

**CITY OF COTTAGE GROVE PLANNING COMMISSION**

Minutes of the Regular Public Hearing

March 15, 2023

**CALL TO ORDER**

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, Garland Burback, Tim Burns, Thomas Munroe and  
Jeff Gowing

**PRESENT VIA**

**GOTOMEETING**

**ABSENT:**

David Christopher, Vice Chair Beau Solesbee

**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 PRESENT  
VIA GOTOMEETING:**

Bailey Williams-A&O Engineering, Colin Kelley-Pine Spings,  
LLC, Teresa Bishow-Bishow Consulting.

**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**

January 18, 2023

**IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND SECONDED BY COMMISSIONER JEFF GOWING TO APPROVE THE MINUTES FOR JANUARY 18, 2023.**

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		
NAYES							

Minutes for January 18, 2023 are approved.

**OLD BUSINESS**

None

**EX PARTE CONTACT**

Chair Rigel spoke about being approached regarding the Public Notice sign posted at the I-5 off ramp. There is no conflict as it was just a conversation about noticing the sign.

**7:05 PM Public Hearing for ZC 1-23 Opened**

(a) MELISSA POLAND– ZONE CHANGE (ZC 1-23) TO AMEND THE LAND USE MAP TO REZONE ONE .24 ACRE PARCEL, 77967 SOUTH 6<sup>TH</sup> STREET, COTTAGE GROVE, OR 97424 (MAP/TL 21-03-04-21-00800) TO C2P-COMMUNITY COMMERCIAL. Applicant is seeking rezone to C2P – Community Commercial from RC- Rural Commercial. Relevant Criteria: 14.47.500 Criteria for Legislative & Quasi-Judicial Amendments. Applicant Melissa Poland, 16498 Brown Road, Dallas, OR 97338. Hearing Date: March 15, 2023 at 7:00 PM, Council Chambers and virtually (see [www.cottagegroveor.gov](http://www.cottagegroveor.gov) for meeting link), Cottage Grove City Hall; 400 E Main Street, Cottage Grove, OR 97424

Materials to be part of the record:

City of Cottage Grove File(s): ZC 1-23

- Applicant's Application
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Written comments submitted by Michael and Lisette Parker; 77969 S 6<sup>th</sup> Street, Cottage Grove, OR 97424

City Planner Mongan - Application ZC 1-23 is a request to amend the Cottage Grove Land Use Map to rezone one parcel that was annexed into the City of Cottage Grove on February 27, 2023. Per Section 18.04.080 Zoning of Annexed Property, the applicant is required to file a Zone Change application to convert from County Zoning to City Zoning prior to the City filing documentation with the Secretary of State, hence this application.

The City of Cottage Comprehensive Plan Map designation for the subject parcel is C – Community Commercial and the applicant has requested that the C2P – Community Commercial Zone be applied to the subject parcel. No Plan amendment is required.

There is an existing general retail establishment on TL 800 that is a permitted use upon adoption of the C2P Zone. The applicant has stated they intend to apply for a Site Design Review and Conditional Use Permit and upon approval they will demolish and reconstruct a new retail development with gas station.

This is a Type III Zone Change application meaning the Planning Commission will be voting to approve or deny this application. If approve the City Council will ratify the Planning Commission's decision at the March 27<sup>th</sup>, 2023 Regular City Council Meeting. Staff is recommending approval.

**IN FAVOR** None

**NEUTRAL** None

**AGAINST** None

Commissioner Rigel closed public meeting for ZC 1-23 at 7:09 pm, and brought it back to the Commission.

### **COMMISSION COMMENTS**

None

**IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER GOWING TO APPROVE ZC 1-23 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		
NAYES							

Motion carries.

### **7:11 PM Public Hearing for S 1-23 Opened**

- (a) (b) BISHOW CONSULTING, LLC -- SUBDIVISION (TENTATIVE) (S 1-23) TO SUBDIVIDE 16.26 ACRES INTO 5 LOTS. Applicant is seeking to subdivide 6.51 acres (TL 3701) and 9.75 acres (TL 3702) into five lots (Map/TL(s): 20-03-27-20-03701 & 03702), 725 Row River Road, as the Village Green Subdivision. Lot 1 = 3.9 acres, Lot 2 = 2.7 acres, Lot 3 = 7.9 acres, Lot 4 = 0.8 acres, & Lot 5 = 0.9 acres. Relevant Criteria: 14.43.130 Preliminary Plat Submission Requirements, 14.43.140 Approval Criteria:

Preliminary Plat, Chapter 14.22 Commercial Districts. Applicant: Bishow Consulting, LLC, P.O. Box 50721, Eugene, OR 97405. Hearing Date: March 15<sup>th</sup>, 2023 at 7:00 PM, Council Chambers and virtually (see [www.cottagegroveor.gov](http://www.cottagegroveor.gov) for meeting link), Cottage Grove City Hall; 400 E Main Street, Cottage Grove, OR 97424  
MATERIALS TO BE PART OF THE RECORD

City of Cottage Grove File(s): S 1-23

- Applicant's Application
- Applicant's Narrative
- Minutes and information from Community Meeting dated February 1, 2023
- Preliminary Plat, Existing Conditions, Easement Plan, Conceptual Plan Documents
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering Comments dated March 3, 2023

Application S 1-23 for tentative approval of the proposed, Village Green Subdivision, is a proposal to divide the property at 750 Row River Road (approximately 16 acres) (MAP/TL(s): 20-03-27-20-03701 & 3702) into five lots. Two of the proposed lots include the existing Village Green motel (3.9 acres) and RV Park (2.7 acres). The other proposed lots include two lots abutting Row River Road for future commercial development (0.80 acres and 1.0 acres) and the fifth lot at 7.9 acres for the proposed Pine Springs Master Planned Development, which will be brought forward at a later date. The property is already developed with commercial development and is located within the CT – Commercial Tourist Zone. A virtual neighborhood meeting was held on Wednesday, February 1, 2023 at 5:30 PM and was attended by six members of the public (see Exhibit B for Neighborhood Meeting information (Ex. E in Application)). The applicant submitted their application on February 21, 2023 and following a review by staff the application was determined to meet the requirements of Section 14.43.130 and deemed complete. Public Notices were mailed on February 21, 2023 the required on-site posting was completed on the 21<sup>st</sup> as well. The Notice of Public Hearing ran in The Chronicle on February 23<sup>rd</sup>, 2023.

As proposed the preliminary plat for the Village Green Subdivision meets/exceeds the minimum standards for the CT – Commercial Tourist Zone and the standards of Chapters 2 and 3 of Title 14 of the Cottage Grove Municipal Code.

#### COMMENTS RECEIVED

Engineering comments were received on March 3, 2023. The comments are addressed in this staff report and included in the conditions of approval.

South Lane Fire & Rescue, Fire Marshal, Danny Solesbee, reviewed the tentative subdivision plat and determined no comments were necessary at this time.

No other written comments were received.

Staff recommends approval of the preliminary plat of the Village Green Subdivision as presented with the recommended conditions of approval contained in this staff report.

**IN FAVOR** Teresa Bishow-Bishow Consulting, Colin Kelley-Pine Springs, LLC, Bailey Williams-A&O Engineering

**NEUTRAL** Toni Hutchinson-115 Andrew, Cottage Grove, OR. Mrs. Hutchinson wanted more information about the future of the planned apartments. Has concerns about the traffic flow, whether or not there will be a new traffic light, etc.

**AGAINST** None

City Planner Mongan spoke about this is just the public hearing for a land division. As the Master Planned Development comes to the commission, probably in April, more of these specifics will be addressed. There will be notice for the next hearing.

**Commissioner Rigel closed public meeting for S 1-23 at 7:18 pm, and brought it back to the Commission.**

### **COMMISSION COMMENTS**

Commissioner Burns spoke about Lot 2 being land locked by the division of the lots. Will existing easements be used? Eric state that there will be no additional entrances off of Row River Rd.

**IT WAS MOVED BY COMMISSIONER JEFF GARLAND AND SECONDED BY COMMISSIONER JEFF GOWING TO APPROVE TO COUNCIL S 1-23 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 Burbach	Commissioner Munroe	Commissioner Burns	Commissioner Gowan	Commissioner Solesbee	Commissioner Christopher
AYES	X	X	X	X	X		
NAYES							

Motion carries.

### **INFORMATION FROM STAFF**

Eric mentioned the planning commissioner training on March 22<sup>nd</sup>. Some commissioners are expecting to attend virtually.

There will be the possibility of 3 agenda items in April. Please check your calendars and commit to being present at the meetings.

### **COMMISSION COMMENTS**

None

**ADJOURNMENT**

There being no further business, Commissioner Ashley Rigel adjourned the Planning Commission meeting at 7:22 p.m.

ATTEST:

APPROVED:

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Tina MacDonald, Recording Secretary

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Ashley Rigel, Chair