

CITY OF COTTAGE GROVE PLANNING COMMISSION  
Minutes of the Regular Public Hearing  
January 19, 2022

**CALL TO ORDER**

Vice Chair Rigel called the meeting to order at 7:04 p.m.

**ROLL CALL**

Recording Secretary Angela Keppler called the roll. The following were:

Present: Ashley Rigel, David Christopher, Beau Solesbee, Garland Burback,  
and Blake Hoskin

Absent: Darby Valley, and Tim Burns

Staff Present: City Planner – Eric Mongan, Assistant Planner- Matt Laird, Public  
Works Director- Faye Stewart - and Recording Secretary – Angela  
Keppler

Applicant:

News Media Present: 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**

Staff asked to have an item added to the end of the agenda. This item is for the appointment of two members of the Planning Commission to participate as advisory members to an upcoming Affordable Housing Implementation Plan Study that's going to start in March.

**IT WAS MOVED BY COMMISSIONER DAVID CHRISTOPHER AND  
SECONDED BY COMMISSIONER GARLAND BURBACK TO APPROVE  
ADDING AFFORDABLE HOUSING IMPLEMENTATION PLAN STUDY  
ADVISORY APPOINTMENT TO THE END OF THE AGENDA.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burback	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES		X	X		X	X	X
NAYES							

Adding item to agenda has been approved.

### **MINUTES**

December 15, 2021

**IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND  
SECONDED BY COMMISSIONER BEAU SOLESBEE TO APPROVE THE  
MINUTES FOR DECEMBER 15, 2021.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burback	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES		X	X		X	X	X
NAYES							

Minutes for December 15, 2021 are approved

### **OLD BUSINESS**

None

### **EX PARTE CONTACT**

None

### **7:11 PM Public Hearing for ZC 2-21 Opened**

- (a) RUTH HEMENWAY-DURAN & DAVID R. DAY – ZONE CHANGE (ZC 2-21) TO REZONE 78310 & 78311 HWY 99, COTTAGE GROVE, OR 97424; MAP/TL 20-03-33-32-00100 & 78300 HWY 99 MAP/TL 20-03-33-32-00300 TO C2P – COMMUNITY COMMERCIAL AS PART OF CONCURRENT ANNEXATION APPLICATION.

Applicant is seeking rezone two parcels totally approximately 1.11 acres to C2P – Community Commercial. Relevant Criteria: 14.47.500 Criteria for Legislative & Quasi-Judicial Amendments. Applicant: Ruth Hemenway-Duran, PO Box 563, Cottage Grove, OR 97424 & David Day, 33749 Witcher Gateway, Cottage Grove, OR 97424.

Eric states that this application is for a zone change of two parcels that were recently annexed into the City of Cottage Grove on December 13, 2021 by the City Council. Per

Section 18.04.080 of the Cottage Grove Municipal Code, applicants are required to apply for a zone change application to convert from a county zoning into a city zoning prior to the City filing documentation with the secretary of state. The City of Cottage Grove's comprehensive plan map designation of these two parcels is Community Commercial, and the applicants have requested that the C2P Community Commercial zone be applied to the parcels.

**IN FAVOR**

None

**NEUTRAL**

None

**AGAINST**

None

Ashley closed public meeting for ZC 2-21 at 7:15 pm, and brought it back to the Commission.

**COMMISSION COMMENTS**

**IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND  
SECONDED BY COMMISSIONER BLAKE HOSKIN TO APPROVE ZC 2-21 AS  
PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND  
RECOMMENDATIONS STATED IN THE STAFF REPORT.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burback	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES		X	X		X	X	X
NAYES							

Motion carries.

**INFORMATION FROM STAFF**

(a) Go over bylaws for Planning Commission

Eric asked the commission to steer staff in the direction of what they think may need changed in the bylaws, such as time of meetings and the election dates of Chair and Vice Chair. He asked that he be allowed to take notes of the changes requested, and then he will redraft a set of rules, along with talking to legal counsel, if needed, and bring it back to the Commission for approval at a future meeting.

The commission and staff discussed the current bylaws and went over possible changes. Eric will use this information to draft a new copy of bylaws, based on their discussion, and then bring it back to the commission at a later date for approval.

(a) Appointment of advisory members to the Affordable Housing Implementation Plan Study.

Eric said the City is about to embark on an Affordable Housing Implementation Plan Analysis Study. This is a grant funded by the Department of Land Conservation and Development. ECONorthwest is our selected consultant, they will look at the effectiveness of our current MUPTE program, and consider other tax abatement programs that exist, and other avenues to lowering bars to affordable housing development. Staff would like to have two members of the Planning Commission seated on this advisory committee. Ashley Rigel and Garland Burback volunteered to be on the committee.

(b) Election of Chair and Vice Chair

**IT WAS MOVED BY COMMISSIONER GARLAND BURBACK AND  
SECONDED BY COMMISSIONER BEAU SOLESBEE TO RE-ELECT DARBY  
VALLEY AS CHAIR AND ASHLEY RIGEL AS VICE CHAIR OF THE  
PLANNING COMMISSION.**

Vote on the motion as follows:

VOTE	Commissioner Valley	Commissioner Burback	Commissioner Rigel	Commissioner Burns	Commissioner Hoskin	Commissioner Solesbee	Commissioner Christopher
AYES		X	X		X	X	X
NAYES							

Motion carries.

**ADJOURNMENT**

There being no further business, Commissioner Ashley Rigel adjourned the Planning Commission meeting at 7:33 p.m.

ATTEST:

APPROVED:

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Angela Keppler, Recording Secretary

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Darby Valley, Chair