

CITY OF COTTAGE GROVE PLANNING COMMISSION

Minutes of the Regular Public Hearing

January 18, 2023

CALL TO ORDER

Vice Chair Rigel 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

Ashley Rigel, David Christopher, Beau Solesbee
Garland Burback, Tim Burns, Thomas Munroe and Jeff Gowing

PRESNET VIA

GOTOMEETING

ABSENT:

**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:

Zack Galloway, TBG Architects

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

December 21, 2022

IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND SECONDED BY COMMISSIONER DAVID CHRISTOPHER TO APPROVE THE MINUTES FOR DECEMBER 21, 2022.

Vote on the motion as follows:

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Gowing	Commissioner Burns	Commissioner Munroe	Commissioner Solesbee	Commissioner Christopher
AYES	X	X	X	X	X	X	X
NAYES							

Minutes for December 21, 2022 are approved

OLD BUSINESS

None

EX PARTE CONTACT

None

7:05 PM Public Hearing for CUP 4-22 Opened

- (a) TBG ARCHITECTS – CONDITIONAL USE PERMIT (CUP 4-22) FOR DRIVE-THROUGH FACILITY. Applicant is seeking to develop a new free standing building with drive-through facility at 150 Gateway Boulevard (Map/TL 20-03-28-41-02619). Relevant Criteria: Section 14.44.400 Conditional Use Permit. Applicant: TBG Architects, 132 East Broadway, STE 200, Eugene, OR 97401.

Assistant Planner Allison Crow stated that items to be added to the record are as follows: applicant's application | applicant's narrative | Site plan | minutes and information from community meeting dated September 26, 2022 | city of Cottage Grove completeness correspondence | affidavit of posting | affidavit of notice | correspondence between planning staff and applicant | and engineering comments dated January 5, 2023.

This conditional use application, CUP 4-22, is a proposal to demolish the existing 2,122 square foot drive-through vacant restaurant at 150 Gateway Blvd, and construct a 2,546 drive-through financial institution, and was submitted concurrently with Site Design Review application SDR 4-22, which will be heard later.

Per Section 14.23.110, Drive-up uses are conditionally permitted in this zone, C2P, Community Commercial. A neighborhood meeting was required, and the applicant, TBG Architects + Planners, on behalf of Oregon community credit union, hosted a neighborhood meeting on September 26, 2022 at 5pm, with zero attendees.

The project site size, dimensions, location, topography, and existing access accommodate the proposed use. The external impacts, such as noise, vibration, light, glare, erosion, visibility and safety are appropriate for this location or are mitigated by design features. Surrounding uses along Gateway Blvd are similar to and compatible with the proposed use.

New pedestrian amenities are proposed as well, connecting Gateway Blvd to the proposed structure, and continuing on to connect the structure to the existing shopping center. The construction of the pedestrian access to Gateway Blvd is the only ADA compliant access to the shopping center aside from the intersection of E. Main St and Gateway Blvd. Section 14.23.180(A) states that no driveways or queuing areas shall be located between the building and a street. The applicant is proposing to keep the existing drive aisles, orientation, and counter clockwise direction of drive-through traffic, with the addition of a second drive aisle to increase queuing length. Staff found that due to the existing structure and the proposed improvements, this is acceptable.

Staff recommends approval as conditioned.

IN FAVOR None

NEUTRAL None

AGAINST None

Commissioner Rigel closed public meeting for CUP 4-22 at 7:08 pm, and brought it back to the Commission.

COMMISSION COMMENTS

None

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER BURNS TO APPROVE CUP 4-22 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT.

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Munroe	Commissioner Burns	Commissioner Gowing	Commissioner Solesbee	Commissioner Christopher
AYES	X	X	X	X	X	X	X
NAYES							

Motion carries.

7:10 PM Public Hearing for SDR 4-22 Opened

(b) TBG ARCHITECTS – SITE DESIGN REVIEW (SDR 4-22) CONSTRUCT A 2,546 SF BUILDING WITH DRIVE-THROUGH FACILITY. Applicant is seeking approval to construct a 2,546 sf building with drive-through facility at 150 Gateway Boulevard (Map/TL 20-03-28-41-02619). Relevant Criteria: Section 14.42.600 Site Design Review Approval Criteria. Applicant: TBG Architects, 132 East Broadway, STE 200, Eugene, OR 97401.

Assistant Planner Allison Crow stated that items to be added to the record are as follows: applicant's application | applicant's narrative | Site plan | minutes and information from community meeting dated September 26, 2022 | city of Cottage Grove completeness correspondence | affidavit of posting | affidavit of notice | correspondence between planning staff and applicant | and engineering comments dated January 5, 2023.

This proposal, SDR 4-22, is the site design review application for the construction of a 2,546 drive-through financial institution at 150 Gateway Blvd from TBG Architects + Planners on behalf of Oregon Community Credit Union. The proposed development requires a property line adjustment; the applicant has received a tentative approval, pending final approval after the appeal process.

The proposed building design and scale are similar to and compatible with the existing adjacent shopping center and other commercial buildings along Gateway Blvd, with examples such as a flat, varied elevation roof, and covered entrances. Proposed windows are defined by consistent trim, mullions between openings, and a sill atop a masonry base. The proposed roof height is approximately 22' 3" to the top of the highest parapet, and approximately 14' 2" to the top of the low parapet, which is well within the 60' maximum height.

The proposed structure has the main entrance oriented east, towards the interior of the existing shopping center and parking lot. The applicant has proposed pedestrian connectivity in the form of delineated walkways and crosswalks, and as mentioned in the concurrent application CUP 4-22, the ADA access connecting Gateway Blvd to the northern half of the proposed development and shopping center is the only one along Gateway Blvd aside from the intersection of E. Main St and Gateway Blvd, and will benefit the existing development within the Gateway Shopping center. It is proposed to be raised and delineated.

The proposed drive-through entrance is from the north side of the development site with vehicles moving counterclockwise. The proposed structure will place the drive-up window on the south façade, and have two drive aisles on the south end of the project, allowing for more queuing space.

Total parking needed for the proposed use is 12 spaces. Due to the existing access and parking agreement with this parcel and abutting tax lot 4800, this requirement is satisfied, as there are an existing 337 parking spaces, when the overall shopping center is required to have a minimum of 197, new proposal included. The applicant has proposed restriping portions of the project site. This includes 13 standard spaces, 9 compact spaces, and 1 van accessible ADA space. There is also a requirement of 4 total bicycle spaces, 2 short-term, 2 long-term, and they are proposed on the site plan on both the north and east side of the proposed development.

Proposed landscaping needed for this development is a minimum of 10% of the project site, which equates to 1,675 sqft of landscaping. The proposed development includes approximately 1,776 square feet of landscape area, with the majority being located along the landscape bed abutting Gateway Boulevard. The applicant's submitted landscape plan details the removal of the

existing ivy and replacement of ground cover plants and additional trees that shall conform to the landscaping standards of Section 14.32.300.

Staff acknowledges the conditions of approval may appear lengthy, however, all are either a reiteration of what was provided by the applicant, or standard conditions in regards to development.

Staff recommends approval as proposed and conditioned.

IN FAVOR Applicant Zack Galloway of TBG Architects spoke in favor. Looking forward to next phase and is very happy to work with the City of Cottage Grove and it's staff.

NEUTRAL None

AGAINST None

Commissioner Rigel closed public meeting for SDR 4-22 at 7:15 pm, and brought it back to the Commission.

COMMISSION COMMENTS

None

IT WAS MOVED BY COMMISSIONER JEFF GOWING AND SECONDED BY COMMISSIONER TOM MONROE TO APPROVE TO COUNCIL SDR 4-22 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT.

Vote on the motion as follows:

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Munroe	Commissioner Burns	Commissioner Gowan	Commissioner Solesbee	Commissioner Christopher
AYES	X	X	X	X	X	X	X
NAYES							

Motion carries.

7:16 PM Public Hearing for SDR 5-22 Opened

(c) MATZER DEVELOPMENT – SITE DESIGN REVIEW (SDR 5-22) CONSTRUCT PHASE II OF CAMPFIRE COTTAGES; THREE ATTACHED SINGLE-STORY DWELLINGS. Applicant is seeking approval to construct Phase II of Campfire Cottage; three attached single-story dwellings at 34-44 South 17th Street (Map/TL 20-03-28-44-00700). Relevant Criteria: Section 14.42.600 Site Design Review Approval Criteria & Section 14.22.200 C. Applicant: Matzer Development, PO Box 1004, Cottage Grove, OR 97424.

City Planner Eric Mongan:

MATERIALS TO BE PART OF THE RECORD

City of Cottage Grove File(s): SDR 5-22 and SDR 6-21

- Applicant's Application
- Applicant's Narrative
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice

Proposal:

The applicant, MATZER Development, proposes to construct Phase II of the Campfire Cottages Project of which Phase I that was approved by the Planning Commission in October of 2021. That file SDR 6-21 included the proposed phased development strategy that included the development of four 874 sf cottages and the parking area for all seven proposed cottages across both phases of construction. This application, SDR 5-22, seeks the approval of the Planning Commission for the development of three additional dwellings to be constructed in the northern section of the subject property. The Phase II proposal is being processed under Type III Site Design Review criteria because it does not meet the explicit clear and objective criteria of Section 14.22.200 C. However, per the same section the applicant may ask to deviate from the standards via a Type III Site Design Review, hence this application. The applicant is asking the Planning Commission to allow the dwellings in Phase II to be attached units similar to that of a tri-plex or townhomes. Staff has consulted with legal counsel and determined that while the Ordinance requires the dwellings to be detached per Subsection 14.22.200 C the applicant may request that the three dwellings considered in this application be attached because the applicant has already addressed the minimum criterion of the Cottage Cluster Development criterion in Phase I with the four approved detached cottages. Staff is agreeable to this request as the lot is unusual in shape and there is a need for housing within the City. Additionally, given the location of the development site along a commercial corridor the proposed attached development type is well suited to the area. The proposed development includes three single-story units with rooftop gardens. The individual units are proposed to be 520 sf with one bedroom, kitchen, and full bath. The access to the rooftop gardens is proposed via a common staircase located at the north end of the structure. The mass of the proposed structure is 64' x 40' with a building height of 10' with an additional railing height of 13.5' and three chimneys at 16'. This is well within the height limitations of the R-1 Single-family Residential Zone. The applicant proposes a 5' rear setback to the eastern property line and a 12' setback to the face of the building with covered entries that project 5' giving a 7' front setback within the 5' setback allowance.

As with Phase I the applicant proposes a smaller common open space area than the prescriptive 400 sf per unit but has increased the private open space by two fold from the minimum of 200 sf to approximately 500 sf. Staff is agreeable to this request as again the due to the unusual lot shape and the effort by the developer to maximize the use of the land to create housing staff recommends approval as proposed.

The original approval under SDR 6-21 included a description of Phase II that included general commercial uses. The applicant has decided to not include the commercial development at this time. The condition that the development of commercial uses remains a conditionally permitted use that will require a Type III Conditional Use Permit.

COMMENTS RECEIVED

Comments were received from Ron Bradsby, City of Cottage Grove Engineer on October 8, 2021. These comments are addressed in the staff report in the Exhibits and included in conditions of approval.

Comments were received from Danny Solesbee, South Lane Fire Marshal on October 7, 2021. He reviewed the proposal without comment.

No other written comments were received.

Staff recommends approval of SDR 5-22 as proposed with the recommended conditions of approval shown in the staff report.

IN FAVOR None

NEUTRAL None

AGAINST None

Commissioner Rigel closed public meeting for SDR 5-22 at 7:21 pm, and brought it back to the Commission.

COMMISSION COMMENTS

Commissioner Burns asked about Phase III. Eric stated that it could be commercial if they choose to do that because of how the lot is zoned. Parking could possibly become an issue if applicant chose to do more cottages. Commissioner Munroe spoke about parking as well. Had concern about non-mobile vehicles being left. Eric stated that the parking, etc. in Phase III is not of relevance in these proceedings today. Commissioner Rigel asked about length of time that the remaining portion of lot could be left open and how long until the current units are ready to rent. There is no time limit and it is unknown at this point. Timing is also not relevant to the proceedings today.

IT WAS MOVED BY COMMISSIONER GOWING AND SECONDED BY COMMISSIONER CHRISTOPHER TO APPROVE TO COUNCIL SDR 5-22 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT.

Vote on the motion as follows:

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Munroe	Commissioner Burns	Commissioner Gowan	Commissioner Solesbee	Commissioner Christopher
AYES	X	X	X	X	X	X	X
NAYES							

Motion carries.

INFORMATION FROM STAFF

Vote for Chair and Vice Chair:

Commissioner Burback moved to vote Commissioner Rigel as Chair and Commissioner Christopher as Vice Chair. Commissioner Christopher declined. Commissioner Burback moved to vote Rigel for Chair and Commissioner Solesbee for Vice Chair. Commssioner Gowing seconded.

ALL COMMISSIONERS WERE IN FAVOR.

Eric Mongan spoke about the city beginning its public involvement portion of the Pedestrian Bike plan. Looking for 2 volunteers to take part on the sub-committee. Commissioners Gowing and Christopher volunteered.

Faye Stewart spoke about the upcoming city council work session for the Main Street Revitalization project. Work is to be complete by February 28, 2024.

COMMISSION COMMENTS

None

ADJOURNMENT

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

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Ashley Rigel, Chair