

STAFF REPORT
MODIFICATION TO APPROVAL MTA 4-22
1,584 SF ADDITION TO EXISTING CART STORAGE BUILDING
AT MIDDLEFIELD GOLF COURSE
91 VILLAGE DRIVE, COTTAGE GROVE

May 18, 2022

PROPOSAL DESCRIPTION

Date application filed: April 5, 2022

Date application complete: April 12, 2022

Owner/Applicant: City of Cottage Grove
Public Works & Development
Faye Stewart, Director
400 E. Main Street, Cottage Grove, OR 97424

Location: Middlefield Golf Course
91 Village Drive, Cottage Grove, OR 97424
Map: 20-03-27-20 TL: 03206

Present Conditions: Existing Golf Cart Storage Building, Adjacent to Pro Shop

Comp Plan Designation: P – Parks and Open Space

Zoning: PR – Parks and Recreation

Proposal:

The applicant proposes a 1,584 sf (99'x16') addition to the south side of the existing golf cart storage building. There will be no change in the type of use currently existing in the building, as the new addition will also be used for golf cart storage. Accessory structures, with a permitted use, are listed in the (PR) Parks & Recreation zone as permitted. In this case, the primary permitted use is Outdoor Recreation (Golf Course) and the structure for storing golf carts is accessory to that use, therefore it can be allowed in the PR zone. The Golf Course was originally reviewed and approved by Conditional Use Permit (CUP 2-89) and by Design Review (DR 7-90). The proposed expansion of a non-residential use is greater than 15%, therefore pursuant to Cottage Grove Municipal Code (CGMC) 14.46.300(B), this is considered a Major Modification subject to a Modification to Approval review.

COMMENTS RECEIVED:

Comments were received from Eric Mongan, Cottage Grove City Planner on May 3, 2022. The comments are addressed in this staff report and included in the conditions of approval. Reference Exhibit “C” attached.

APPROVAL CRITERIA:

14.46.300 Major Modifications

B. Major Modification Applications; Approval Criteria. *An applicant may request a major modification using a Type II or Type III review procedure, as follows:*

- 1. Upon the Community Development Director determining that the proposed modification is a major modification, the applicant shall submit an application form, filing fee and narrative, and a site plan using the same plan format as in the original approval. The Community Development Director may require other relevant information, as necessary, to evaluate the request.*
- 2. The application shall be subject to the same review procedure (Type II or III), decision making body, and approval criteria used for the initial project approval, except that adding a conditional use to an approved project shall be reviewed using a Type III procedure.*
- 3. The scope of review shall be limited to the modification request. For example, a request to modify a parking lot shall require site design review only for the proposed parking lot and any changes to associated access, circulation, pathways, storm drainage, lighting, trees, and landscaping. Notice shall be provided in accordance with Chapter 14.41.*
- 4. The decision making body shall approve, deny, or approve with conditions an application for major modification based on written findings on the criteria.*

Staff response and findings of fact: Per Table 14.25.110, “Outdoor Recreation, Commercial” is conditionally allowed in the PR zone and “Accessory Structures With A Permitted Use” are listed as permitted uses in the PR zoning district. Industrial zone. The Golf Course was originally reviewed and approved by Conditional Use Permit (CUP 2-89) and by Design Review (DR 7-90). The proposed 1,584 sf addition will be reviewed as a Major Modification to the previous approvals.

The following criteria are deemed applicable to this application:

Chapter 14.42.600 Site Design Review Approval Criteria. *The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:*

1. *The application is complete, as determined in accordance with Chapter 14.41 – Types of Applications and Section 14.42.500, above;*

Staff response and findings of fact: The application was submitted on April 5, 2022. The application was deemed complete on April 12, 2022.

2. *The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;*

Staff response and findings of fact: The proposed 1,584 sf addition to the existing building will continue to meet all required standards found in the PR zone. Findings are made to the specific criteria later in this report.

3. *The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with Chapter 14.52, Non-Conforming Uses and Development;*

Staff response and findings of fact: Not applicable, the use and the existing structure are in conformance to the standards of the PR zone. The existing building was reviewed and approved by land use action and building permit. The existing golf cart storage building is an allowed accessory structure, that is accessory to the existing golf course, which is a permitted outdoor recreation use, that has been approved in the PR zone. Both the existing building and the proposed new addition will continue to conform to all standards of the PR zoning district.

4. *The application complies with all of the Design Standards in Chapter 3:*
 - a. *Chapter 14.31 - Access and Circulation;*
 - b. *Chapter 14.32 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;*
 - c. *Chapter 14.33 - Parking and Loading;*
 - d. *Chapter 14.34 - Public Facilities;*
 - e. *Chapter 14.35 - Surface Water Management;*
 - f. *Chapter 14.36 - Other Standards, as applicable;*
 - g. *Chapter 14.37 – Sensitive Lands*

Staff response and findings of fact: Design standards from Chapter 3 are not applicable to this application as the proposed addition does not include or require changes to access and circulation, landscaping, parking and loading, or sensitive lands. Public Facilities and Surface Water Management will be addressed later in this report.

4. *Existing conditions of approval required as part of a prior Land Division (Chapter 14.43), Conditional Use Permit (Chapter 14.44), Master Planned Development (Chapter 14.45) or other approval shall be met.*

Staff response and findings of fact: The building and site development was previously reviewed and approved by land use actions CUP 2-89 and DR 7-90. All previous conditions of approval have been satisfied. This criterion is met.

14.25.120 Parks & Recreation District – Setback Yards

A. Purpose. *Setback yards provide separation between park and non-park uses for fire protection/security, building maintenance, sunlight and air circulation, noise buffering, and visual separation.*

B. Applicability. *The setback yard standards in subsections C through G of this section are minimum standards that apply to buildings, accessory structures, mechanical equipment, and other development. In granting a Conditional Use Permit or Master Plan, the planning commission may increase the standard yards if necessary to meet the criteria in Chapter 14.44. The planning commission may also decrease the standard yards through the CUP process; provided, that all applicable building and fire safety codes are met and impacts to adjoining properties have been considered.*

C. Front and Street Yard Setbacks. *All front and street-facing yard setbacks shall be a minimum of 15 feet. The front or street-facing yard shall not be used for regular or constant parking of automobiles or other vehicles.*

D. Rear Yard Setbacks. *Building, structures and accessory uses shall be setback not less than 5 feet from the rear property line.*

E. Side Yard Setbacks. *Each development shall maintain a side yard of not less than 5 feet. Side yards shall not be used for the regular or constant parking of automobiles or storage of boats, trailers, furniture, accessory buildings, etc.*

F. Riparian Setbacks. *Structures shall not be located closer than 50 feet from the ordinary high water line or 25 feet from the top of the river bank of a Class I stream, whichever is greater. The Planning Commission may allow a lesser setback if documentation is provided that existing riparian vegetation does not and has not extended into the setback area within the last year.*

G. Floodway. *No new structures shall be permitted within the floodway of the Coast Fork of the Willamette River, the Row River, or Silk Creek.*

Staff response and findings of fact: The applicant has provided a site plan (Exhibit C) that demonstrates compliance with all of the setback standards listed above. The new addition to the golf cart storage building will be approximately 155' from the property line to the west, approximately 10' from the property line to the south, and approximately 300' from the property

line to the east. The north side of the new addition, will be attached to the existing structure. There are no riparian areas near the new construction area and the closest wetland area is greater than 400' to the north east. The proposed development area is not within a floodplain or floodway. This proposal meets all of the standards of the PR zone, therefore, these criteria are met.

14.25.130 Parks & Recreation District – Lot Coverage

Maximum lot coverage, including all impervious surfaces, shall not exceed 40 percent. This lot coverage may be exceeded through a conditional use or Master Plan permit.

Staff response and findings of fact: The subject property is a golf course with approximately 80 acres of open space. The proposed 1,584 sf building addition and all of the other structures and impervious surface combined will continue to be much less than 40% of the site. This criterion is met.

14.25.140 Parks & Recreation District – Site Layout and Design

A. Applicability. Section 14.25.140 is intended to provide flexibility in development while providing for compatibility of parks and recreation uses through the application of discretionary standards. Parks and recreation uses and developments shall be oriented on the site to minimize adverse impacts (e.g., noise, glare, dust, parking, traffic, vibration, etc.) and to provide compatibility with adjacent uses to the extent practicable.

The following standards shall apply to all development in the Parks & Recreation District that are subject to Site Design Review or require a Conditional Use Permit, including those reviewed as part of a Master Planned Development.

B. Development Compatibility.

- 1. Mechanical equipment, lights, parking and other components of a parks or recreation use that are outside enclosed buildings shall be located away from adjacent residential areas to the maximum extent practicable; and*
- 2. The City may require a landscape buffer, or other visual or sound barrier (fence, wall, landscaping, or combination thereof), to mitigate adverse impacts that cannot be avoided; and*
- 3. Protection and enhancement of water quality shall be required. No dumping of yard or household waste, no use of chemical pesticides or herbicides in wetlands, riparian areas or near water, and no dumping of hazardous waste will be allowed; and*
- 4. The architectural standards in Section 14.23.170 shall be met for all buildings over 2,000 square feet in footprint. For the purpose of meeting the build-to line standards in*

subsection 14.23.170.B(4), the build-to line is parallel to all abutting street property lines at a distance of 60 feet from the street property line; and

5. Master signage plans shall be created for uses requiring Conditional Use or Master Planned Development approval; and

6. New or expanding uses that require either Conditional Use or Master Planned Development approval shall ensure that site access and internal and external circulation patterns meet the requirements of Section 14.31.

Staff response and findings of fact: Not applicable. There will be no mechanical equipment or lights on the building that face a residential zone. Adverse impacts are not expected as this project will just be used to add additional protected golf cart storage space directly adjacent to the existing golf cart storage space. This project is located greater near any sensitive lands and will not dump any waste. The proposed addition is less than 2,000 sf thus the architectural standards are not applicable. No master plan will be required with this project. These criteria are satisfied.

C. Buffering & Other Yard Requirements.

1. Buffering. The approval body shall require landscaping, fences, walls or other buffering that exceed the landscaping standards in Chapter 14.32 when it finds through Site Design Review (Chapter 14.42), Conditional Use Permit review (Chapter 14.44), and/or Master Planned Development review (Chapter 14.45), as applicable, that more or different buffering is necessary to mitigate adverse noise, light, glare, and/or aesthetic impacts to adjacent properties.

2. Pedestrian Access. Interconnectivity between neighborhoods and/or park and pedestrian facilities shall be emphasized in design. The approval body may require the construction of pedestrian access ways through required buffers to ensure pedestrian connections within large developments or connecting to public sidewalks, walkways, or multi-use pathways. The design of access ways shall conform to Section 14.31.300.

Staff response and findings of fact: This project will not require any landscape buffering because it is not expected to create any negative impacts to adjacent properties. Pedestrian paths have been established all over the golf course and there is one that currently leads directly to the location of the new cart storage addition. No further pedestrian access will be required. These criteria have been satisfied.

14.25.150 Parks & Recreation District – Building and Structure Height

The maximum allowable height of buildings and structures in the PR districts is 30 feet, except that taller buildings and structures are allowed when approved as part of a Conditional Use Permit or Master Plan, provided they conform to the R/R-1 height step-down.

Staff response and findings of fact: The existing golf cart storage building and the proposed new addition are both less than 30' in height. The new addition will be approximately 10' in height. This criterion is met.

14.34.010 Public Facilities -- Purpose and Applicability

- A. Purpose.*** *The purpose of this Chapter is to provide planning and design standards for public and private transportation facilities and utilities. Streets are the most common public spaces, touching virtually every parcel of land. Therefore, one of the primary purposes of this Chapter is to provide standards for attractive and safe streets that can accommodate vehicle traffic from planned growth and provide a range of transportation options, including options for driving, walking, bus transit, and bicycling. This Chapter is also intended to implement the City's Transportation System Plan.*
- B. When Standards Apply.*** *Unless otherwise provided, the standard specifications for construction, reconstruction, or repair of transportation facilities, utilities, and other public improvements within the City shall occur in accordance with the standards of this Chapter. No development may occur unless the public facilities related to development comply with the public facility requirements established in this Chapter.*

Staff response and findings of fact: There will be no increased water and sewer usage as the new addition to the building does not contain any new plumbing. Consequently, additional findings on the City water and sanitary sewer system will not be required because there will be no increase in use. There will also be no additional findings made to transportation standards because the property is accessed via Village Drive, which is a 60-foot wide private road right-of-way that is built to standard and requires no improvements. Furthermore, there will be no significant increase in trips generated by the proposed development that would trigger any type of transportation system changes for the area. The property is currently served with underground utilities and will not require any new utilities such as power, data, communication, etc. This project will create approximately 1,584 sf of new impervious surface, therefore, additional findings will be made on Surface Water Management. No new public facilities are planned for this project.

Chapter 14.35 – Surface Water Management

14.35.100 Erosion Prevention

- A. Purpose.** *The purpose of this chapter is to restrict the discharge of sediments or other construction-related materials, including hazardous substances as identified in Section 13.08.150, into the city stormwater system to:*
1. *Prevent or minimize, to the maximum extent practicable, negative impacts to adjacent properties, water quality, and stormwater-related natural resource areas resulting from construction activities; and*
 2. *Maintain the capacity of the city stormwater system by minimizing sedimentation.*
- B. When Standards Apply.**
1. When Standards Apply. *Unless otherwise provided, the standards in this chapter apply to all construction activities that result in any one or all of the following:*
 - a. *Land disturbance, including, but not limited to, clearing, grading, grubbing, logging, excavating, filling, and storing of materials;*
 - b. *Structural development or demolition, including, but not limited to, buildings, bridges, roads, and other infrastructure;*
 - c. *Impervious surfaces, including, but not limited to, parking lots, driveways, walkways, and patios; or*
 - d. *Dewatering.*
 2. Exempt Activities. *Notwithstanding the foregoing, the following activities shall be exempt from the provisions of this section:*
 - a. *Actions by a public utility, the city, or any other governmental agency to remove or alleviate an emergency condition, restore utility service, or reopen a public thoroughfare to traffic; or*
 - b. *Actions by any other person when the city determines, and documents in writing, that the actions are necessary to remove or alleviate an emergency condition, restore utility service, or reopen a public thoroughfare to traffic.*

Staff response and findings of fact: The proposed development is not an exempt activity and will disturb approximately 1,584 sf of land, therefore, the erosion prevention standards do apply.

C. Compliance. *Regardless of whether a permit is required under subsection E of this section, no person shall engage in any construction activity covered by subsection (B)(1) of this section in a manner that can potentially impact water quality, adjacent properties or stormwater-related natural resource areas except as allowed by this code. All persons shall implement erosion prevention and sediment control measures designed to meet the outcomes below. Failure to meet those outcomes shall subject the person to the same enforcement provisions as those applicable to a permit holder under subsection F of this section.*

D. Expected Outcomes. *All persons conducting construction activities covered in subsection B of this section shall employ, to the maximum extent practicable, erosion prevention and construction site management practices that will achieve during both the construction period and wet weather season the following outcomes:*

- 1. Adjacent properties, water features, and related natural resource areas are kept free of deposits or discharges of soil, sediment or construction-related material from the site except those that would occur through natural processes from an undisturbed site;*
- 2. Vegetation in water features, related natural resource areas, and associated bank and/or riparian areas adjacent to construction sites are preserved or protected from impacts that exceed those that occur through natural processes on an undisturbed site;*
- 3. Public rights-of-way, the city stormwater system and related natural resource areas, private streets and private stormwater drainage systems that discharge to the city stormwater system are kept free of mud, soil, sediment, concrete washout, trash, or other similar construction-related material. Direct deposit, dropping, dumping, erosion, tracking, or other discharge by construction vehicles of materials shall not occur in excess of those that occur through natural processes from an undisturbed site. Any such discharges that occur shall be prevented from entering water features or the city stormwater system and removed not later than the end of the day in which the discharge occurred, or as directed by the city. During the wet weather season corrective action shall be taken immediately for such discharges;*
- 4. Soils and stockpile areas shall not be exposed to precipitation or stormwater runoff without the provision of secondary containment, perimeter controls, and other approved BMPs;*
- 5. Earth slides, mudflows, earth sloughing, or other earth movement which may leave the property shall not occur in excess of those that occur through natural processes on an undisturbed site;*
- 6. No discharge into the city stormwater system or related natural resource areas of construction-related contaminants resulting from activities such as, but not limited to, cleaning or washing of equipment, tools, or vehicles shall occur; and*

7. *No hazardous substances, such as paints, thinners, fuels, and other chemicals shall be released onto the site, onto adjacent properties, or water features, the city stormwater system, or related natural resource areas.*

Staff response and findings of fact: Erosion prevention and sediment control will be required as part of the proposed development. There are no sensitive lands within 200' of the project area. No Sediment or other pollutants are allowed to enter any sensitive lands, or the city storm water system. Mud, soil, and debris shall not be tracked out onto the public right of way and must be maintained on site.

E. Erosion Prevention Permit.

1. Permit Required. *Except as otherwise provided in subsection (E)(6) of this section, no person shall commence any construction activity without first obtaining from the city one of the erosion prevention permits listed below if the construction activity:*
 - a. *Is located in a designated sensitive land area; and/or*
 - b. *Is located within the public right-of-way and requires permits from the Cottage Grove engineering department; and/or*
 - c. *Requires a building permit or sewer/water line permit from the Cottage Grove public works and development department.*

Construction activity that disturbs more than one acre of land must obtain a 1200C permit from the Department of Environmental Quality (DEQ).

2. Permit Classifications. *The public works and development director or his designee may issue the following types of permits, either of which will meet the requirements of subsection (E)(1) of this section:*
 - a. Individual Permit. *A person, property owner, or easement holder of record may obtain an individual permit for each construction activity on the same development site, or for multiple construction activities proposed in connection with a development project on the same development site, including utility work, public improvements, private infrastructure, structures, and other site improvements.*
 - b. Annual Permit. *A person, property owner, or easement holder of record may obtain an annual permit for minor recurring activities occurring on one or more development sites.*
3. Application. *The application for an erosion prevention permit shall be accompanied by:*

- a. Fee. *A fee established by the city council in an amount sufficient to recover the city's administrative costs.*
 - b. Erosion Prevention Permit Application. *An application form established by the public works and development department, signed by the property owner and applicant.*
 - c. *Construction site management plan, for individual permits impacting over 4,500 square feet (or 180 cubic feet).*
 - 1. *The construction site management plan shall identify: potential water quality impacts associated with the proposed construction activities; techniques and methods to be used to prevent and control erosion, sedimentation, and other pollutants associated with construction activity; and the location, design, and construction schedule for all erosion, sedimentation, and other construction site management control measures to be implemented and maintained.*
 - 2. *If the development site has or will have 60 percent or more impervious lot coverage, the construction site management plan must be prepared by a certified professional(s). The construction site management plan need not be prepared by a certified professional if the development is one single-family dwelling or accessory structure, or one duplex dwelling.*
 - 3. *The approved construction site management plan shall be kept at the construction site and available for on-site inspection purposes.*
 - d. *Work, scope and practices for annual permit. No construction site management plan shall be required for an annual permit. Instead, the applicant shall provide a narrative description of the scope of work to be performed and the practices employed for meeting the requirements of this chapter. A copy of the annual permit and narrative shall be kept at the site and available for on-site inspection purposes.*
4. Review and Issuance.
- a. *The application for the erosion prevention permit shall be reviewed by the city as a Type I permit per Section 14.41.200 and approved or denied, based on compliance with the outcomes identified in this chapter, including specific erosion and sedimentation prevention measures and schedules.*
 - b. *The erosion and sediment control measures required shall be the minimum required measures needed to meet anticipated construction, site conditions, and weather during construction. During the construction period, erosion and sediment control measures may be required to be upgraded as needed based on the activity and for unexpected storm events and to ensure that sediment and sediment-laden runoff do not leave the site.*

5. Permit Duration.

- a. *An individual erosion prevention permit shall remain in effect for the full period of the construction activity. The public works and development director may extend the duration of the permit for a period of up to, but not to exceed, two years after completion of the construction activity if the manager determines the extension is necessary to ensure that the construction activity has stabilized in accordance with the outcomes identified in the administrative rules.*
- b. *Annual permits may be issued for a full calendar year, and shall expire on or before December 31st of the year issued. Annual permits may not be extended.*

Staff response and findings of fact: The area of land disturbance will be less than 1 acre, therefore, a DEQ 1200C permit will not be required. The applicant will be required to obtain an Individual Erosion Prevention Permit (EPP). The existing building and impervious surface area is less than 60% of the subject property, therefore, a Construction Site Management Plan (CSMP) will be required, however, it will not have to be from a certified professional engineer. An EPP will be required to ensure that best management practices are followed to keep sediment, sediment-laden runoff, and other pollutants from leaving the site.

CONCLUSION

Modification to Approval, pursuant to Section 14.46.300 Major Modification Criteria 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 MTA 4-22 be **APPROVED** for the proposed 1,585 sf addition to the existing golf cart storage building at Middlefield Golf Course, pursuant to Section 14.46.300 Major Modification Criteria 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. Building and Electrical permits are required.
3. Prior to beginning any land disturbing activities, submit an Erosion Prevention Permit (EPP) with a Construction Site Management Plan (CSMP). The CSMP shall include the use of Best Management Practices or equivalent measures for storm water management and for preventing erosion and controlling sediment, surface runoff and other pollutants from leaving the site.

4. At time of Building Permit application, plans shall show how stormwater will be addressed, i.e. to parking lot or to a separate stormwater facility.

MATERIALS TO BE PART OF THE RECORD

Files: MTA 4-22

EXHIBITS

- A. Application
- B. Site Plan & Elevations
- C. Development Comments

EXHIBIT "A"



File No.: MTA 4-22
Date Submitted by Applicant: 4/05/2022
Date Deemed Complete: _____

400 Main Street Cottage Grove, OR 97424

TYPE III PERMIT APPLICATION

To: City of Cottage Grove Planning Commission

A. Applicant

- 1. Name: Faye Stewart Phone No.: 541-942-3340
- 2. Mailing Address: 400 E Main Street, Cottage Grove, OR 97424
- 3. Email Address: pwdirector@cottagegrove.org
- 4. Status: Owner Agent

Note: If agent you must have owner's consent and signature.

B. Owner (if not applicant)

- 4. Owner's Name: City of Cottage Grove Phone No.: 541-942-5501
- 5. Owner's Mailing Address: 400 E Main Street, Cottage Grove, OR 97424

C. Location of Property

- 6. Address/Location: 86 Village Drive, Cottage Grove, OR 97424
- 7. Map & Tax Lot Number: ~~20-03-22-40-00402~~ 20 03-27.20-03206
- 8. Present Use: Golf Course Cart Storage
- 9. Proposed Use: Addition to existing cart storage area

D. Request for Consideration

- 10. Type of Land Use Application applying for: MTA (Major) addition over 1,000sf
Options: Conditional Use, Greenway Conditional Use, Cottage Industry, Historic Alteration, Land Use District Map changes (no plan amendment required), Master Planned Developments, Site Design Reviews, Subdivisions, Variance (Class C)
- 11. Is this application filed in association with other land use permit applications?
Yes No
- 12. Reasons for Application: Construct additional cart storage areas at Middlefield


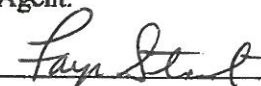
E. Required Information

- Narrative Statement: This application must be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making.
Note: Additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.4 (Conditional Use), 4.5 (Master Planned Developments), 4.6 (Modifications), 4.8 (Code Interpretations), 4.9 (Miscellaneous Permits) and 5.1 (Variances).
- Plans: Three (3) sets of plans, including one (1) set of plans in a reproducible form that is no larger than 11"x17" in size. Content of plans will vary with application type. Refer to submittal requirements for specific application type.
- Neighborhood Meeting verification (for Master Planned Developments, Conditional Uses and Subdivisions). Must include copy of meeting notice and minutes and/or recording of meeting.
- Non-refundable application fee.

G. Signature

I hereby request a Type III Permit on the above described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Cottage Grove, Oregon.

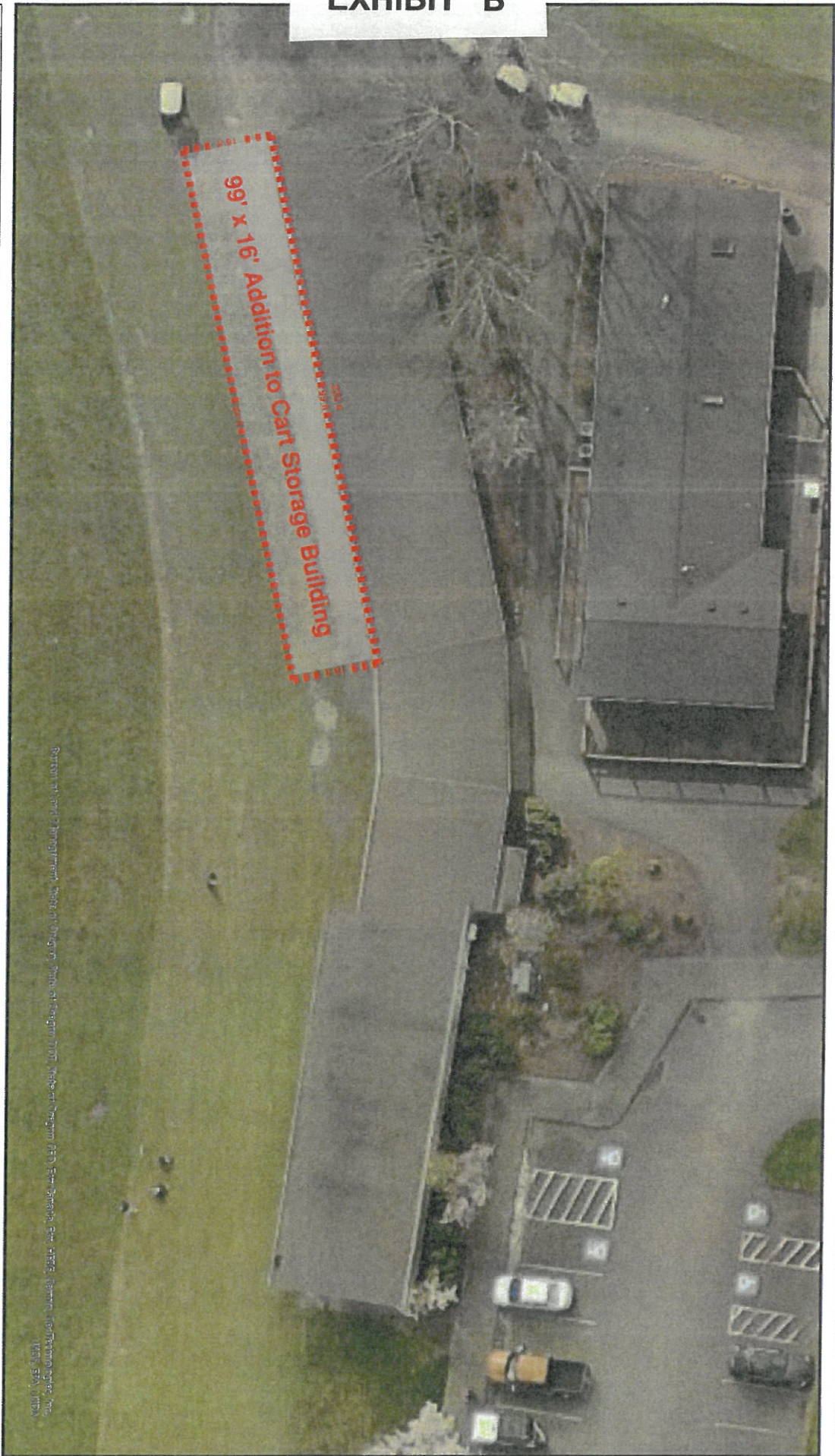
I hereby acknowledge that this application is not considered filed and complete until all of the required information has been submitted as determined by the Community Development Director and all required fees have been paid in full. Once the original application is submitted, Staff has 30 days to determine whether an application is complete. Within 30 days a letter will be mailed to you either deeming the application complete or requesting additional information. If additional information is requested you have 150 days to either: submit the missing information, submit some of the information and written notice that no other information will be provided, or submit a written notice that none of the missing information will be provided. *Once your application is deemed complete* you will be assigned a public hearing date before the Planning Commission and Staff will have 120 days to complete the processing of your application. (ORS 227.178)

	Owner:		Agent:
Signature:		FOR	
Name:	Richard Meyers		Faye Stewart
Date:	_____		_____

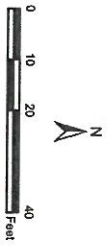
Office Use Only

Date Application Received:	<u>4/5/22</u>	Initials:	<u>M</u>
Date Application Complete:	<u>4/8/22</u>	Initials:	<u>M</u>
Applicant Notified of Completeness:			
Fee Paid:	<u>\$840</u>	Receipt No.:	<u>19398</u>
		Initials:	<u>M</u>

EXHIBIT "B"

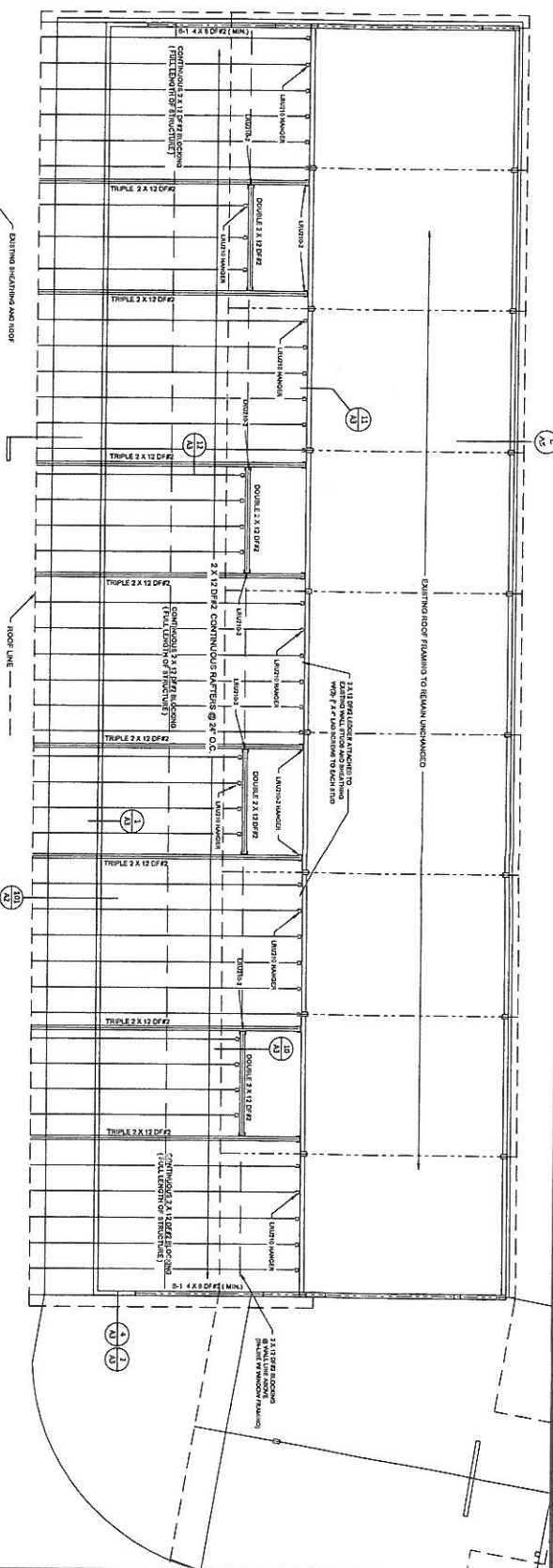


The information on this map was derived from digital datasets on the Lane County regional geographic information system. The accuracy of this map, but is provided "as is". Lane County cannot accept any responsibility for errors or omissions in the original data or the underlying information. Current plan designations, zoning, and other information are confirmed with the appropriate agency. There are no warranties, expressed or implied, accompanying this product. However, indication of any errors will be appreciated.

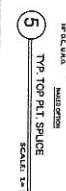
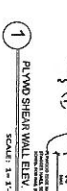
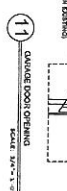


Middlefield Golf Course

Revised 10/2017. Prepared by: Lane County GIS Department, 1000 NE Oregon Street, Medford, OR 97504. (531) 553-3100. www.lane.gov

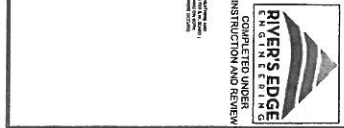


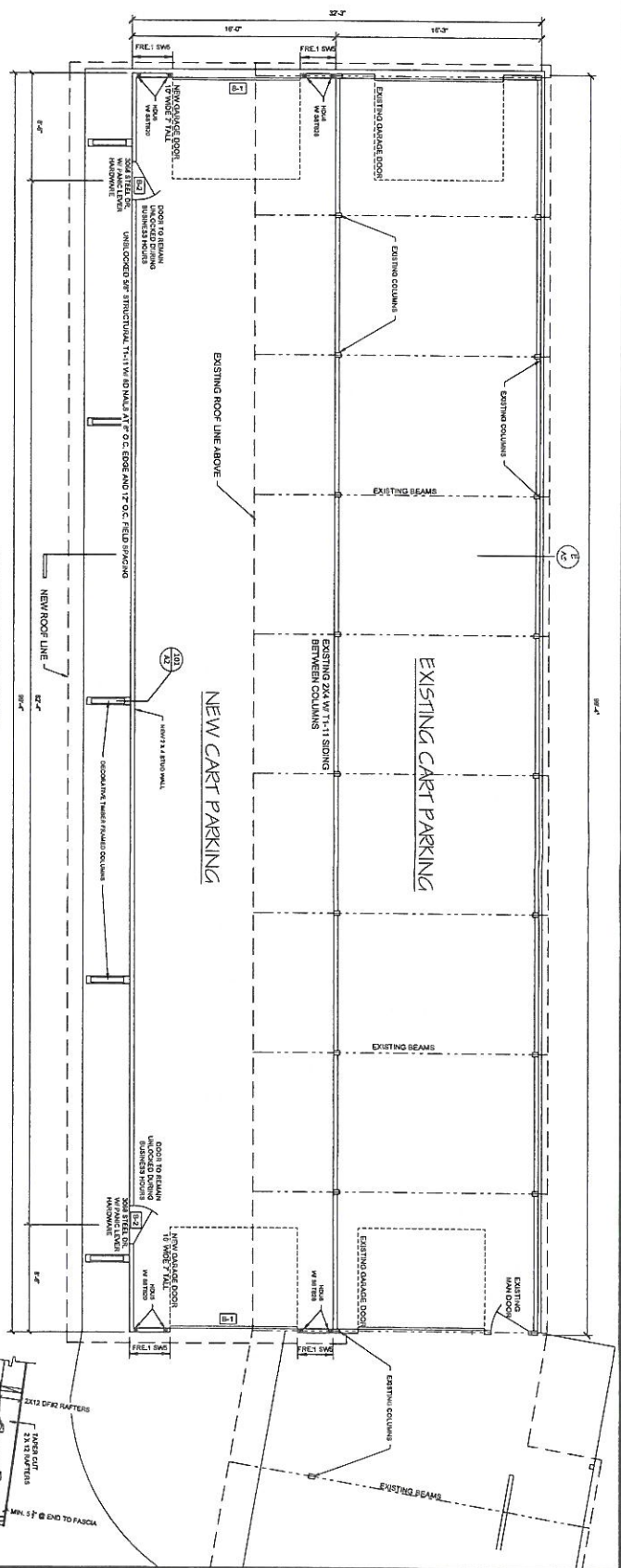
100 ROOF FRAMING PLANS
SCALE: 1/4" = 1'-0"



CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO OPENING & CONSTRUCTION

<p>DATE: 08.27.21 FILE: Z1-02 MIDDLE d.b. REC</p>	<p>REVISED GARAGE FRAMING PLANS</p>	<p>PROJECT: MIDDLEFIELD GOLF COURSE DATE: 08.27.21</p>	<p>COMMERCIAL: REVISED GOLF CART STORAGE MIDDLEFIELD GOLF COURSE COTTAGE GROVE, OR</p>	<p>AND THE RESPONSIBILITY OF REGISTERED ARCHITECT, ENGINEER, AND DESIGNER TO BE USED ON PROJECTS EXCEPT WITH WRITTEN CONSENT OF ROBERT CORYELL DESIGNS.</p>	<p>Studio of: ROBERT CORYELL DESIGNS 3460 SUE ANN COURT Springfield, Oregon 97477 (541) 520-3955</p>	<table border="1"> <tr> <td>DATE</td> <td>BY</td> <td>APP'D</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	DATE	BY	APP'D			
DATE	BY	APP'D										





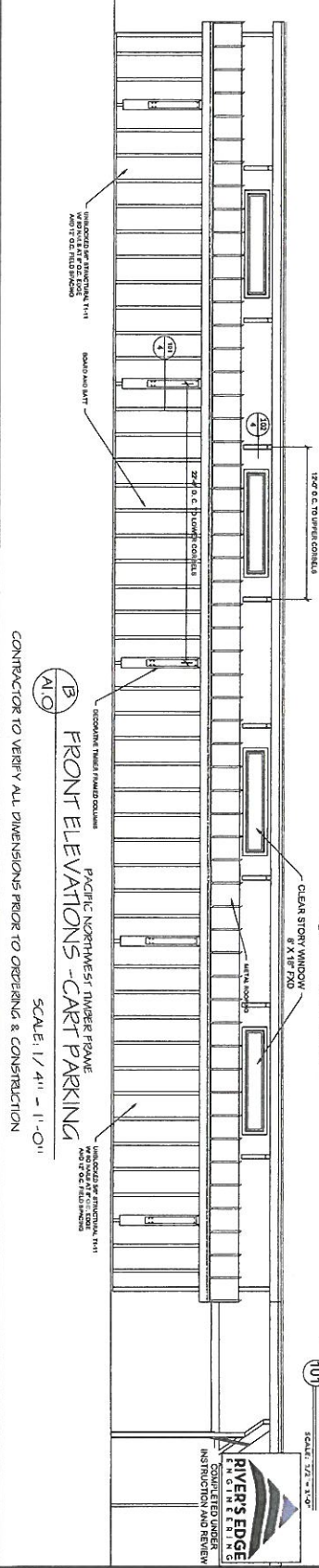
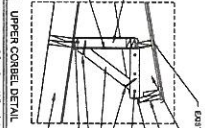
DATE	DESCRIPTION	BY	CHKD
10/22/21	REVISED GOLF CART STORAGE MIDDLEFIELD GOLF COURSE COTTAGE GROVE, OR	RC	RC
10/22/21	EXISTING AND REVISED FLOOR PLAN - CART PARKING	RC	RC

NOTES:

1. ALL DIMENSIONS UNLESS OTHERWISE NOTED.
2. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.
5. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.
6. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.
7. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.

EXISTING AND REVISED FLOOR PLAN - CART PARKING
 SCALE: 1/4" = 1'-0"

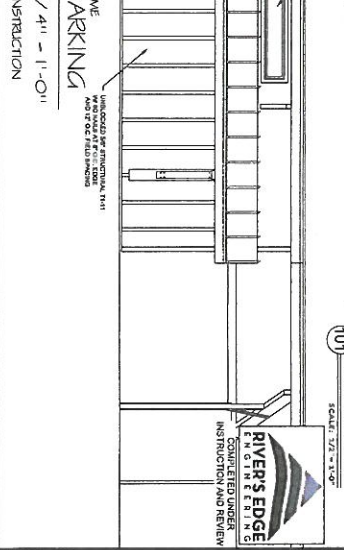
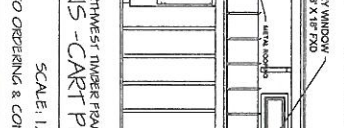
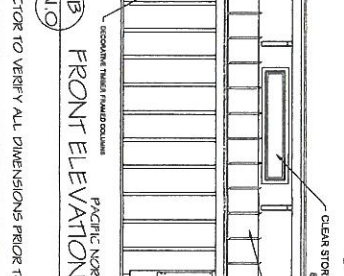
BEAMS HEADERS
 (8-2) - 6" X 6" DFL
 (8-3) - 4" X 8" DFL



DATE	DESCRIPTION	BY	CHKD
10/22/21	REVISED GOLF CART STORAGE MIDDLEFIELD GOLF COURSE COTTAGE GROVE, OR	RC	RC
10/22/21	EXISTING AND REVISED FLOOR PLAN - CART PARKING	RC	RC

EXISTING AND REVISED FLOOR PLAN - CART PARKING
 SCALE: 1/4" = 1'-0"

BEAMS HEADERS
 (8-2) - 6" X 6" DFL
 (8-3) - 4" X 8" DFL



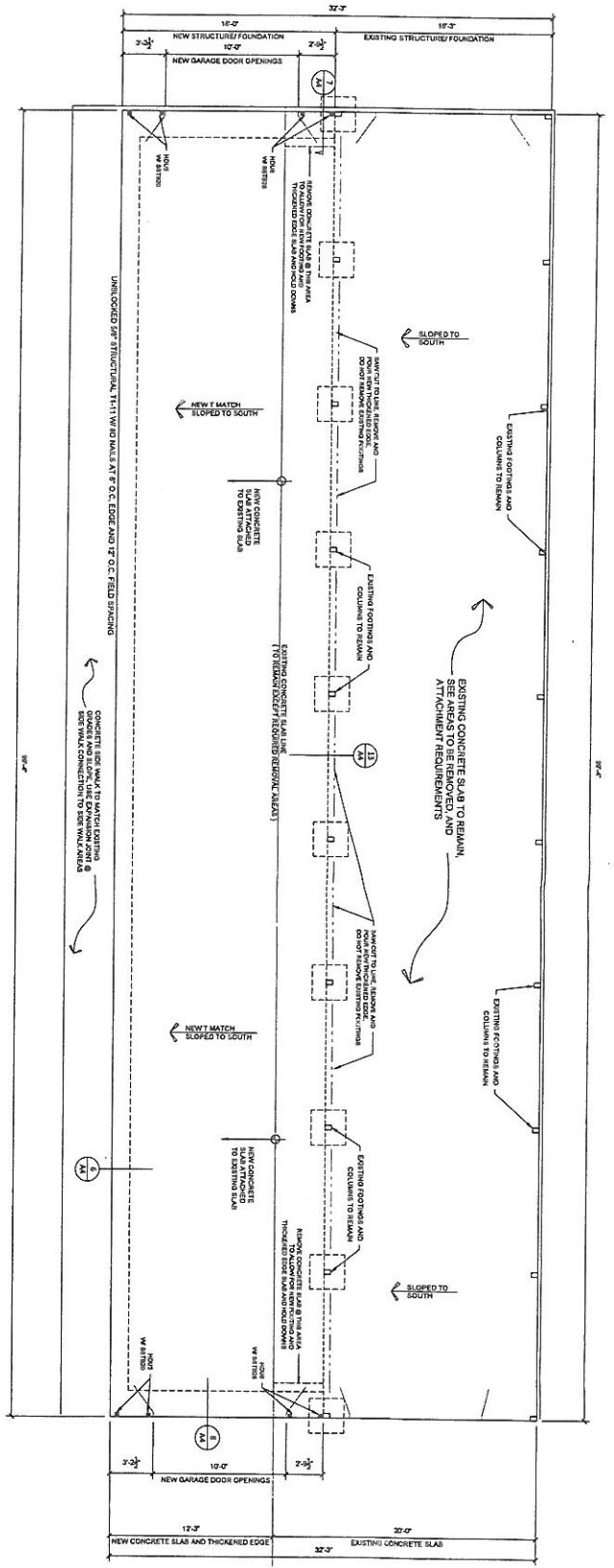
REVISIONS

NO.	DATE	DESCRIPTION
1	10/22/21	REVISED GOLF CART STORAGE MIDDLEFIELD GOLF COURSE COTTAGE GROVE, OR

COMMERCIAL:
 REVISED GOLF CART STORAGE
 MIDDLEFIELD GOLF COURSE
 COTTAGE GROVE, OR

Studio of:
ROBERT CORYELL DESIGNS
 3460 SUE ANN COURT
 Springfield, Oregon 97477
 (541) 520-3995

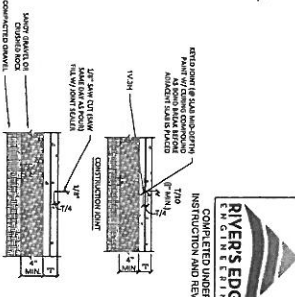
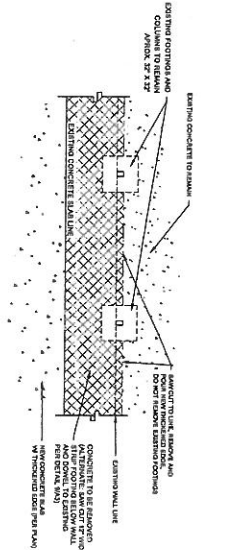
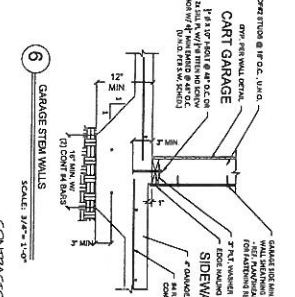
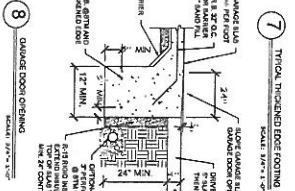
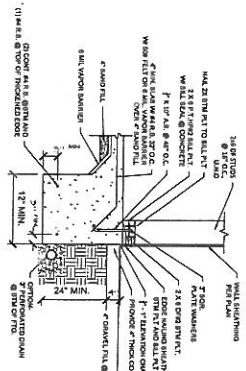
DATE: 10/22/21
 FILE: Z1-COE-MIDDLEFIELD
 REC



FOUNDATION PLANS

SCALE: 1/4" = 1'-0"

SECTION	ROBERT	SCHEMATIC	FOUNDATION
1	30" x 30"	12" x 12"	12" x 12"
2	30" x 30"	12" x 12"	12" x 12"
3	30" x 30"	12" x 12"	12" x 12"
4	30" x 30"	12" x 12"	12" x 12"
5	30" x 30"	12" x 12"	12" x 12"
6	30" x 30"	12" x 12"	12" x 12"
7	30" x 30"	12" x 12"	12" x 12"
8	30" x 30"	12" x 12"	12" x 12"
9	30" x 30"	12" x 12"	12" x 12"
10	30" x 30"	12" x 12"	12" x 12"
11	30" x 30"	12" x 12"	12" x 12"
12	30" x 30"	12" x 12"	12" x 12"
13	30" x 30"	12" x 12"	12" x 12"



COMMERCIAL:
 REVISED GOLF CART STORAGE
 MIDDLEFIELD GOLF COURSE
 COTTAGE GROVE, OR

AND ALL THE PROPERTY OF
 ROBERT CORYELL DESIGNS
 ARE HEREBY TO BE USED OR
 REPRODUCED IN ANY MANNER
 WITHOUT THE WRITTEN
 PERMISSION APPROVAL BY
 ROBERT CORYELL DESIGNS.

Studio of:
ROBERT CORYELL DESIGNS
 3460 SLE ANN COURT
 Springfield, Oregon 97477
 (541) 520-3955

DATE	BY	REVISION

date 08.27.21
 file 21-CC-MIDDLEFIELD
 d.b. REC

REVISED
 PARKING FOUNDATION
 DETAILS / SECTIONS

A4 of 5

CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO ORDERING & CONSTRUCTION

EXHIBIT "C"

MEMO

To: Planning Staff

From: Eric Mongan, City Planner

Subject: DEVELOPMENT COMMENTS FOR MTA 4-22 (1,584 SF ADDITION TO CART STORAGE BUILDING; 91 VILLAGE DRIVE)

Date: May 3, 2022

The following comments are based on a request for comments packet provided by Matt Laird, Assistant Planner. The packet is dated May 2, 2022 with a request that they be completed by May 6, 2022. Changes may occur during the design phase that will be in conflict with statements below and some issues may have been overlooked that will be commented on during the design phase of this project.

Development Comments

General

- Developer shall be responsible for payment of all system development charges and review fees.
- Erosion Prevention Best Management Practices shall be used as appropriate and as required by Chapter 14.35.
- Stormwater runoff shall not adversely affect adjacent properties.

Storm Drainage

- The proposed location of the 1,584 sf golf cart storage structure addition is in an area that is currently not paved or hard surfaced and will therefore create approximately 990 sf of new impervious surface.
- The current structure drains into the parking lot via gutters and rain drains to the curb face in the parking lot, which is graded toward a single catch basin in the southwest corner of the parking lot.
- At time of Building Permit application plans shall show how stormwater will be addressed, i.e. to parking lot or to a separate stormwater facility.

Sanitary Sewer

- No proposed changes or additions to sanitary sewer proposed on plans

Water

- No proposed changes or additions to water proposed on plans

