

**CITY OF COTTAGE GROVE PLANNING COMMISSION**  
Minutes of the Regular Public Hearing  
November 20, 2024

**CALL TO ORDER**

Vice Chair Parsons 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: Garland Burback, Brandon Parsons, David Christopher, Jill Hermansen, Tim Burns, Thomas Munroe

PRESENT VIA ZOOM: None

ABSENT: Chair Ashley Rigel

STAFF PRESENT IN THE COUNCIL CHAMBERS: Associate Planner Leni Crow and Recording Secretary Tina MacDonald

APPLICANT/GUEST PRESENT: Kent & Lisa Russo

VIA ZOOM: None

MEDIA PRESENT VIA ZOOM: 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 TO THE AGENDA**

None

**MINUTES**

September 18, 2024

**IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY CHRISTOPHER TO APPROVE THE MINUTES FOR SEPTEMBER 18, 2024.**

Vote on the motion as follows:

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Burns	Commissioner Munroe	Commissioner Parsons	Commissioner Christopher	Commissioner Hermansen
AYES		X	X	X	X	X	X
NAYES							

Minutes for September 18, 2024 are approved.

**EX PARTE CONTACT**

Commissioner Parsons stated that he does know the applicants personally, yet no bias will be shown as a result. The commission voted to allow his continuance in the hearing.

**OLD BUSINESS**

None

**NEW BUSINESS**

**7:06 PM Public Hearing for CUP 2-24**

- (a) KENT & LISA RUSSO – COTTAGE INDUSTRY - CONDITIONAL USE PERMIT (CUP 2-24) FOR SMALL-SCALE AUTO SALES. Applicant is seeking approval to conduct small-scale auto sales within their home. Relevant Criteria: 14.49.200 Cottage Industry Permits. Applicant: Kent and Lisa Russo, 1605 Fairview Place, Cottage Grove, OR 97424. Hearing Date: November 20, 2024 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 2-24

- Applicant’s Application
- Applicant’s Narrative
- Minutes and information from Community Meeting dated October 16, 2024
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Email correspondence with applicant regarding signage
- Revised Conditions of Approval memo to the Planning Commission

**Proposal:**

This Type III Conditional Use Permit application is to permit through the Cottage Industry Standards a small-scale auto sales location for the purpose of obtaining a Dealer’s License as required by the Oregon Department of Motor Vehicles. Auto sales is a prohibited activity under a Home Occupation application,

but is permitted by applying for a Cottage Industry Permit pursuant to Section 14.49.200 Cottage Industry Permits.

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 and completed an on-site posting. The meeting was held October 16, 2024, and there were zero attendees. The applicant did disclose that there were 5 adjacent property owners who spoke with the applicant via phone, text, or face-to-face. Per the applicant’s narrative, “The only concern was parking in the neighborhood; we assured them that any activity would be only one visiting vehicle at a time that would park in our driveway or in front of our house. No other concerns were expressed.”

#### CONCLUSION

Cottage Industry Permit **approval** pursuant to Section 14.49.200 – Cottage Industry Permits 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 - Cottage Industry Permit CUP 2-24 be **approved** for the proposed home occupation of a small-scale auto sales business pursuant to Section 14.49.200 Cottage Industry Permits, which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

#### CONDITIONS OF APPROVAL

1. Major modifications to these plans shall be approved by the Planning Commission.
2. The applicant shall not participate in auto-sales aside from the times proposed; after 10am and before 7pm on weekdays, and between 10am and 3pm on weekends.
3. No more than one customer / vehicle is permitted at a time.
4. The auto-sales shall be by appointment only.
5. All sales shall take place within the existing residence / attached garage, aside from when the vehicle is removed during the outlined and approved business hours to show a customer.
6. Signage size was proposed, but no signs are approved with this application. A Type I Sign Permit shall be required.

#### EXHIBITS

- A. Application and Narrative
- B. Proof of neighborhood meeting
- C. Email clarifying signage

**IN FAVOR** None

**NEUTRAL** None

**AGAINST** None

**Vice Chair Parsons closed public hearing CUP 2-24 at 7:14 pm.**

**IT WAS MOVED BY COMMISSIONER CHRISTOPHER AND SECONDED BY COMMISSIONER BURNS TO APPROVE CUP 2-24 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 Parsons	Commissioner Christopher	Commission Hermansen
AYES		X	X	X	X	X	X
NAYES							

Motion carries.

**INFORMATION FROM STAFF**

Associate Planner Crow presented information on upcoming meetings and possible agenda items.

**AUDIENCE PARTICIPATION**

None

**COMMISSION COMMENTS**

None

**ADJOURNMENT**

There being no further business, Vice Chair Parsons adjourned the Planning Commission meeting at 7:17 p.m.

ATTEST:

APPROVED:

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Tina MacDonald, Recording Secretary

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Brandon Parsons, Chair