

STAFF REPORT  
COTTAGE GROVE CHEVROLET  
CONDITIONAL USE PERMIT CUP 3-23  
NOVEMBER 30, 2023

PROPOSAL DESCRIPTION

Date application filed: November 7, 2023

Date application complete: November 30, 2023

Owner: Gregory and Tami Cochran  
33482 Molitor Ranch Rd  
Cottage Grove, OR 97424

Applicant: Cottage Grove Chevrolet  
2775 Row River Rd  
Cottage Grove, OR 97424

Location: 96 and 98 Palmer Ave  
Map 20-03-27-40 Tax Lot 00404

Present Conditions: Vacant structure

Comp Plan Designation: I - Industrial

Zoning: M – Industrial

MATERIALS TO BE PART OF THE RECORD:

City of Cottage Grove File: CUP 3-23

- Applicant’s Application
- Applicant’s Narrative
- Minutes and information from Community Meeting dated November 30, 2023
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice

Proposal:

This Type III Conditional Use Permit application is to establish an auto body shop located at 96 and 98 Palmer Ave, Map 20-03-27-40-00404. This parcel is zoned M – Industrial, 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 site and

completed an on-site posting. The meeting was held November 30, 2023, and there were no attendees.

Per Table 14.24.110, vehicle repair is a conditionally allowed use, hence this Type III Conditional Use application. Some conditions of approval from CUP 1-12 are applicable to this property, which was the original land use approval of an auto body shop in the industrial space addressed as 98 Palmer Ave.

The applicant is proposing to open an auto body shop at 96 and 98 Palmer Ave, which would be an extension of the Cottage Grove Chevrolet's Service Department. Adjacent properties are fully developed with a variety of industrial uses, and are also zoned M – Industrial.

#### COMMENTS RECEIVED

The City Planner, Eric Mongan, reviewed the applicant's proposal and determined that no engineering comments were needed for the use related application.

Per Chapter 14.41.800 of the Code, the applicant held a neighborhood meeting on November 30, 2023. The posting for the meeting and minutes are attached as Exhibit B.

#### APPROVAL CRITERIA; CUP 3-23

##### **Chapter 14.44.400 Conditional Use Permits - Criteria, Standards and Conditions of Approval.**

*The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the standards and criteria below:*

##### *A. Use Criteria.*

- 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic conditions;*

##### Staff response and findings of fact:

The site size, dimensions, location, topography, and access are adequate for the needs of the proposed use.

The subject parcel is 110 ft by 200 ft, with the building footprint being 7,840sqft. There is a second floor that is 892sqft, but it does not contribute to the building footprint.

In the M – Industrial zone, there are no minimum lot area or size requirements. The parcel is already developed with a structure and the applicant does not propose making any external changes.

The current amount of parking required for the Vehicle Repair use is 2 spaces, or per CU review. Per CUP 1-12 for the previously approved auto body shop, a total of 16 parking spaces were

required. At this time, the applicant proposes 6 parking spaces, and one (1) ADA van space, which is more than the minimum requirement of 2 spaces or per Conditional Use Review. The applicant, prior to issuance of occupancy, will need to restripe the parking lot spaces, including the ADA van space. All parking areas shall have lighting to provide at least 2-foot candles of illumination over parking spaces and walkways, which shall be a condition of approval. All off-street parking spaces shall conform to Cottage Grove Municipal Code 14.33.300 (I).

No new exterior lights are proposed at the existing facility. All existing and potential new lighting shall be shielded so as to not extend onto adjacent properties.

Vehicular traffic, including truck traffic and employee traffic, will use existing entrances off Palmer Ave. The expected traffic level is consistent with traffic for adjacent industrial uses, and will not have negative impacts upon the existing street system.

Storm water runoff shall not adversely affect adjacent properties. All storm water runoff shall be contained on the property prior to connecting to the public storm drainage system. Water and sanitary sewer services have already been provided to the existing building.

The proposed use is entirely contained within the existing building, and therefore noise, emissions, and vibrations should be limited. The applicant has proposed business hours of 8am-5pm, Monday-Friday, with no after-hours tow-truck drop-offs. The parcel is already developed with a paved surface, so the use shall cause little to no dust.

The applicant provided a plan page that stated the existing sign will be removed and replaced with the new occupant sign. No signage is approved with this application, however, when the applicant is ready to replace the sign, adherence to CGMC 14.38.600 and a separate Type I Sign Application is required. Each business is permitted a total number of 2 wall or projecting signs with a maximum of 100 square feet for all faces. In addition to the wall signs permitted, 1 sign from this group shall be permitted for each approved development site. The total area permitted for a free standing sign, roof, or projecting sign shall be 50 square feet for 1 face or 100 square feet for 2 or more faces at a maximum of 30 feet above grade.

Staff has found that the site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the existing building footprint, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic conditions, provided conditions of approval found above are met.

This criterion is met as conditioned.

2. *The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval;*

Staff response and findings of fact: Negative impacts upon adjacent properties include potential light spill (from parking lots), noise, and environmental impacts from the use. Any exterior lighting on the building or grounds shall be shielded such that it is contained within the property

and does not negatively impact adjacent properties, and the applicant will need to obtain the necessary permits and approval through LRAPA and/or DEQ. The applicant has proposed operational hours of 8am-5pm, which is compliant with the noise ordinance in CGMC 8.12.110. These shall be conditions of approval.

This criterion is met as conditioned.

*3. All required public facilities have adequate capacity to serve the proposal;*

Staff response and findings of fact: All required public facilities have adequate capacity to serve the proposed vehicle repair use, and as per CUP 1-12, improvements were needed to be made to the storm drainage system.

City Planner, Eric Mongan, reviewed the application materials and determined that no engineering comments are required for the existing structure and proposed use.

*4. Willamette River Greenway criteria in Section 14.37.400 have been met, as applicable*

Staff response and findings of fact: The site is not adjacent to or within the Willamette River Greenway. Therefore, this criterion is not applicable.

*B. Site Design Standards. The Site Design Review approval criteria (Section 14.42.600) shall be met.*

The proposed development will occur in an existing structure, with no external changes proposed at this time. As the building's exterior is not being modified, Site Design Standards applicable to this application are limited to those related to parking, bike parking, landscaping (around the parking lot), garbage and signage.

Because the applicant is utilizing an existing parking lot, no additional landscaping shall be required, however, the striping shall conform to the dimensional standards of 14.33.300. This shall be a condition of approval. If the applicant chooses to create parking lot landscaping, the standards of Section 14.32.300 shall apply.

The applicant did not propose a location for the garbage or recycling container. Prior to occupancy, the applicant shall install the garbage / recycling location and appropriate screening details, as required by Section 14.32.300(E)(3)(C).

The applicant shall be required to install at least one long term and one short term bicycle parking space. As no exterior development is proposed, the long term bicycle space could be located inside the building.

These criterion are met as conditioned.

CONCLUSION

Conditional Use Permit **approval** pursuant to Section 14.44.400 Conditional Use Permits – Criteria, Standards and Conditions of Approval and subject to the recommended conditions is supported by the findings of fact that establish compliance with the applicable state and local standards.

#### STAFF RECOMMENDATION

That the Conditional Use Permit CUP 3-23 be **APPROVED** for the proposed auto body shop at 96 / 98 Palmer Ave. pursuant to Section 14.44.400 Conditional Use Permits – Criteria, Standards and Conditions of Approval which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

#### CONDITIONS OF APPROVAL

1. Conditional Use approval shall be effective for a period of 12 months from the date of approval.
2. Major modifications to these plans shall be approved by the Planning Commission.
3. The applicant has proposed 6 parking spaces and one (1) ADA space. The applicant is required to re-stripe the parking lot. Parking lot striping shall conform to the dimensional standards of Section 14.33.300.
4. Any exterior lighting on the building or grounds shall be shielded such that it is contained within the property and does not negatively impact adjacent properties.
5. Prior to occupancy, the applicant shall install the garbage / recycling location and appropriate screening details.
6. No landscaping is proposed at this time. If the applicant chooses to create landscaping, the standards of Section 14.32.300 shall apply.
7. The applicant shall obtain all necessary building and specialty permits for interior and exterior work prior to beginning any of the work, and complete all required work prior to occupancy.
8. The applicant shall be required to install at least one long term and one short term bicycle parking space. As no exterior development is proposed, the long term bicycle space could be located inside the building.
9. The applicant will need to obtain the appropriate permits and approval through LRAPA and/or DEQ.
10. No signage is approved with this application, however, when the applicant is ready to replace the sign, adherence to CGMC 14.38.600 and a separate Type I Sign Application is required. The total area permitted for a free standing sign, roof, or projecting sign shall be 50 square feet for 1 face or 100 square feet for 2 or more faces at a maximum of 30 feet above grade.

#### EXHIBITS

- A. Application
- B. Neighborhood Meeting posting / minutes
- C. Applicant's narrative and supporting documents



File No.: CWP 3-23  
Date Submitted by Applicant: 11/7/23  
Date Deemed Complete: \_\_\_\_\_

400 Main Street Cottage Grove, OR 97424

### TYPE III PERMIT APPLICATION

To: City of Cottage Grove Planning Commission

A. Applicant

- 1. Name: Cottage Grove Chevrolet Phone No.: 541-942-4415
- 2. Mailing Address: 2775 Row River RD Cottage Grove, OR, 97424
- 3. Email Address: Tlefler@Bradschery.com
- 4. Status: Owner Agent

Note: If agent you must have owner's consent and signature.

B. Owner (if not applicant)

- 4. Owner's Name: BRAD COHEN Phone No.: 541-942-4415
- 5. Owner's Mailing Address: 2775 Row River RD Cottage Grove, OR 97424

C. Location of Property

- 6. Address/Location: 76 & 98 Palmer AVE Cottage Grove, OR 97424
- 7. Map & Tax Lot Number: Map # 20032740 Tax Lot # 404 Property ID 1232873
- 8. Present Use: Gun shop
- 9. Proposed Use: Body shop

D. Request for Consideration

- 10. Type of Land Use Application applying for: Conditional USE  
Options: Conditional Use, Greenway Conditional Use, Cottage Industry, Historic Alteration, Land Use District Map changes (no plan amendment required), Master Planned Developments, Site Design Reviews, Subdivisions, Variance (Class C)

11. Is this application filed in association with other land use permit applications?

Yes

No

12. Reasons for Application: Open for Body Shop, AREA for BRAD'S Cottage Grove Chevrolet

E. Required Information

Narrative Statement: This application must be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making.

Note: Additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.4 (Conditional Use), 4.5 (Master Planned Developments), 4.6 (Modifications), 4.8 (Code Interpretations), 4.9 (Miscellaneous Permits) and 5.1 (Variances).

Plans: Three (3) sets of plans, including one (1) set of plans in a reproducible form that is no larger than 11"x17" in size. Content of plans will vary with application type. Refer to submittal requirements for specific application type.

Neighborhood Meeting verification (for Master Planned Developments, Conditional Uses and Subdivisions). Must include copy of meeting notice and minutes and/or recording of meeting.

Non-refundable application fee.

G. Signature

I hereby request a Type III Permit on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Cottage Grove, Oregon.

I hereby acknowledge that this application is not considered filed and complete until all of the required information has been submitted as determined by the Community Development Director and all required fees have been paid in full. Once the original application is submitted, Staff has 30 days to determine whether an application is complete. Within 30 days a letter will be mailed to you either deeming the application complete or requesting additional information. If additional information is requested you have 150 days to either: submit the missing information, submit some of the information and written notice that no other information will be provided, or submit a written notice that none of the missing information will be provided. *Once your application is deemed complete* you will be assigned a public hearing date before the Planning Commission and Staff will have 120 days to complete the processing of your application. (ORS 227.178)

	Owner:	Agent:
Signature:	<u>X [Signature]</u>	<u>[Signature]</u>
Name:	<u>X BRAD Cohen</u>	<u>Tony Kefler</u>
Date:	<u>X 11-7-23</u>	<u>11-2-23</u>

Office Use Only

Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_  
Date Application Complete: \_\_\_\_\_ Initials: \_\_\_\_\_  
Applicant Notified of Completeness: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Initials: \_\_\_\_\_

EXHIBIT B

Minutes

11-30-23

11:00 Am

BRAD'S Cottage Grove Body Shop

Where: 96 & 98 PALMER AVE.

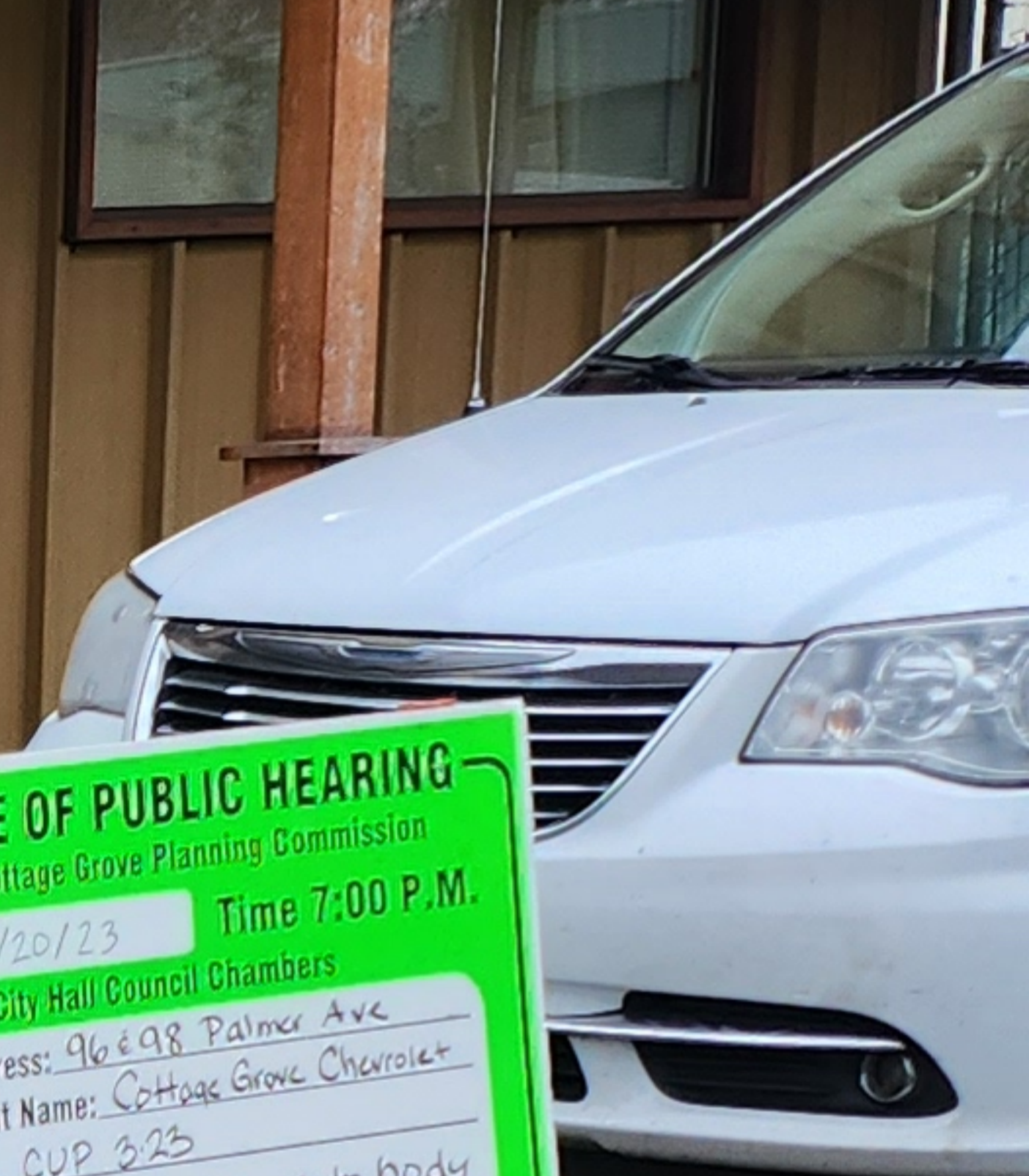
< EMPTY >

P. C. L.

Service Mgr. BRAD'S Chevy



96



NEIGHBORHOOD  
MEETING!  
NOVEMBER 30<sup>th</sup> AT 11:00<sup>AM</sup>

**BRADS COTTAGE GROVE  
CHEVROLET**   
BODY SHOP

**NOTICE OF PUBLIC HEARING**  
City Of Cottage Grove Planning Commission  
Date: 12/20/23 Time: 7:00 P.M.  
City Hall Council Chambers  
Site Address: 96 & 98 Palmer Ave  
Applicant Name: Cottage Grove Chevrolet  
File No.: CUP 225  
Proposal: Establish an auto body  
shop in an existing building.

FOR INFORMATION CONTACT:  
PLANNING & DEVELOPMENT DEPARTMENT  
100 E MAIN STREET, COTTAGE GROVE, OR 97124  
(503) 325-2221



11-7-2023

To who it May Concern:

My Name is Tony Lefler, I am the Service Manager for BRAD'S Cottage Grove Chevrolet. BRAD'S would like to open a body shop @ 76 & ~~78~~<sup>98</sup> Palmer Ave. We are bringing onto our team a gentleman named Ron Hilsendorf. Ron has spent 30 plus years running body shops in Cottage Grove, and Eugene area. The need for another body shop in C.G. is very high. General Motors has given us the green light to expand our service dept. by adding a Body shop. We plan to use the latest technology to do excellent work for the people of C.G. We have partnered with A.P.I. to insure we have the best possible equipment and technology in today's market.

TCL

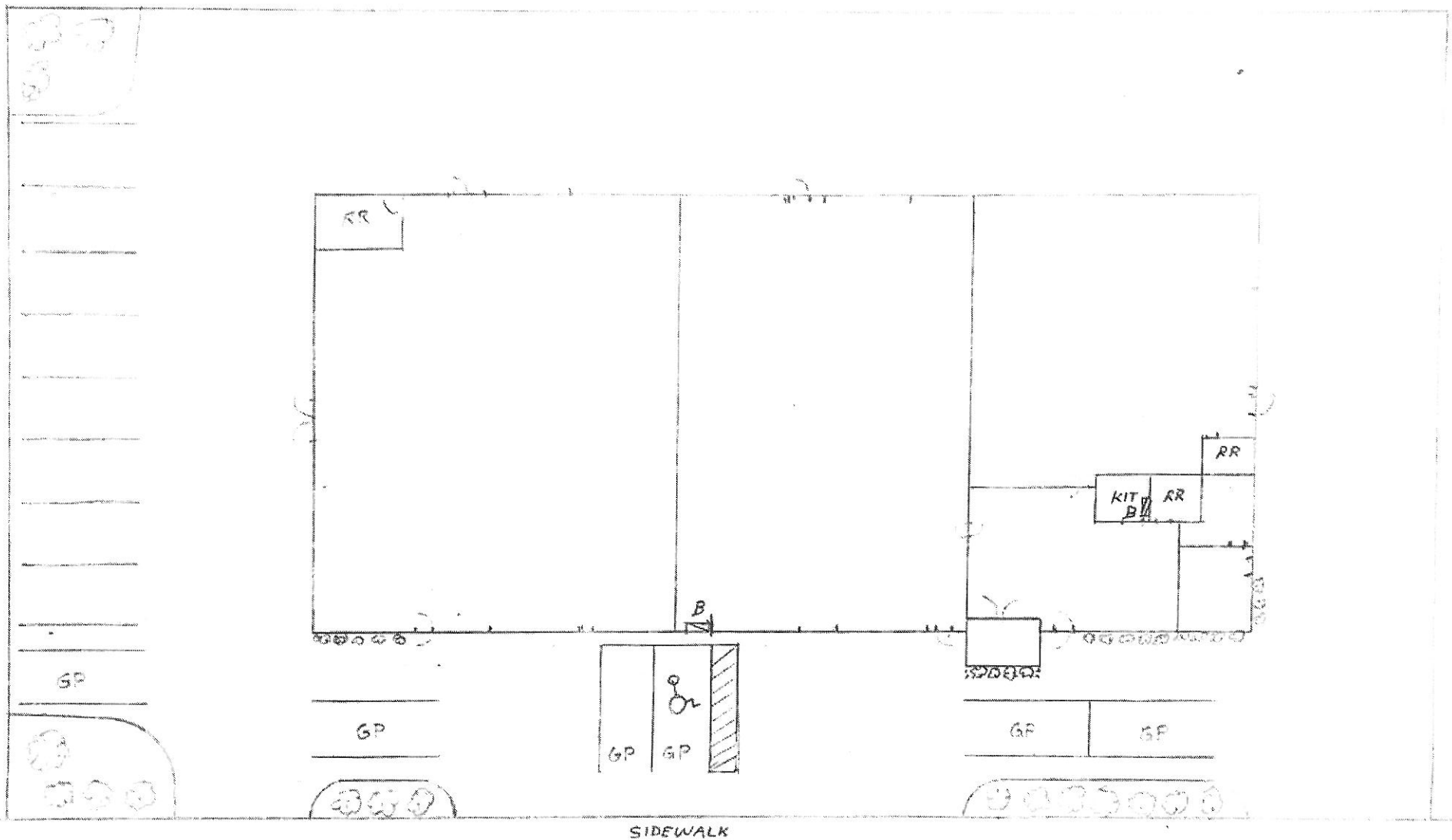
Service Manager BRAD'S Chevrolet

# Signage

EXHIBIT A INTERIOR

EXHIBIT B EXTERIOR

ELECTRICAL BREAKER BOXES



16  
Sign will be on building, where Existing "GUNS" Sign is At  
WINDOW Paint on Windows

EXHIBIT A INTERIOR

EXHIBIT B EXTERIOR

ELECTRICAL BREAKER BOXES [ ]



EXHIBIT A AND B

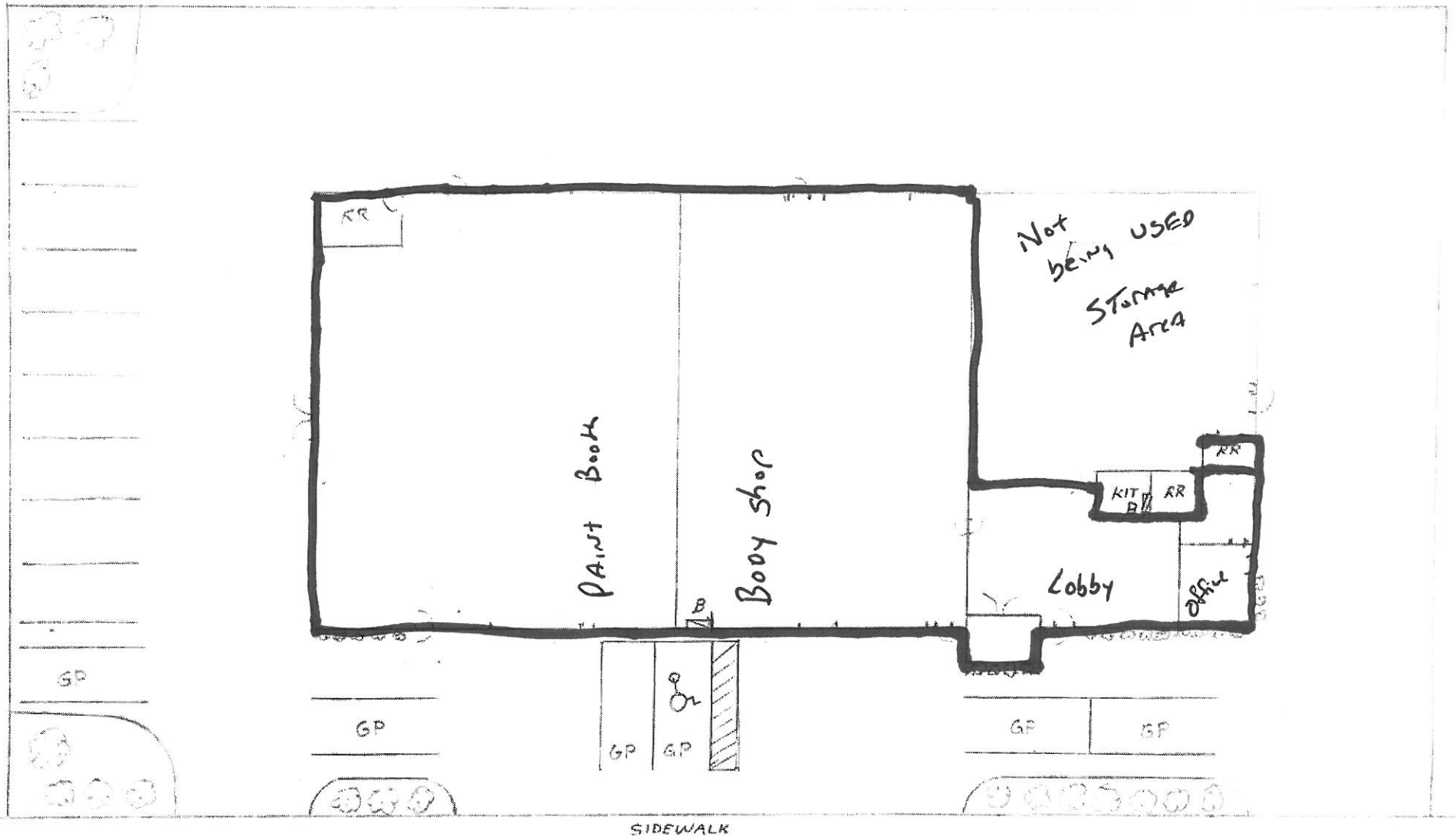
LANDSCAPE Area RED

EXHIBIT A INTERIOR

EXHIBIT B EXTERIOR

KEY PLAN AND DIMENSIONS

ELECTRICAL BREAKER BOXES [ ]



Black Area USE Area

Greg - 521-1438

EXHIBIT A INTERIOR

EXHIBIT B EXTERIOR

CARS

GP ~ GUEST AND CUSTOMER PARKING

ELECTRICAL BREAKER BOXES

Floor Pots - ?

12-10  
2-10  
3-5

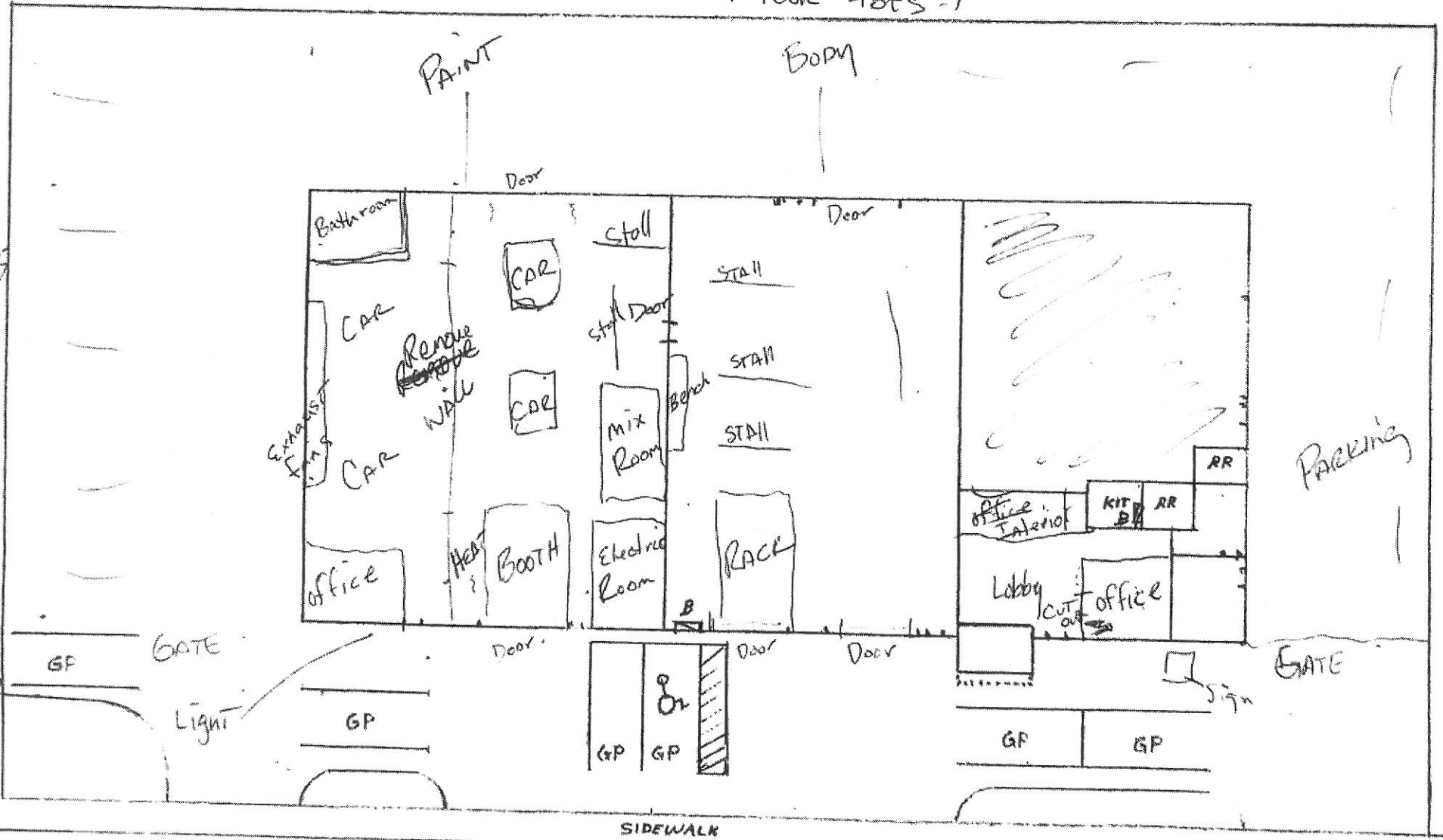


EXHIBIT A AND B

16

1 Inch 20 feet

16