

CITY OF COTTAGE GROVE PLANNING COMMISSION

Minutes of the Regular Public Hearing

June 21, 2023

CALL TO ORDER

Chair Rigel called the meeting to order at 7:06 p.m.

ROLL CALL

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

PRESENT IN THE

COUNCIL CHAMBERS

Garland Burbach, Thomas Munroe, Jeff Gowing, David Christopher, Vice Chair Beau Solesbee

PRESENT VIA

GOTOMEETING

ABSENT:

Ashley Rigel, Tim Burns

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:

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

April 19, 2023

IT WAS MOVED BY COMMISSIONER JEFF GOWING AND SECONDED BY COMMISSIONER CHRISTOPHER TO APPROVE THE MINUTES FOR APRIL 19, 2023.

Vote on the motion as follows:

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

Minutes for April 19, 2023 are approved.

OLD BUSINESS

None

EX PARTE CONTACT

None

7:11 PM Public Hearing for MCPA 1-23 Opened

- (a) CITY OF COTTAGE GROVE – COMPREHENSIVE PLAN AMENDMENT WITH ZONE CHANGE (MCPA 1-23) COMPREHENSIVE PLAN AMENDMENT AND ZONE CHANGE FROM P-PARKS AND OPEN SPACE / PR-PARKS AND RECREATION TO L-LOW DENSITY RESIDENTIAL / R-1 SINGLE-FAMILY RESIDENTIAL. Applicant is seeking approval of a Comprehensive Plan and Zone change to more correctly identify with the existing residential use, Map/TL: 20-03-22-40-00102 (parent lot, subject parcel is Parcel 2 from recent Partition Plat 2023-P3117). Relevant Criteria: Section 14.47.500 Criteria for Legislative & Quasi-Judicial Amendments Approval Criteria. Applicant: City of Cottage Grove, 400 E. Main St, Cottage Grove, OR 97424. Hearing Date: June 21, 2023 at 7:00 PM, Council Chambers and virtually (see 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

File MCPA 1-23

EXHIBITS

Draft Ordinance amending the Comprehensive Plan Map and Cottage Grove Land Use Map (MCPA 1-23).

Assistant City Planner Crow presented MCPA 1-23.

Proposal:

Following the Partition of the parent parcel 20-03-22-40-00102, Middle Field Golf Course, the new parcel, Tax Lot 104, needs to be re-designated from P - Parks and Open Space / PR – Parks and Recreation to a more suitable zone for the existing use. As the newly created parcel has an existing residence on it, the City of Cottage Grove is applying for a Comprehensive Plan

Amendment / Land Use Map Amendment to change both the Comprehensive Plan Designation and Zone to L – Low Density Residential / R-1 - Single-Family Residential.

The subject parcel abuts Medium Density Residential / Multi-Family Residential property to the south, and Parks designated property to the north, west, and east. The parcel is at the termination of Thornton Lane, which also has R-1 designated parcels abutting this termination. The proposed Comprehensive Plan designation and Zoning of R-1 will be similar to the current existing zoning in that area.

The City purchased the Golf Course that had an existing caretaker's residence on it, which is conditionally permitted at the current designation and zoning. Since the purchase, the City has been renting the residence, continuing the residential use. At this time, it is more appropriate to re-designate and rezone the newly partitioned Parcel 2 to be more consistent with the existing use.

There is no development proposed, as the subject parcel is already developed with a single-family dwelling.

There are two parts to this application:

- a. Amend the Comprehensive Plan Land Use Map to re-designate the subject parcel from P – Parks and Open Space to L – Low Density Residential; and
- b. Amend Title 14, Cottage Grove Development Code Land Use District Map to rezone the subject properties described in Exhibit A as 29030 Thornton Lane from PR – Parks and Recreation to R-1 – Single-Family Residential.

Vice Chair Solesbee closed public meeting for MCPA 1-23 at 7:14 pm, and brought it back to the Commission.

IN FAVOR None

NEUTRAL None

AGAINST None

COMMISSION COMMENTS

None

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER GOWING TO APPROVE TO COUNCIL MCPA 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.

7:15 PM Public Hearing for SDR 2-23 Opened

- (b) DORMAN CONSTRUCTION – SITE DESIGN REVIEW (SDR 2-23) CONSTRUCT AN 18,263 SF OFFICE BUILDING. Applicant is seeking approval to construct an 18,263 sf office building at 2795 Mosby Creek Road (Map/TL 20-03-27-34-01100). Relevant Criteria: Section 14.42.600 Site Design Review Approval Criteria. Applicant: Dorman Construction, 303 South 5th Street, Suite 135, Springfield, OR 97477. Hearing Date: June 21, 2023 at 7:00 PM, Council Chambers and virtually (see 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): SDR 2-23

EXHIBITS

- Engineering Comments, Branch Engineering, received June 8, 2023
- Applicant's Narrative & Application, received May 17, 2023
- Site Plan & building plans, received May 17, 2023

Assistant Planner Crow presented SDR 2-23.

Proposal: The applicant of Dorman Construction, on behalf of Starfire Lumber, proposes to demolish the existing office structure at 2795 Mosby Creek Rd and construct an approximately 18,263 sf two-story office located on the existing manufacturing site. The subject property is zoned Industrial and the proposed development (office as an accessory use) is a permitted use in the zone, subject to Site Design Review. Due to the size of the development (an addition over 1,000 sf), and the fact that this is a Major Modification to Approval, the application was elevated to a Type III application, which includes a public hearing. The subject parcel is located at 2795 Mosby Creek Rd, Map 20-03-27-34, Tax Lot 1000 / 900.

The project site is surrounded by industrially zoned land and a small portion of R-1 and R-2 zoned parcels on the west end of the parcel. The proposed development crosses a property line, and therefore per City policy, a property line adjustment will be required prior to occupancy as a condition of approval, which is processed via a separate Type II Land Use Application.

The site has approximately 250' of frontage on Mosby Creek Rd, which is classified as a Minor Arterial. Access to the proposed development utilizes two of the three existing access points, with the third being converted to a pedestrian access.

The site is currently developed with various lumber mill structures, including the original office structure. The new office is being built to replace the existing office building, which started as a residence, and was converted over the years to a makeshift office building.

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

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 1-23, if approved as proposed or approved with additional/revised conditions the Planning Commission will hold a Public

Hearing on Site Design Review application SDR 1-23, 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 included graphic.

The applicant has proposed the location of the drive-up facility (gas pumps) to be located at the west side of the proposed development between the right-of-way and the entrance to the walk-up retail space located on the eastern half of the development site. There are parking spaces for the retail space located on the north side of the proposed new building with a direct pedestrian connection to the convenience store. The proposed layout does not meet the code standards for location of the drive-up use, however given the constraints of the development site, the adjacent un-incorporated uses of single-family dwellings abutting the subject property to the north, east, and south, and the concerns expressed by the neighbors regarding vehicle movements, including delivery vehicles, the proposed layout is the best use of the development site that also mitigates the impacts to adjacent uses while providing adequate space for vehicle movements. To address pedestrian access to the convenience store from the right-of-way to the entrance of the building the applicant has proposed a raised ADA accessible path from the right-of-way east to the store entrance along the northern boundary of the site. The applicant submitted a Traffic Impact Memo demonstrating vehicle movements and reviewing trip generation to the site. This memo was reviewed by the City Engineer and their comments are included in the Engineering Comments in Exhibit A.

The subject site is adequate for the proposed use and the impacts to adjacent uses is mitigated through the proposed design of the development and conditions of approval such as the requirements regarding lighting, parking, screening and placement of mechanical equipment etc.

COMMENTS RECEIVED

Comments were received from Branch Engineering, City of Cottage Grove Engineer on June 8, 2023. The comments are considered conditions of approval and shall be met prior to building occupancy.

Staff is recommending approval of SDR 2-23 with the recommended conditions of approval and findings included in the staff report.

IN FAVOR None

NEUTRAL None

AGAINST None

Vice Chair Solesbee closed public meeting for SDR 2-23 at 7:18 pm, and brought it back to the Commission.

COMMISSION COMMENTS

Commissioner Munroe asked about the parcel that is still zoned differently that is a part of Starfire Lumber's parcels. That is not relevant to the criteria of SDR 2-23.

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER CHRISTOPHER TO APPROVE TO SDR 2-23 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 Burback	Commissioner Munroe	Commissioner Burns	Commissioner Gowan	Commissioner Solesbee	Commissioner Christopher
AYES		X	X		X	X	X
NAYES							

Motion carries.

INFORMATION FROM STAFF

City Planner Morgan spoke about upcoming meeting in July and potential items on the agenda. There will be a Subdivision and a MTA. Through summer there will be some significant items coming before the Planning Commission. Eric will have more information available at the July meeting and is mentioning it so that the Commissioners may avoid Ex Parte contact. Compliments to Allison for doing a great job.

AUDIENCE COMMENTS

None

COMMISSION COMMENTS

None

ADJOURNMENT

There being no further business, Vice Chair Solesbee adjourned the Planning Commission meeting at 7:23 p.m.

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Ashley Rigel, Chair