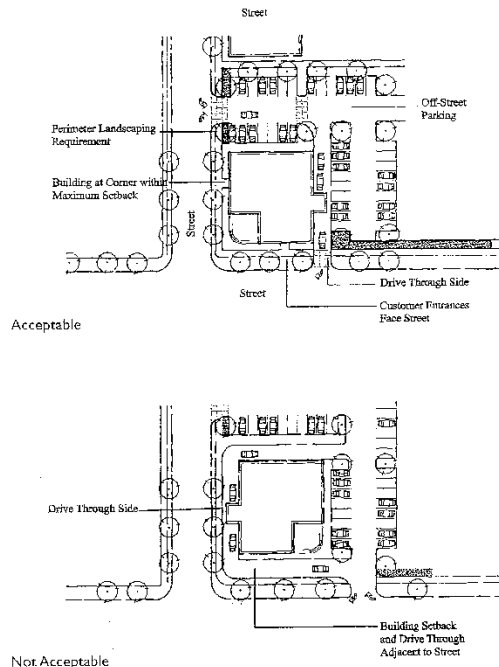


Figure 14.23.180.A(1) Drive-Up and Drive-Through Facilities

The applicant has proposed the location of the drive-up facility to be located at the north end of the proposed building with the drive aisle isolated from the parking areas and parking area drive aisles and maneuvering areas. Additionally, the location of the proposed drive-up is such that a direct pedestrian connection to the right-of-way is maintained and the drive-up facility drive aisle does not need to be crossed for pedestrians to access the building. There is one delineated pedestrian crossing of the drive-up aisle that connects the parking area to the north to the main entry plaza for the building. As proposed staff recommends approval of the proposed configuration of the drive-up facility.

Comments were received from Branch Engineering, City of Cottage Grove Engineer on December 6, 2022. The comments are addressed in this staff report and included in the conditions of approval.

Per Chapter 14.41.800 of the Code, a Neighborhood Meeting was held on November 17, 2022. Minutes submitted by the applicant are included as an exhibit.

Staff does recommend approval.

Darby closed public meeting for CUP 3-22 at 7:10 pm, and brought it back to the Commission.

COMMISSION COMMENTS

Commissioner Valley asked for clarity on the right of way, which is Row River Rd.

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER RIGEL TO APPROVE CUP 3-22 AS PRESENTED BASED ON THE

CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT.

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

Motion carries.

7:18 PM Public Hearing for SDR 3-22 Opened

- (b) BDA ARCHITECTURE – SITE DESIGN REVIEW (SDR 3-22) CONSTRUCT 15,485 SF RETAIL FACILITY WITH 4,230 SF SORTING FACILITY. Applicant is seeking approval to construct a 15,485 sf retail facility with 4,230 sf donation sorting area at 910 Row River Road (Map/TL 20-03-27-31 210 & 211). Relevant Criteria: Section 14.42.600 Site Design Review Approval Criteria. Applicant: BDA Architecture, 1369 Olive Street, Eugene, OR 97401.

Proposal: The applicant, BDA Architecture on behalf of St Vincent de Paul Society of Lane County, proposes to construct a 19,715 sf retail (15,485 sf) and donation building with a donation drive-up and a donation sorting area (4,230 sf). This proposal is considered via a Type III Conditional Use Permit application for the drive-up donation facility per Section 14.23.110 and a concurrent Site Design Review application. The subject property(s) is located at 910 Row River Road, Map 20-03-27-31, Tax Lots 210 and 211, located at the northeast corner of Thornton Road and Row River Road. The property is zoned C2P Community Commercial and is currently vacant with the exception of the coffee stand located at 185 Thornton Road, which will remain. The proposed development crosses a property line and therefore per City policy a lot consolidation (re-plat of Partition Plat No. 2005-P1923) will be required prior to occupancy as a condition of approval, which is processed via a separate Type II Land Use Application.

The proposed development utilizes the existing joint-access to the subject property from Row River Road, an ODOT right-of-way. The existing sidewalk along Row River Road will remain, as will the access easement to the property north of the subject property. The existing access on Thornton Road, near the intersection of Row River Road, will be moved northeast approximately 10' to provide the minimum 30' separation from driveway approach to intersection of Row River Road and Thornton Road per Section 14.31.200 G. The existing coffee stand and access to the east of the coffee stand will remain. A new access to Thornton Road is proposed for the new 14'-0" wide service drive/fire lane behind the building. Frontage improvements along Thornton Road will be deferred through a waiver of non-remonstrance due to road alignment concerns identified by the applicant and staff. The waiver of non-remonstrance will be a recorded covenant in which the property owner accepts that at a future date the City may determine that the street improvements to Thornton Road are necessary and the property owner is required to pay the appropriate portion of that work. The draft waiver is included in this staff report as Exhibit F.

The proposed building is a pre-engineered steel structure. The roofing and exterior siding will be metal panel, and the doors and windows along Row River Road and Thornton Road will be storefront. The site is designed to comply with all applicable provisions of the Community Commercial Land Use District (Chapter 14.23) and the Community Design Standards (Chapter 14.30). Specifically, the proposed building meets the architectural and design requirements through the use of building materials,

sufficient glazing and articulation, and weather protected entrances. Additionally, per Chapter 14.30 the proposal meets the required interior ceiling height of a minimum of 12' for retail uses.

Proposed landscaping and parking will meet the requirements of Chapter 14.32 and Chapter 14.33 as required and as shown on the applicant's submitted plans. The subject property is 88,862 sf requiring a total landscaped area of 8,886 sf. The submitted landscape plans shows the total proposed landscaped area for the development at 25,035 sf well in excess of the 10% requirement. Additionally, per Section 14.33.000 10% of the parking area is required to be landscaped with one tree planted per every 3,000 sf of parking area. The proposed landscape plans shows a total of 31,182 sf of parking and maneuvering area with the plan showing a total of 6,887 sf to be landscaped and 21 trees to be planted. A total of 12 Class I street trees are required and shown on the applicant's submitted plans. The Class I is required due to existing overhead power and communication lines. The right-of-way of Row River Road is an ODOT facility. The applicant/developer is encouraged to contact ODOT to obtain a permit for any planting work in this right-of-way.

The retail portion of the building is 15,485 sf, and the sorting and storage area is 4,230 sf. The donation drop off drive and the loading dock are both adjacent to the sorting and storage area. In addition to the retail space and sorting/storage area, interior spaces include restrooms, a break room and lockers for staff (with long-term bike storage, a total of two required), and an office. The proposed use and square footage require per Section 14.33.300 A, a total of two parking spaces per 1,000 sf of leasable space. The applicant has proposed 41 parking spaces with one van accessible ADA parking space and one regular ADA parking space meeting the requirements of Chapter 14.33. A total of four short-term bicycle parking spaces are required as well near the building entrance and these are show on the applicant's submitted plans.

The applicant did not include a signage proposal with this application. A separate Type I Sign Permit application will be required.

City Engineering staff has reviewed the application and submitted comments via the attached memorandum included as Exhibit A. These comments shall be considered conditions of approval.

South Lane County Fire & Rescue Fire Marshal, Danny Solesbee, has reviewed the application and finds the proposal to be in compliance with relevant code. One condition of approval requested by the Fire Marshal is to stripe and sign the service drive on the east side of the building as "No Parking – Fire Lane." This shall be a condition of approval.

Eric stated that after preparing for proposal to the Commission that the FAA must grant permission due to proximity to the airport. There will be no release of permits until response is received. This will be noted in the staff reports.

Staff does recommend approval.

Darby closed public meeting for SDR 3-22 at 7:20 pm, and brought it back to the Commission.

COMMISSION COMMENTS

None

IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND SECONDED BY COMMISSIONER TIM BURNS TO APPROVE TO COUNCIL SDR 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	X
NAYES							

Motion carries.

INFORMATION FROM STAFF

Eric introduced new staff Allison Crow-Assistant Planner and Tina MacDonald-Recording Secretary. Staff is behind on code amendment, looking at April/May. Tonight's meeting is Chair Darby Valleys' final meeting. Staff presented Commissioner Valley with a plaque and noted that there are 2 vacancies on the Council. Eric has received applications and is scheduling interviews.

COMMISSION COMMENTS

None

ADJOURNMENT

There being no further business, Commissioner Darby Valley adjourned the Planning Commission meeting at 7:24 p.m.

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Darby Valley, Chair