

**CITY OF COTTAGE GROVE PLANNING COMMISSION**

Minutes of the Regular Public Hearing

August 16, 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**

Chair Ashley Rigel, Tim Burns, Garland Burback, Jeff Gowing,  
David Christopher

**PRESENT VIA**

**GOTOMEETING**

None

**ABSENT:**

Vice Chair Beau Solesbee, Thomas Munroe

**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:**

Katie Urhausen, Circle of Friends School

**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**

July 19, 2023

**IT WAS MOVED BY COMMISSIONER JEFF GOWING AND SECONDED BY  
COMMISSIONER CHRISTOPHER TO APPROVE THE MINUTES FOR JULY 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 July 19, 2023 are approved.

### **OLD BUSINESS**

None

### **EX PARTE CONTACT**

None

### **7:06 PM Public Hearing for CUP 2-23 Opened**

(a) **CIRCLE OF FRIENDS SCHOOL – CONDITIONAL USE PERMIT (CUP 2-23).**

Applicant is seeking approval to establish a new school at 116 N. 6<sup>th</sup> Street (Map 20-03-28-31 TL 16200) for children with complex needs and disabilities. Relevant Criteria:

14.44.400 Conditional Use Permits – Criteria, Standards and Conditions of Approval.

Applicant: Circle of Friends School, PO Box 2811, Eugene, OR 97402. Hearing Date: August 16, 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: CUP 2-23**

- Applicant's Application
- Applicant's Narrative
- Minutes and information from Community Meeting dated July 24, 2023
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering comments dated August 4, 2023 from City Planner Eric Mongan

Assistant City Planner Crow presented CUP 2-23.

#### **Proposal:**

This Type III Conditional Use Permit application is to establish a school located at 116 N. 6<sup>th</sup> Street, Map 20-03-28-31-16200. This parcel is zoned C-2 – Central Business and is currently improved with a vacant structure. Section 14.41.800 requires the applicant to host a noticed neighborhood meeting within six-months of the application date. The applicant completed a notice to adjacent property owners within 300ft of the development side and completed an on-site posting. The meeting was held July 24, 2023, and there were no attendees.

Per Table 14.23.110, schools are a conditionally allowed use, hence this Type III Conditional Use application.

The applicant is proposing a school for children with complex needs and disabilities. Circle of friends provides three seasons of camps during spring, summer, and winter breaks for children ages 5-16 with severe disabilities. The location will serve up to 10 youth with complex disabilities, specifically those who have a physical disability and severe communication impairments. The camps will have the children participate in games that focus on strengthening their gross and fine motor skills, use of sensory based activities that encourage exploration, curiosity, problem solving, and creativity, but will be contained to within the subject building.

During these seasonal camps, the applicant proposes having at maximum approximately 30 individuals plus staff; children ranging from 5-16 that are campers, student volunteers, and siblings, with a ratio of 2 campers to 1 staff. During these seasonal camps, the hours of operation will be between 8am and 5pm, Monday through Friday, with occasional events running later. Camp weeks typically are one week long, but during the summer months, there are proposed 4-week long camps. The drop-off and pick-up times will be approximately 8:20am and approximately 2:30pm, while Wednesday's short day pick-up times would be approximately 1pm. The applicant proposes to have a training once a month on specified days between Sunday thru Saturday.

The applicant has stated that the individuals who will be attending the camp will be self-transported or receive district transportation via school bus. The bus in question would be 30ft or less in length, and activate a wheelchair ramp that will face the building's back entrance in the alley on the east side for students who are transported by wheelchair. Self-transported students would enter through the main entrance, off of N. 6<sup>th</sup> Street, on the west side.

The properties surrounding the subject parcel are also zoned as C2 – Central Business.

#### COMMENTS RECEIVED

Comments were received from City Planner Eric Mongan on August 4, 2023. These comments are addressed in this staff report and are included in the conditions of approval.

No other written comments were submitted.

Staff is recommending approval of CUP 2-23.

**IN FAVOR** Katie Urhausen 116 N. 16<sup>th</sup> Street, Cottage Grove, OR 97424.

Katie Urhausen is one of the co-founders of Circle of Friends School. She is very excited to be part of the community and the partnership with South Lane School District. They work with children with complex disabilities that are a part of one of the most marginalized and vulnerable kids in the area. They have been warmly received in the area.

NEUTRAL None  
AGAINST None

**Chair Rigel closed public meeting for CUP 2-23 at 7:11 pm and brought it back to the Commission.**

**COMMISSION COMMENTS**

None

**IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER GOWING TO APPROVE APPLICATION CUP 2-23 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT. THIS APPROVAL SHALL BE SUBJECT TO THE CONDITIONS PRESENTED BY STAFF DURING THIS HEARING.**

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

Motion carries.

**7:12 PM Public Hearing for S 3-23 Opened**

- (b) BOB DIXON INVESTMENTS – SUBDIVISION (TENTATIVE) (S 3-23) TENTATIVE SUBDIVISION OF TL 1900, 2100, 2200, 2300 INTO 9 LOTS. Applicant is seeking approval of a tentative subdivision at 151 Sweet Lane. (Map 20-03-32-41 Tax Lots 1900, 2100, 2200, 2300). Relevant Criteria: 14.43.130 Preliminary Plat Submission Requirements, 14.43.140 Approval Criteria: Preliminary Plat. Applicant: Bob Dixon Investments, 76210 London Road, Cottage Grove, OR 97424. Hearing Date: August 16, 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**

File S 3-23

**EXHIBITS**

- A. Engineering Comments, City Engineer, May 3, 2022
- B. Applicant's Narrative
- C. Existing and preliminary plat.

## Proposal:

The applicant has proposed a tentative subdivision at 151 Sweet Lane, entitled Sweet Lane Townhomes. This proposal is for an approximately one acre subject area, contained within Tax Map 20-03-32-41, including Tax Lots 1900, 2000, 2100, 2200, and 2300. The subject parcel was recently subdivided through File No. S 2-22, which originally divided the subject parcel into 5 total parcels, placing the existing single family dwelling home on its own parcel. These parcels are currently sized as follows: TL 1900, 2100, 2200, and 2300 are 0.18 acres, and TL 2000 is 0.25 acres, for a total development size of 0.97 acres. The subject parcels are currently zoned R1 – Single-Family Residential, and have a minimum density of 4 units per acre.

The proposed lot sizes are as follows.

Lot 1: 28ft by 139.77ft = 3914 sq. ft

Lot 2: 28ft by 139.77ft = 3914 sq. ft.

Lot 3: 77ft by 139.77ft = 10,762 sq. ft

Lot 4: 28ft by 139.77ft = 3914 sq. ft.

Lot 5: 28ft by 139.77ft = 3914 sq. ft

Lot 6: 28ft by 139.77ft = 3914 sq. ft

Lot 7: 27ft by 139.77ft = 3774 sq. ft

Lot 8: 26ft by 139.77ft = 3634 sq. ft

Lot 9: 31ft by 139.77ft = 4193 sq. ft.

Currently, the existing parcels of proposed lots 3 and 4 are currently being developed with duplexes. At the time of this replat of the original subdivision, these duplexes will be considered townhomes.

## COMMENTS RECEIVED

Revised comments were received from the City Engineer on May 3, 2022. The comments are addressed in this staff report and included in the conditions of approval.

NO OTHER COMMENTS WERE RECEIVED

**IN FAVOR** - None

**NEUTRAL** None

**AGAINST** None

**Chair Rigel closed public meeting for S 3-23 at 7:15 pm, and brought it back to the Commission.**

## COMMISSION COMMENTS

None

Commissioner Burback asked about the sidewalks. City Planner Mongan stated that as a condition of approval there will be waivers of non-remonstrance that will be recorded against the lots. The property owners will be aware that if the city wants to put sidewalks and/or curbs in that they may do so.

Commissioner Burns asked about the duplexes and townhouses. This application is about the developer missing a step in making them townhouses. This is basically a housekeeping item to give them a lower barrier to entry.

**IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER GOWING TO APPROVE APPLICATION S 2-23 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT. THIS APPROVAL SHALL BE SUBJECT TO THE CONDITIONS PRESENTED BY STAFF DURING THIS HEARING.**

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

Motion carries.

### **INFORMATION FROM STAFF**

Cody Aucoin, Planning Intern was introduced to the commission.

Eric talked about next months meeting and the agenda item MCPA 2-23.

Commissioner Burback asked how the parcels will be accessed. Eric stated that it would be via Rachel Rd.

### **AUDIENCE COMMENTS**

The applicant Katie Urhausen spoke about being grateful to be a part of the community.

### **COMMISSION COMMENTS**

None

### **ADJOURNMENT**

There being no further business, Chair Rigel adjourned the Planning Commission meeting at 7:20 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Tina MacDonald, Recording Secretary

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Ashley Rigel, Chair