

CITY OF COTTAGE GROVE PLANNING COMMISSION

Minutes of the Regular Public Hearing

October 15, 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

Brandon Parsons, Ryan Birdseye, Garland Burback, Jill
Hermansen, David Christopher, Tim Burns & Jim Colton

PRESENT VIA
ZOOM:

Senior Planner Leni Crow

ABSENT:

None

STAFF PRESENT IN
THE COUNCIL
CHAMBERS:

City Manager Mike Sauerwein, Community Development
Manager Melany Klemmer, Associate Planner Jeremy Means &
Recording Secretary Tina MacDonald

APPLICANT/GUEST
PRESENT:

Elaine Howard, Elaine Howard Consulting, LLC

VIA ZOOM:

Lorissa Hughes

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

August 20, 2025 minutes.

Planning Commission Minutes October 15, 2025

Chair Parsons entertained a motion to approve the August 20, 2025 minutes.

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER CHRISTOPHER TO APPROVE THE MINUTES FOR 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	X	X
NAYES							

Minutes for August, 2025 are approved 7-0.

EX PARTE CONTACT

None.

OLD BUSINESS

None

PUBLIC HEARINGS

None

NEW BUSINESS

- (a) CITY OF COTTAGE GROVE - COTTAGE GROVE URBAN RENEWAL PLAN.
The Cottage Grove Planning Commission will be reviewing the proposed Cottage Grove Urban Renewal Plan for conformance to the Cottage Grove Comprehensive Plan and making a recommendation to City Council.

Elaine Howard, Elaine Howard Consulting, LLC, utilized a PowerPoint (attached) to present the proposed Urban Renewal Plan to the Commission. She noted the key elements of the plan, the Planning Commission's role at this point and what the key pieces in the adoption process going forward are. She then read through the findings in the staff report.

Elaine noted that the South Lane Fire District has asked for a portion of what is proposed to be allocated be directed to the Fire District for equipment. The Fire District will be added to Public Facilities and Services.

The Commission discussed potential projects and asked for clarity regarding interest rates. They also noted the possible positive impact of hotels, infrastructure and the downtown historic district.

Elaine mentioned that the City of Sutherlin has done a wonderful job with their Urban Renewal and that it would be of benefit to follow up with them on their process.

The Commission questioned the omission of Coiner Park on the map and had questions regarding assessed values and tax payer impact.

Commissioner Burback made a motion. Commissioner Christopher repeated the motion that the Cottage Grove Planing Commission finds, based upon the information provided in the staff report and the provided attachments, that the Cottage Grove Urban Renewal Plan conforms with the Cottage Grove Comprehensive Plan. Commissioner Burback seconded. All were in favor 7-0. Motion passes.

Elaine noted that the Planning Commission should watch the recording of the September 22 City Council meeting to see the Urban Renewal 101 presentation for more specific details on the proposed plan.

INFORMATION FROM STAFF

Senior Planner Crow informed the Commission that the cottage cluster that had been brought before the Commission is being revised.

AUDIENCE PARTICIPATION

None

COMMISSION COMMENTS

None

ADJOURNMENT

There being no further business, Chair Parsons adjourned the Planning Commission meeting at 6:53 p.m.

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Brandon Parsons, Chair