

CITY OF COTTAGE GROVE PLANNING COMMISSION

Minutes of the Regular Public Hearing

June 18, 2025

CALL TO ORDER

Chair Parsons called the meeting to order at 6:00 p.m.

ROLL CALL

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

PRESENT IN THE
COUNCIL
CHAMBERS:

Garland Burbach, Brandon Parsons, Ryan Birdseye, Jill
Hermansen and David Christopher

PRESENT VIA
ZOOM:

Temporary Work Unit Manager, Melany Klemmer

ABSENT:

Tim Burns

STAFF PRESENT IN
THE COUNCIL
CHAMBERS:

Associate Planner, Leni Crow and Recording Secretary, Tina
MacDonald

APPLICANT/GUEST
PRESENT:

Anna Miller

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

March 19 and April 23, 2025 minutes.

Chair Parsons entertained a motion to approve the March 19, 2025 minutes as corrected and to approve the April 23, 2025 minutes.

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER CHRISTOPHER TO APPROVE THE MINUTES FOR MARCH 19, 2025 AND APRIL 23, 2025.

Vote on the motion as follows:

| VOTE | Commissioner Birdseye | Commissioner Burback | Commissioner Burns | Commissioner Parsons | Commissioner Christopher | Commissioner Hermansen |
|-------|-----------------------|----------------------|--------------------|----------------------|--------------------------|------------------------|
| AYES | X | X | | X | X | X |
| NAYES | | | | | | |

Minutes for March 19 and April 23, 2025 are approved.

EX PARTE CONTACT

None

OLD BUSINESS

None

PUBLIC HEARINGS

6:05 PM Public Hearing for DCTA 3-25

- (a) CITY OF COTTAGE GROVE – DEVELOPMENT CODE TEXT AMENDMENT – ADJUSTMENTS (DCTA 3-25). The City of Cottage Grove has made this application for a Development Code Text Amendment in an effort to align with ORS 197, requiring Subdivisions and Site Design Reviews to be a Type II (limited land use decision). The following Chapters of Title 14 of the Cottage Grove Municipal Code are proposed to be amended by this application: Chapter 14.22, Chapter 14.41, Chapter 14.42, Chapter 14.43, Chapter 14.45, and Chapter 14.46. Relevant Criteria: Section 14.41.500.H Decision-Making Criteria. Applicant: City of Cottage Grove, 400 E. Main St., Cottage Grove, OR 97424. Hearing Date: June 18, 2025 at 6:00 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 DCTA 3-25

EXHIBITS

- A. DRAFT ORDINANCE - CODE AMENDMENTS – Chapter 14.22, Chapter 14.41, Chapter 14.42, Chapter 14.43, Chapter 14.45, and Chapter 14.46.

CONCLUSION

Ordinance amendment approval pursuant to Sections 14.41.500.H Decision-Making Criteria is supported by the findings of fact that establish compliance with the applicable state and local standards.

STAFF RECOMMENDATION

Approval of DCTA 3-25 to modify Title 14 Development Code Chapter 14.22, Chapter 14.41, Chapter 14.42, Chapter 14.43, Chapter 14.45, and Chapter 14.46.

IN FAVOR None

NEUTRAL None

AGAINST None

Chair Parsons closed public hearing DCTA 3-25 at 6:07 pm.

CHAIR PARSONS ENTERTAINED A MOTION.

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER CHRISTOPHER TO RECOMMEND APPROVAL TO COUNCIL DCTA 3-25 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 Birdseye | Commissioner Burback | Commissioner Burns | Commissioner Parsons | Commissioner Christopher | Commission Hermansen |
|-------|--------------------------|-------------------------|-----------------------|-------------------------|-----------------------------|-------------------------|
| AYES | X | X | | X | X | X |
| NAYES | | | | | | |

Motion carries.

6:08 PM Public Hearing for MCPA 1-25

- (b) ANNA MILLER & ISAAC BOATRIGHT – COMPREHENSIVE PLAN AMENDMENT WITH MAP CHANGE (MCPA 1-25). The applicant is seeking a Comprehensive Plan Amendment with Map Change for 0.28 acres of CT - Commercial Tourist/CT – Commercial Tourist to C – Community Commercial/RC – Residential Commercial. Relevant Criteria: Section 14.47.500 Criteria for Legislative & Quasi-Judicial Amendments. Applicant: Anna Miller & Isaac Boatright, 710 N. 19th Street, Cottage Grove, OR 97424. Hearing Date: June 18, 2025 at 6:00 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 MCPA 1-25
Applicant's Application
Applicant's Narrative
Site Map
City of Cottage Grove Correspondence
Affidavit of Posting
Affidavit of Notice

EXHIBITS

Exhibit A – Draft Ordinance amending the Comprehensive Plan Map and Cottage Grove Land Use Map (MCPA 1-25)

CONCLUSION

The proposed Comprehensive Plan amendment is consistent with Section 14.41.500.H Decision-Making Criteria, and is supported by the findings of fact that establish compliance with the applicable state and local standards.

STAFF RECOMMENDATION

Approval of MCPA 1-25 to amend the Comprehensive Plan Land Use Map, pursuant to Section 14.47.500, which is supported by findings of fact, to:

- a. Amend the Cottage Grove Comprehensive Plan from CT – Commercial Tourist to C - Community Commercial for 710 N 19th St, Map/TL: 20-03-27-20-02001.
- b. Amend the Cottage Grove Land Use Map from CT – Commercial Tourist Commercial to RC - Residential Commercial for 710 N 19th St, Map/TL: 20-03-27-20-02001.

IN FAVOR Anna Miller, 710 N. 19th Street, Cottage Grove, OR 97424

NEUTRAL None

AGAINST None

Chair Parsons closed public hearing MCPA 1-25 at 6:11 pm.

The commission asked for clarity on the location of the parcel and why it had been zoned Commercial. It is located in somewhat of a “transition area”. If the structure were to be destroyed the owner would not be able to rebuild as it is now. This is the reasoning for the MCPA. It was stated that this is a protection of an asset, so there were no conflicts or objections.

CHAIR PARSONS ENTERTAINED A MOTION.

IT WAS MOVED BY COMMISSIONER CHRISTOPHER AND SECONDED BY COMMISSIONER BURBACK TO RECOMMEND APPROVAL TO COUNCIL MCPA 1-25 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 Birdseye | Commissioner Burback | Commissioner Burns | Commissioner Parsons | Commissioner Christopher | Commission Hermansen |
|-------|--------------------------|-------------------------|-----------------------|-------------------------|-----------------------------|-------------------------|
| AYES | X | X | | X | X | X |
| NAYES | | | | | | |

Motion carries.

INFORMATION FROM STAFF

Associate Planner Crow informed the Commission that there were no items for July, yet there will be in August.

AUDIENCE PARTICIPATION

None

COMMISSION COMMENTS

None

ADJOURNMENT

There being no further business, Chair Parsons adjourned the Planning Commission meeting at 6:13 p.m.

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Jill Hermansen, Vice Chair