

CITY OF COTTAGE GROVE PLANNING COMMISSION

Minutes of the Regular Public Hearing

August 20, 2025

CALL TO ORDER

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

ROLL CALL

Senior Planner Leni Crow called the roll. The following were:

PRESENT IN THE COUNCIL CHAMBERS	Garland Burbach, Jill Hermansen, David Christopher, Tim Burns & Jim Colton
---------------------------------------	---

PRESENT VIA ZOOM:	None
----------------------	------

ABSENT:	Brandon Parsons & Ryan Birdseye
---------	---------------------------------

STAFF PRESENT IN THE COUNCIL CHAMBERS:	Senior Planner, Leni Crow, Associate Planner Jeremy Means & Planning Intern Mayra Marin
--	--

APPLICANT/GUEST PRESENT:	David Hamilton, First Presbyterian Church
-----------------------------	---

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

June 18, 2025 minutes.

Vice Chair Hermansen entertained a motion to approve the June 18, 2025 minutes.

**IT WAS MOVED BY COMMISSIONER CHRISTOPHER AND SECONDED BY
COMMISSIONER BURNS TO APPROVE THE MINUTES FOR JUNE 18, 2025.**

Planning Commission Minutes August 20, 2025

Vote on the motion as follows:

VOTE	Commissioner Birdseye	Commissioner Burback	Commissioner Burns	Commissioner Parsons	Commissioner Christopher	Commissioner Hermansen	Commissioner Colton
AYES		X	X		X	X	X
NAYES							

Minutes for June 18, 2025 are approved 5-0.

EX PARTE CONTACT

Commissioners are familiar with audience members and sometimes attend the church. There were no challenges.

OLD BUSINESS

None

PUBLIC HEARINGS

6:05 PM Public Hearing for CUP 1-25

- (a) FIRST PRESBYTERIAN CHURCH – CONDITIONAL USE PERMIT (CUP 1-25). APPLICANT IS SEEKING A CONDITIONAL USE PERMIT TO PERMIT A PRESCHOOL ON A PORTION OF THE CHURCH PROPERTY, MAP/TL 20-03-28-33-06800 & 06900, 216 & 236 S 3rd St, Cottage Grove, OR 97424. Relevant Criteria: Conditional Use Permits – Chapter 14.44. Applicant: David Hamilton, 78323 Meadow Park Drive, Cottage Grove, OR 97424. Hearing Date: August 20, 2025 at 6:00 PM, Council Chambers and virtually (see www.cottagegrove.org for meeting link), Cottage Grove City Hall; 400 E Main Street, Cottage Grove, OR 97424

IN FAVOR Matt Barnes – Eugene
Chris Holloman, 324 Adams Ave, Cottage Grove, OR 97424
David Hamilton, 78323 Meadow Park Drive, Cottage Grove, OR 97424
Dana Merryday, 205 Adams Ave, Cottage Grove, OR 97424

NEUTRAL None

AGAINST None

Vice Chair Hermansen closed public hearing CUP 1-25 at 6:15 pm.

Vice Chair Hermansen re-opened the public hearing for the presentation of the staff report for CUP 1-25 at 6:16 pm.

ITEMS TO BE ADDED TO THE RECORD:

EXHIBITS

- A. Application and Narrative
- B. Site Plans
- C. Proof of neighborhood meeting & meeting minutes
- D. Email dated August 6, 2025 detailing covered bicycle parking
- E. City of Cottage Grove completeness correspondence
- F. Affidavit of Posting and Notice

Proposal:

This conditional use application, CUP 1-25, is a proposal to establish a preschool in existing rooms within the Presbyterian Church located at 216 S. 3rd St, that house the Nursery, Toddler Room, Classroom and a Parlor and place a play structure for both the children of church members and the preschool on the parcel directly south of the church. The parcel where the playground will be placed houses a single family dwelling that is owned and used by the First Presbyterian Church, and is located at 236 S 3rd St.

This preschool is proposed to be in use Monday-Friday, with the hours being 7:00am to 7:00pm. The total approximation of students is 28, with eight staff, serving children from infancy to 5 years old. The applicant states that the Preschool opening is tentatively scheduled to open in the Fall of 2025.

Per Section 14.14.430, preschools are under the use category of Daycare. Table 14.22.110 states that Child Care / Daycare centers are a conditionally permitted use, along with additional standards found in Section 14.22.200(F).

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 July 5, 2025, and there were zero attendees.

No additional structures are proposed to house the preschool, and the playground that is proposed at 236 S 3rd St shall adhere to the minimum setbacks (front: 10ft, side: 10ft total with a minimum of 3ft, and rear: 5ft). The structure must be at least 6ft away from other existing structures.

There is an existing access point to the location of the preschool off of S 3rd St and from the parking lot directly south of the subject properties. No new access points are proposed. There is an existing parking area that is owned and utilized by the First Presbyterian Church, which has a total of 22 regular parking spaces and 2 ADA spaces. Table 14.33.300.A requires a minimum of 1 parking space per 500sqft of floor area. The applicant states that approximately 1,740sqft will be used for the preschool of the existing 11,759sqft building. This equates to a required 4 parking spaces, including one van ADA. This standard is met with the existing conditions of the site.

The applicant proposes to fence off the new play structure to ensure safety of not only the students but the neighborhood and traffic that surrounds the area.

Negative impacts upon adjacent properties include traffic, noise, and safety. The 2015 Cottage Grove Transportation System Plan states that parking is permitted on one side of a road if the designated right-of-way is at least 48ft-68ft, with a paved curb to curb width of at least 28ft. The paved portion of S 3rd St is approximately 36ft wide, with a right-of-way width of 50ft, therefore parking is permitted on one side of the road at a time. The applicant has proposed potential usage of S 3rd St to have as a drop off area - this proposal is addressed later in the staff report. To prevent negative impacts on the surrounding neighborhood, and due to the additional standards required from Section 14.22.200(F), the drop-off area must be located outside of the right-of-way, and shall be a condition of approval. The applicant may utilize the parking lot that abuts the development (Tax Lot 7000), but at no point can the drop-off zone occupy the required ADA parking spaces or block the access point to the Jefferson Park Apartments.

Parking along S 3rd St on the western edge of S 3rd St shall be prohibited for use of the preschool during the hours of operation of the preschool (7am to 7pm, Monday through Friday). If and when the preschool ceases to operate on this parcel, this condition of approval shall become null and void.

Per Table 14.33.400, a total of 2 long term bicycle parking spaces, or 1 per 10,000sqft of net building area are required. Per the applicant in an email dated August 6, 2025, the First Presbyterian Church currently has covered bicycle parking spaces along the main entryway on Adams Ave, which is covered by an awning. At least two of these bicycle parking spaces must be accessible during the hours of operation for the preschool.

Staff recommends approval as conditioned.

Vice Chair Hermansen closed public hearing CUP 1-25 at 6:25 pm.

The Commission discussed the possibility of a stop sign and questioned the applicant about parking in the evenings.

VICE CHAIR HERMANSEN ENTERTAINED A MOTION.

IT WAS MOVED BY COMMISSIONER CHRISTOPHER AND SECONDED BY COMMISSIONER BURBACK TO APPROVE CUP 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	Commission Colton
AYES		X	X		X	X	X
NAYES							

Motion carries. 5-0.

INFORMATION FROM STAFF

Senior Planner Crow informed the Commission on next month's agenda item and asked for attendance.

AUDIENCE PARTICIPATION

None

COMMISSION COMMENTS

Commissioner Burns will not be present at the September meetings.

ADJOURNMENT

There being no further business, Vice Chair Hermansen adjourned the Planning Commission meeting at 6:26 p.m.

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Jill Hermansen, Vice Chair