

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 Burbuck | 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 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 Burbach | 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:

Tina MacDonald, Recording Secretary

Brandon Parsons, Chair