

STAFF REPORT
TBG ARCHITECTS
DRIVE-THROUGH FINANCIAL INSTITUTION / BANK BUILDING
CONDITIONAL USE PERMIT CUP 4-22
JANUARY 18, 2023

PROPOSAL DESCRIPTION

Date application filed: November 21, 2022

Date application complete: December 20, 2022

Applicant: TBG ARCHITECTS
132 East Broadway, Suite 200
Eugene, OR 97401

Owner: PAPP Cottage Grove, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, CA 94939

Location: 150 Gateway Blvd
20-03-28-41 02619

Present Conditions: Developed with drive-through restaurant

Proposed Condition: Demolition of existing structure and construction of a 2,546 sf drive-through financial institution/bank building

Comp Plan Designation: C – Community Commercial

Zoning: C2P – Community Commercial

MATERIALS TO BE PART OF THE RECORD

City of Cottage Grove File(s): CUP 4-22 and SDR 4-22

- Applicant's Application
- Applicant's Narrative
- Minutes and information from Community Meeting dated September 26, 2022
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering Comments dated January 5, 2023

Proposal: This Type III Conditional Use Permit application with concurrent Site Design Review (SDR 4-22) application is to develop a drive-up financial institution / bank building located at 150 Gateway Boulevard, Map 20-03-28-41, Tax Lot 2619. The property is zoned C2P Community Commercial and is currently improved with a vacant drive-through restaurant. Section 14.41.800 requires the applicant to

host a noticed neighborhood meeting within six-months of application date. The applicant completed a notice to adjacent property owners within 300' of the development site and completed an on-site posting. The meeting was held on September 26, 2022 and there were no attendees.

Per Table 14.23.110 drive-up uses are conditionally permitted and shall meet the standards shown in Section 14.23.180, hence this Type III Conditional Use Permit Application. Following the consideration of this Conditional Use Permit application, CUP 4-22, if approved as proposed or approved with additional/revised conditions, the Planning Commission will hold a Public Hearing on Site Design Review application SDR 4-22, which will review the proposed development for compliance with Chapter 14.23 and Chapters 14.30 through 14.38.

Per Section 14.23.180, the siting of the proposed drive-up shall not be placed between the main building entrance and the right-of-way as shown in the graphic below.

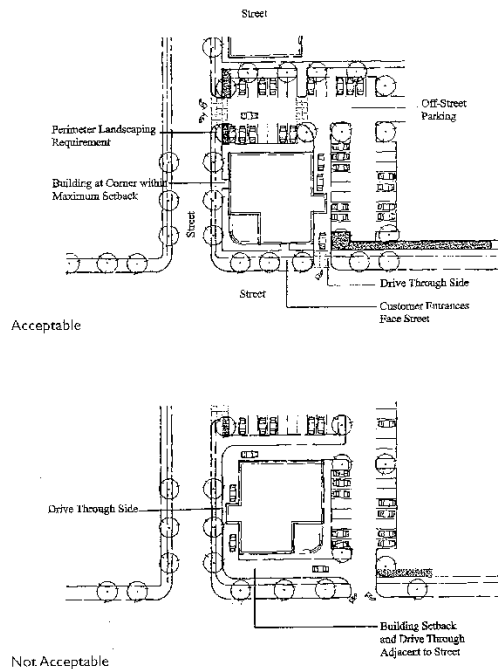


Figure 14.23.180.A(1) Drive-Up and Drive-Through Facilities

The applicant has proposed the location of the drive-up facility to be located in the same footprint as the existing restaurant with the addition of a second drive-through aisle and reorientation of the drive-through window from the existing west façade to the south façade; with the drive aisle isolated from the parking areas and parking area drive aisles and maneuvering areas. The applicant proposes a pedestrian walkway that borders the east end of the new structure, which is the front façade, which connects the front to the trash enclosures on the south end of the development. The applicant also proposes a direct delineated pedestrian connection to the right-of-way. This delineated pedestrian crossing will intersect with the drive aisles, but shall be a raised crosswalk that will function as a speed control device and improve pedestrian visibility by elevating pedestrians. As there is no other site configuration that would meet criterion as proposed staff recommends approval of the proposed configuration of the drive-up facility.

COMMENTS RECEIVED

Comments were received from Branch Engineering, City of Cottage Grove Engineer on January 5, 2023. The comments are addressed in this staff report and included in the conditions of approval.

Per Chapter 14.41.800 of the Code, a Neighborhood Meeting was held on September 26, 2022. Minutes submitted by the applicant are included as an exhibit.

APPROVAL CRITERIA; CUP 4-22

Chapter 14.44.400 Conditional Use Permits - Criteria, Standards and Conditions of Approval.

The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the standards and criteria below:

A. Use Criteria.

- 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic conditions;*

Staff response and findings of fact: The proposed drive-through financial institution with subsequent bank consists of a 2,546 sf building where the main entrance of the building is separate from the area of the development that the proposed drive-up is located. The proposed redevelopment will retain the existing drive aisle locations while adding an additional drive-aisle to accommodate additional traffic flow, and will reorient the drive-through window from the west façade to the south facade. As such, the site size, dimensions, location, topography, and existing access accommodate the proposed use. The proposed site size and dimensions are similar to the existing development.

The proposed building mass is similar to the existing restaurant building. The proposed building is one story; its mass and scale will not negatively impact neighboring properties or infringe on the sight triangle of the existing driveway accesses. The proposed canopies will provide sunshade, thereby minimizing glare from the windows. Also, all proposed exterior lighting will be full cut-off and directed downward.

The proposed development will use the same vehicular driveway access to the site and drive aisles on the abutting tax lot 4800. There is adequate shared parking with the uses on tax lot 4800 to accommodate the proposed use, as demonstrated by the applicant on the site plan.

The proposed buildings' mass and parking lot meets applicable Development Code requirements and are appropriate for the location. Required parking for this development states that there needs to be 1 space per employee on shift in the Drive-Up/Drive-Through/Drive-In category, as well as 2 spaces per 1,000 sf in the Retail Sales and Service category. The applicant has proposed 10 employees on shift, and therefore 10 parking spaces, and the proposed structure is 2,546 sf which constitutes 2 spaces. Because of the shared parking spaces, the applicant is proposing to restripe 14 spaces total; 4 standard spaces, 9 compact spaces, and 1 ADA space. The subject parcel has a parking and access agreement with Tax Lot 4800.

The proposed development also includes a new trash area located on the south end of the development. The applicant proposes that odors will improve, as the waste stream of a bank lacks the odors commonly associated with a restaurant.

The external impacts (noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility and safety) are appropriate for this location or are mitigated by design features. Surrounding uses along Gateway Boulevard are similar to and compatible with the proposed uses.

Staff finds that this criterion has been met.

2. *The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval;*

Staff response and findings of fact: The proposed development will retain and improve the previously approved, existing drive aisle location between the building and the street. However, the proposal will reorient the existing drive-through facility away from the street on the west facade and adjacent properties west of Gateway Boulevard. The teller interface will be on the south façade, facing away from adjacent properties. Pedestrian walkways are proposed with striped crosswalks where they cross the existing drive aisles. The proposed pedestrian connection to Gateway Boulevard on the north end of the proposed development includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. This route then uses a proposed curving ramp to negotiate the grade change between the Gateway Boulevard sidewalk and project site.

Additionally, the existing landscaping along Gateway Boulevard is comprised of small understory trees and ivy. The applicant proposes to remove the ivy and install new landscaping. Landscaping shall conform to the Site Design Review criterion. The proposed trash enclosure will be a masonry wall, secured by an opaque gate, and covered to protect water quality. The location of this trash enclosure is proposed to be south of the new development.

Staff finds that this criterion has been met.

3. *All required public facilities have adequate capacity to serve the proposal;*

Staff response and findings of fact: Per Engineering Comments dated January 5, 2023, the following conditions shall apply to this development:

General

- Development of the property will require that all utilities be placed underground. This requirement is inclusive of any connections to the feeder main. Separate permits from the individual private utilities will be required. Private utilities designs will be required prior to construction.
- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices for all work performed in the public right-of-way.
- Developer will be responsible for payment of all system development charges and design review and other associated fees.
- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other utility companies may have stricter standards than this. The standard with the greatest separation will apply.
- An Erosion control permit will be required. Improvement plans shall include details and language on the method of erosion control in the contract documentation. Erosion control measures shall be in place before any construction begins.
- If site disturbance exceeds one-acre, the applicant shall obtain a DEQ 1200C permit.

Streets & Sidewalks

- This project will utilize existing vehicular accesses to the public right of way. No new access points are proposed.
- A new ADA connection to the right of way is proposed. Construction shall be in conformance with ADA standards and the building code.

- Any damage to sidewalks during construction, will result in replacement of any damaged panels. Any damage to an ADA ramp or driveway will require complete replacement to bring the ramp(s) and/or driveway(s) to current standards. Any replacement work shall meet current City Standards and current ADA requirements.

Water

- Water service lines shall be copper.
- There is a public fire hydrant approximately 100-feet away, across the street on Gateway Blvd. Applicant should verify with the Fire Marshal if adequate hydrant access is provided.
- Upon payment of fee, the City of Cottage Public Works crew will tap and set water meters if necessary. The crew tries to schedule installation within 10 business day. Crew will provide a stub out of the back side of the meter so private plumber can install backflow devices and install the remaining portion of the water service.
- Water meter(s) shall be placed in the sidewalk. The meter shall be place in a matter that they will not be covered up with parked vehicles, personal property, and/or trash cans.
- All new development is required to install a backflow device on the customer side of each water meter, and no more than 10-feet behind the property line. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.
- It appears the proposed backflow device is located in an area subject to vehicular loading. It is recommended the location be in the landscape strip behind the sidewalk, and it is required that it be placed within 10-feet of the property line behind the meter. Detailed engineering design shall be provided for the vault if it remains in the asphalt area.
- Show irrigation lines, number of sprinkler heads and irrigation zones as well as any irrigation meter on the building permit plans.
- Show water fixtures for each unit on the building plans so staff can check meter size for each unit as outlined in the plumbing code.
- Please include any hose bibbs on the building permit plans. Please indicate which water service they are to be attached too.

Sanitary Sewer

- Plans show a new 8-inch sanitary sewer lateral from the building to be connected to the existing sewer service. It is believed that sewer service is currently a six-inch line. Applicant should field verify. This is a heads-up item to be addressed under the plumbing permit.

Storm Drainage

- Stormwater runoff shall not adversely affect adjacent property owners. All runoff shall be captured in the private system prior to leaving the property, or entering the public right of way. The storm system will be reviewed under the plumbing permit.

Staff finds that this criterion has been met.

4. Willamette River Greenway criteria in Section 14.37.400 have been met, as applicable”

Staff response and findings of fact: The site is not adjacent to or within the Willamette River Greenway. Therefore, this criterion is not applicable.

B. Site Design Standards. The Site Design Review approval criteria (Section 14.42.600) shall be met.

The applicant has submitted a concurrent Site Design Review Application, SDR 4-22. Based on findings for that application, staff can find that this criterion is satisfied, provide all conditions of approval required by the Site Design Review SDR 4-22 are met.

14.44.500.B Conditional Use Permits – Additional Development Standards

14.23.180 Commercial Districts – Special Use Standards

This section supplements the standards contained in Sections 14.23.110 through 14.23.170. It provides standards for the following land uses to control the scale and compatibility of those uses:

- *Drive-up and Drive-through Uses and Facilities*
- *Vehicle Repair*
- *Wireless Telecommunication Uses and Facilities*

A. Drive-Up/Drive-In/Drive-Through Uses and Facilities. *When drive-up or drive-through uses and facilities are allowed, no driveways or queuing areas shall be located between the building and a street. See Figure 14.23.180.A(1). Walk-up only teller machines and kiosks may be oriented to a street or placed adjacent to a street corner.*

Staff response and findings of fact: The proposed development will retain and improve the previously approved, existing drive-through lane location between the building and the street. The proposal will reorient the existing drive-through facility away from the street. The existing drive-through facility is currently on the west façade of the existing building located adjacent to Gateway Boulevard. The proposed drive-through facility is relocated to the south façade of the structure, away from the street and the proposed new pedestrian connection to the Gateway Boulevard right-of-way. This increases the queuing length, which should prevent cars from blocking the east-west pedestrian route at the raised sidewalk.

The walk-up interactive teller machine (ITM) is also oriented away from the street on the east façade. Pedestrian walkways are clearly marked with diagonal striping where they cross the existing drive aisles within the larger shared parking area on the abutting TL 4800. Additionally, the proposed pedestrian connection to Gateway Boulevard is on the north end of the proposed structure, nearest the walk-up ITM and effectively separated from the vehicular movements associated with the drive-through facilities on the south side of the proposed building. All pedestrian crossing within the site are clearly delineated for safety.

Due to the previously developed orientation of the drive-through and the proposed improvements, this criterion is met as proposed.

CONCLUSION

Conditional Use Permit is **approved with conditions** pursuant to Section 14.44.400 Conditional Use Permits – Criteria, Standards and Conditions of Approval 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 the Conditional Use Permit CUP 4-22 be **approved** for the proposed drive-through financial institution and bank located at 150 Gateway Boulevard pursuant to Section 14.44.400 Conditional Use

Permits – Criteria, Standards and Conditions of Approval which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

CONDITIONS OF APPROVAL

1. Conditional Use approval shall be effective for a period of 18 months from the date of approval. The approval shall lapse if: A public improvement plan or building permit application for the project has not been submitted within 18 months of approval; or construction on the site is in violation of the approved plan.
2. Modifications to these plans shall be approved by the Planning Commission.
3. Approval of SDR 4-22 shall be required prior to the issuance of any building permits. All conditions of approval of SDR 4-22 apply to this conditional use.

EXHIBITS

- A. Engineering Memo Dated, January 5, 2023
- B. Applicant's Application and Narrative
- C. Site Plan and Elevations

**EXHIBIT A:
MEMO**

To: Allison Crow, Assistant Planner

From: Damien Gilbert, P.E., City Engineer

**Subject: Engineering Comments
Oregon Community Credit Union Site Review and Conditional Use Permit**

Date: January 5, 2023

The following comments are based on a type III permit application for site design review and conditional use. The reviewed documents were received via email on December 29, 2022. Changes may occur during the review process and/or development phase that will be in conflict with statements below and some issues may have been overlooked that will be commented on during the building review process and/or development phase of this project.

General

- Development of the property will require that all utilities be placed underground. This requirement is inclusive of any connections to the feeder main. Separate permits from the individual private utilities will be required. Private utilities designs will be required prior to construction.
- Traffic control shall be in accordance of the Manual of Uniform Traffic Control Devices for all work performed in the public right-of-way.
- Developer will be responsible for payment of all system development charges and design review and other associated fees.
- The City of Cottage Grove requires a minimum of five feet horizontal separation from its utilities and all other utilities. This distance is measured from outside of pipe to outside of pipe. Other utility companies may have stricter standards than this. The standard with the greatest separation will apply.
- An Erosion control permit will be required. Improvement plans shall include details and language on the method of erosion control in the contract documentation. Erosion control measures shall be in place before any construction begins.
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Streets & Sidewalks

- This project will utilize existing vehicular accesses to the public right of way. No new access points are proposed.
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- Any damage to sidewalks during construction, will result in replacement of any damaged panels. Any damage to an ADA ramp or driveway will require complete replacement to bring the ramp(s) and/or driveway(s) to current standards. Any replacement work shall meet current City Standards and current ADA requirements.

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- Water service lines shall be copper.
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- Water meter(s) shall be placed in the sidewalk. The meter shall be place in a matter that they will not be covered up with parked vehicles, personal property, and/or trash cans.
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- Show water fixtures for each unit on the building plans so staff can check meter size for each unit as outlined in the plumbing code.
- Please include any hose bibbs on the building permit plans. Please indicate which water service they are to be attached too.

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- Plans show a new 8-inch sanitary sewer lateral from the building to be connected to the existing sewer service. It is believed that sewer service is currently a six-inch line. Applicant should field verify. This is a heads-up item to be addressed under the plumbing permit.

Storm Drainage

- Stormwater runoff shall not adversely affect adjacent property owners. All runoff shall be captured in the private system prior to leaving the property, or entering the public right of way. The storm system will be reviewed under the plumbing permit.



EXHIBIT B:

File No.: _____
Date Submitted by Applicant: _____
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: TBG Architects + Planners (Kristen Taylor) Phone No.: 541.687.1010
- 2. Mailing Address: 132 East Broadway, Suite 200, Eugene, Oregon 97401
- 3. Email Address: ktaylor@tbg-arch.com
- 4. Status: Owner Agent

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

B. Owner (if not applicant)

- 4. Owner's Name: PAPF Cottage Grove, LLC Phone No.: 415.945.2473
- 5. Owner's Mailing Address: 101 Larkspur Landing Circle, Suite 120, Larkspur, California 94939

C. Location of Property

- 6. Address/Location: 150 Gateway Boulevard, Cottage Grove, Oregon 97424
- 7. Map & Tax Lot Number: 20-03-28-41-02619
- 8. Present Use: Restaurant w/ Drive-Through
- 9. Proposed Use: Financial institution w/ Drive-Through (see concurrent SDR application)

D. Request for Consideration

- 10. Type of Land Use Application applying for: Conditional Use Permit

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: Proposed financial institution includes a drive-through facility, which requires a CUP.



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)

<p>Signature:</p> <p>Name:</p> <p>Date:</p>	<p>Owner: DocuSigned by:  A89E4767FCA4494... <u>Stephen Jaeger</u></p> <p>11/21/2022</p>	<p>Agent:  <u>Kristen Taylor</u></p> <p>11.29.2022</p>
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Office Use Only

Date Application Received: _____ Initials: _____

Date Application Complete: _____ Initials: _____

Applicant Notified of Completeness: _____

Fee Paid: _____ Receipt No. _____ Initials: _____



November 29, 2022

Eric Mongan, City Planner
City of Cottage Grove
Public Works & Development Department
Planning Division
400 E. Main Street
Cottage Grove, Oregon 97424

RE: OCCU Cottage Grove (202161/1.3)
Concurrent Site Design Review & Conditional Use Permit Applications – Cover Letter

Property Address: 150 Gateway Boulevard, Cottage Grove, Oregon 97424
Assessor's Map: 20-03-28-41
Tax Lots: 2619 and 4800 (limited to small area directly adjacent to Tax Lot 2619)
Property Owner: PAF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, California 94939
Contact: Stephen Jaeger
415.945.2470
sjaeger@argoinvest.com
Applicant: Oregon Community Credit Union
2880 Chad Drive
Eugene, Oregon 97408
Contact: Matt Wilson, Vice President
541.681.6401
MWilson@myoccu.org
Applicant's Representative: TBG Architects + Planners
132 East Broadway, Suite 200
Eugene, Oregon 97401
Contact: Kristen Taylor or Zach Galloway, AICP
541.687.1010
ktaylor@tbg-arch.com or zgalloway@tbg-arch.com

On behalf of the applicant, Oregon Community Credit Union, enclosed are concurrent Type III Site Design Review and Conditional Use Permit (CUP) applications for a proposed drive-through financial institution/bank building at 150 Gateway Boulevard. In accordance with the submittal requirements, the following attachments are provided for review by City staff and the Planning Commission.

Type III Land Use Permit Application Forms, Site Design Review – Electronic copy

Type III Land Use Permit Application Forms, Conditional Use Permit – Electronic copy

City of Cottage Grove
Site Design Review & Conditional Use Permit
November 29, 2022
Page 2 of 2

Attachments – Electronic copy

Written Statement	
Attachment A	Assessor's Map
Attachment B	Legal Descriptions
Attachment C	Property Deed
Attachment D	<u>FIRM Flood Insurance Rate Map</u> , Map Number 41039C2091F
Attachment E	Map of Surrounding Properties and Property Owner Address List
Attachment F	Neighborhood Meeting Notice Letter and Site Plan
Attachment G	Copy of Neighborhood Meeting Posted Sign
Attachment H	Site Photos of Posted Sign
Attachment I	Neighborhood Meeting Summary Meeting Notes

Plan set – Electronic copy

T1	Title Sheet
1	Existing Conditions Plan
C1.0	Grading, Paving, and Utility Plan
LA.1	Landscape Plan
A1.1	Site Plan & Details
A1.2	Trash Enclosure Elevations
A2.1	Concept Floor Plan
A3.1	Exterior Elevations

If you have any questions, please call me or Zach Galloway at your convenience. Thank you for your time and consideration of this proposal.

Sincerely,



Kristen Taylor, CSBA
Senior Director/Planning Director

ZG/KT

cc: Dayna Desmond, PAPP Cottage Grove, LLC
Matt Wilson, *Oregon Community Credit Union*
Anna Backus, PE, *KPFF Consulting Engineers*
David Dougherty, ASLA, *Dougherty Landscape Architects*
Jason Goshert, *SSW Engineers*

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November 29, 2022

Eric Mongan, City Planner
City of Cottage Grove
Public Works & Development Department
Planning Division
400 E. Main Street
Cottage Grove, Oregon 97424

RE: OCCU Cottage Grove (202161/1.3)
Concurrent Site Design Review & Conditional Use Permit Applications – Written Statement

Property Address: 150 Gateway Boulevard, Cottage Grove, Oregon 97424
Assessor's Map: 20-03-28-41
Tax Lots: 2619 and 4800 (limited to small area directly adjacent to Tax Lot 2619)
Property Owner: PAF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, California 94939
Contact: Stephen Jaeger
415.945.2470
sjaeger@argoinvest.com

Applicant: Oregon Community Credit Union
2880 Chad Drive
Eugene, Oregon 97408
Contact: Matt Wilson, Vice President
541.681.6401
MWilson@myoccu.org

Applicant's Representative: TBG Architects + Planners
132 East Broadway, Suite 200
Eugene, Oregon 97401
Contact: Kristen Taylor or Zach Galloway, AICP
541.687.1010
ktaylor@tbg-arch.com or zgalloway@tbg-arch.com

WRITTEN STATEMENT

In accordance with the Site Design Review (SDR) and Conditional Use Permit (CUP) application submittal requirements, this written statement and the enclosed attachments describe a proposed Oregon Community Credit Union branch with a drive-through facility on land zoned Community Commercial (C-2P) and demonstrates that the proposal complies with the relevant approval criteria in the Cottage Grove Development Code (CGDC). The proposed SDR and CUP applications are subject to the Type III application review process per CGDC Section 14.42 and 14.44.

I. Land Use Requests

The Applicant requests approval of a SDR for a new financial institution/bank use and approval of a CUP for the associated drive-through facility to serve the proposed financial institution/bank. The proposed development is located at 150 Gateway Boulevard. In accordance with the provisions of CGDC 14.23, Table 14.23.110, the proposed financial institution/bank use – categorized in code as General Commercial Retail Sales and Service – is permitted subject to a SDR. Also, per CGDC Table 14.23.110, a CUP application is required for the accompanying drive-through facility, and it is subject to specific standards at CGDC 14.23.180.

As allowed through the SDR application process, the Applicant requests approval by the Planning Commission of the following adjustments to the codified standards:

- Increase the build-to line to locate the primary building entrance on the west façade oriented to an internal drive aisle and the existing shopping center. The request is based on the following:
 - the relatively steep slope from Gateway Boulevard up to the site,
 - the applicant's desire to maintain the existing drive-through lanes and as much of the existing site as possible due to the connection to the larger existing development site, which is proposed to remain, and
 - the addition of new required pedestrian amenities.

Also, as enabled by CGDC 14.31.300.B.3, the Applicant requests approval by the City Engineer of the following adjustments to the codified standards:

- Approve a 5-foot wide pedestrian walkway on the north side of the proposed building to preserve the existing drive aisle widths and parking stall dimensions.

The SDR and CUP request applies to Tax Lots 2619 and 4800 (a small area adjacent to Tax Lot 2619) of Lane County Assessor's Map 20-03-28-41. A separate Property Line Adjustment (PLA) application is being submitted to slightly adjust these two tax lots to accommodate the proposed new OCCU Credit Union drive-through building. This concurrent SDR and CUP application provides documentation consistent with the proposed new property lines.

City of Cottage Grove
Site Design Review & Conditional Use Permit
November 29, 2022
Page 3 of 29

Project Team:

Owner

PAPF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, California 94939
415.945.2470
Contact: Stephen Jaeger
sjaeger@argoinvest.com

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2880 Chad Drive
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Contact: Kristen Taylor or Zach Galloway
ktaylor@tbg-arch.com or zgalloway@tbg-arch.com

Civil Engineer

KPFF Consulting Engineers
800 Willamette Street, Suite 400
Eugene, Oregon 97401
541.684.4902
Contact: Anna Backus, PE
Anna.Backus@kpff.com

Landscape Architect

Dougherty Landscape Architects
474 Willamette Street, Suite 305
Eugene, Oregon 97401
541.683.5803
Contact: David Dougherty, ASLA
Davidd@dladesign.com

Surveyor

SSW Engineers
2350 Oakmont Way, Suite 105
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II. Site Description

A. Location and Site Context

The SDR and CUP request applies to Tax Lots 2619 and 4800 (a small area adjacent to Tax Lot 2619) of Lane County Assessor's Map 20-03-28-41 (see attachments). Tax Lot 2619 is currently about 0.11 acres or 4,792 square feet (see separate PLA application for more information). The project area ("site") includes Tax Lot 2619 and specific limited improvements that extend to the abutting Tax Lot 4800. See the attached Site Plan for the 16,752 square feet project area. Both contiguous tax lots are under the same ownership. The site is located on the east side of Gateway Boulevard within the Gateway Plaza shopping center, and it is approximately 500 feet north of East Main Street.

The site is within the Cottage Grove city limits and urban growth boundary (UGB). The site is zoned Community Commercial (C-2P). The surrounding parcels to the east, south, and west are also zoned C-2P. The parcels on the west side of Gateway Boulevard are in the High Density Multi-Family (R3) zone. The abutting properties to the north are zoned Parks & Recreation (PR).

The adjacent areas are developed with a mixture of retail commercial and multi-family residential uses.

B. Existing Conditions and Site Access

The site is currently developed with a 2,122 square foot restaurant with a drive-through. The existing building is proposed to be demolished and replaced by a new drive-through building. The existing drive-through lanes, drive aisles and site circulation are proposed to remain. The surrounding development site is comprised of a multi-tenant shopping center building, paved parking, landscaping, and other associated site infrastructure.

The site has approximately 160-feet of frontage on Gateway Boulevard. The Cottage Grove 2015 Transportation System Plan (TSP) classifies Gateway Boulevard as a Minor Arterial street. Access to the site is provided by the existing access connections that serve the larger shopping center on Tax Lot 4800, which are all proposed to remain.

III. Relevant Land Use History

The site is within the Cottage Grove UGB and inside the existing city limits. According to public records, the existing site development occurred in the mid-1980s. There are no known land use actions associated with the site.

As stated above, a separate Property Line Adjustment (PLA) application is being submitted to slightly adjust Tax Lots 2619 and 4800 to accommodate the proposed new OCCU Credit Union drive-through building. This concurrent SDR and CUP application provides documentation consistent with the proposed new property lines.

IV. Approval Criteria – Site Design Review Supporting Facts and Findings

This section is organized by documenting the applicable approval criteria per Cottage Grove Development Code in ***bold italics*** and *italics*, followed by proposed findings in normal text.

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.***

Finding: In accordance with the submittal requirements of Title 14 of the Cottage Grove Municipal Code, the application is complete and ready for review by city staff and the Planning Commission, as applicable. This submittal criterion is met.

- 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;***

Finding: As demonstrated below, the proposed development complies with the applicable provisions of the underlying C-2P zone. See the attached drawing set for more details. Per CGDC 14.23.120, the C-2P zone has a 0-foot minimum front, street, side, and rear setback from property lines. The proposed development will be setback more than 30-feet from the Gateway Boulevard right-of-way, and meets the setback on all other sides. The proposal does not create a new lot; however, there is no minimum lot area in the C-2P zone. As stated above, a separate Property Line Adjustment (PLA) application is being submitted to slightly adjust Tax Lots 2619 and 4800 consistent with the lot standards to accommodate the proposed new OCCU Credit Union drive-through building.

The zone has a 60-percent maximum building coverage and a 10-percent minimum landscape area requirement. At 2,690 square feet, the proposed buildings cover approximately 16 percent of the 16,752 square foot project site area. The 1,776 square foot landscape area comprises 11 percent of the site.

The C-2P building height limit is 60-feet. The proposed one-story building is about 22-feet at the highest point of the parapet.

The primary building entrance faces eastward toward the internal drive aisle that serves the site and the proposed building, and orients to the existing shopping center. The proposal retains the existing drive-through lane in the existing location. Per Table 14.23.120, the build-to line in the C-2P zone is 60-feet. The proposed primary entrance is setback approximately 83-feet.

- The applicant requests approval of an increase to the build-to line based on use of the existing drive-through lanes and larger connected site circulation, provision of new pedestrian amenities, and the relatively significant grade change from Gateway Boulevard.

The proposed development creates a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The 5-foot grade change between the building site and the Gateway Boulevard sidewalk and the existing drive-through lanes to remain precludes the more urban building orientation intended by the build-to line.

Per CGDC 14.23.170, architectural design standards are required through the Site Design Review application process, as follows

14.23.170 Commercial Districts – Architectural Design Standards

- B. Pedestrian Orientation. The design of all buildings on a site shall support a safe and attractive pedestrian environment. This standard is met when the approval body finds that all of the criteria in 1-7, below, are met. Alternatively, the approval body may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard.*
- 1. The building orientation standards under Section 14.23.150 are met; and*
 - 2. Primary building entrances shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk; every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access; and*
 - 3. Corner buildings (i.e., buildings within 20 feet of a corner as defined by the intersecting curbs) shall have corner entrances, or shall provide at least one entrance within 20 feet of the street corner or corner plaza; and*
 - 4. In the C-2P, CT/L and CT districts, at least 40 percent of the building's front façade (measured horizontally in linear feet) shall be located at the build-to line or closer to the street. In the C-2 district, 100 percent of the building's front façade shall be located at the build-to line. Build-to lines are prescribed by Section 14.23.120; and*
 - 5. Ground floor windows or window displays shall be provided along at least 40 percent of the building's (ground floor) street-facing elevation(s) in the C-2P, CT and CT/L districts, and along 70 percent of the building's street-facing elevation(s) in the C-2 district. Windows and display boxes shall be integral to the building design and not mounted to an exterior wall; and*
 - 6. Primary building entrance(s) are designed with weather protection, such as awnings, canopies, overhangs, or similar features; and*
 - 7. Drive-up and drive-through facilities, when allowed, shall conform to Section 14.23.190; the provisions of which shall not be modified without a variance (Chapter 14.51).*

Finding: The proposed development is a redevelopment of an existing restaurant with a drive-through facility. As enabled per CGDC 14.23.170.B, the applicant requests that the approval body approve the two following alternatives to the codified standards:

- Orient the primary building entrance toward an internal drive, not the adjoining street, as required per 14.23.150.

The grade change between the building site and the Gateway Boulevard sidewalk is about 5-feet. The grade change and existing drive-through lanes proposed to remain precludes the more urban building orientation intended by the build-to line. The street facing façade is 49'-10" wide, and windows cover 21 linear feet. The windows cover about 42 percent of the street facing elevation.

The proposed design meets the other pedestrian oriented criteria. The primary building entrance is protected by a canopy from the weather and opens directly outside to a 10-foot-wide walkway. This walkway is part of an east-west pedestrian route that connects the proposed building directly to Gateway Boulevard and the adjacent shopping center. Passage from the main entry to the Gateway Boulevard sidewalk does not go through a parking lot. The entire west façade (100 percent) of the proposed building is within the 60-foot build-to line.

With the adjustment requested of the approval body, the proposed development meets the criteria.

- C. *Compatibility. All new buildings and major remodels shall be designed consistent with the architectural context in which they are located. This standard is met when the approval body finds that all of the criteria in 1-9, below, are met.*
1. *There is continuity in building sizes between new and existing buildings;*
 2. *The ground floor and upper floor elevations and architectural detailing are compatible with adjacent commercial buildings;*
 3. *Buildings adjacent to the R/R-1 district height step-down, as required by Section 14.22.170.C;*
 4. *Roof elevation is compatible with adjacent commercial buildings (roof pitch, shape, height step-down);*
 5. *There is continuity of building sizes on the site, if more than one building is proposed;*
 6. *There is continuity in the rhythm of windows and doors on the proposed building(s);*
 7. *The relationship of buildings to public spaces, such as streets, plazas, other areas, and public parking, including on-street parking, is strengthened by the proposed building(s);*
 8. *Criteria for alterations of historic landmarks is met, as required by Chapter 14.26; and*
 9. *New construction or relocations on properties adjacent to historic landmarks is compatible with the overall character of the landmark in use of exterior materials, such as roofing and siding; exterior features, such as roof pitch, eaves, window shapes, types and arrangements, doorways, porches, landscaping, etc.; and size, height, bulk, mass, scale, placement, arrangement of spaces and overall proportions.*

Finding: The proposed development is compatible with the surrounding context. The surrounding area is a mixture of one- and two-story buildings with surface parking lots. The proposed building will continue this existing development pattern. The proposed building design and scale is similar to and compatible with the existing adjacent shopping center and other commercial buildings along Gateway Boulevard. The proposed windows are similar in size, scale, and proportions on each elevation, which provides a consistent rhythm across each façade. The west elevation of the proposed building has a height of about

17-feet. When combined with the grade change from Gateway Boulevard, the building height is more than 20-feet above grade. This creates a sense of enclosure along this segment of the street. The pedestrian walkway and ramp, along with the new proposed landscaping, will create a welcoming streetscape.

There are no adjacent R or R-1 zoning districts. There is only one proposed building. There are no historic landmarks on-site or adjacent to the site. Therefore, these sub-criteria are not applicable.

Based on the findings provided here and demonstrated on the attached drawing set, these criteria are met.

- D. Human Scale. The design of all buildings shall be on a human-scale. This standard is met when the approval body finds that all of the criteria in 1-8, below, are met. Alternatively, the approval body may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard. Figure 14.23.170.D contrasts examples of building elevations that are consistent/inconsistent with human scale criteria.*
- 1. Regularly spaced and similarly shaped windows are provided on all building stories;*
 - 2. Ground floor retail spaces have tall ceilings (i.e., 12-16 feet) with display windows on the ground floor;*
 - 3. Display windows are trimmed, recessed, or otherwise defined by wainscoting, sills, water tables, or similar architectural features;*
 - 4. On multi-story buildings, ground floors are defined and separated from upper stories by appropriate architectural features (e.g., cornices, trim, awnings, canopies, arbors, trellises, overhangs, or other features) that visually identify the transition from ground floor to upper story; such features should be compatible with the surrounding architecture;*
 - 5. The tops of flat roofs are treated with appropriate detailing (i.e., cornice, pediment, flashing, trim, or other detailing) that is compatible with the surrounding architecture;*
 - 6. Pitched roofs have eaves, brackets, gables with decorative vents, or other detailing that is consistent with the surrounding architecture;*
 - 7. Historic design and compatibility requirements, where applicable, are met; and*
 - 8. Where buildings with greater than 5,000 square feet of enclosed ground-floor space are proposed, they shall provide articulated facades on all street-facing elevations. This criterion is met when an elevation contains at least one of the following features for every 30 feet of building (horizontal length):*
 - a. Windows;*
 - b. Primary entrances;*
 - c. Weather protection (awnings, canopies, arbors, trellises), sheltering roofs;*
 - d. Building offsets;*
 - e. Projections;*
 - f. Changes in elevation or horizontal direction;*
 - g. Terraces;*
 - h. A distinct pattern of divisions in surface materials;*
 - i. Ornamentation;*

- j. Screening trees;*
- k. Small-scale lighting (e.g., wall-mounted lighting, or up-lighting);*
- l. And/or similar features as generally shown in Figure 14.23.170.D.*

Finding: The proposed building and design components are human-scaled and appropriate for the site context. The proposed windows are similar in size, scale, and proportion on each elevation, which provides consistency across elevations that serve different building functions. The ground floor has a high ceiling typical of bank and office uses. Windows are defined by consistent trim, mullions between openings, and a sill atop a masonry base. The flat roof is treated with varied parapet wall heights and a defining metal cornice line. Additionally, where required by code to screen the roof-mounted mechanical equipment, the same metal panel is proposed as that used on the east elevation parapet wall, which creates visual consistency across the elevations. These criteria are met.

Per CGDC 14.23.180, special use standards are applied to proposed developments that include drive-through facilities. The special use standards are applied through the Conditional Use Permit (CUP) application process. Findings related to the special use standards are provided in Section V, below.

Based on the findings above and with the requested adjustments to the codified standards, the criteria are met.

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;*

Finding: The proposed development is new construction and is not a modification of a non-conforming use. Therefore, this criterion is not applicable.

4. *The application complies with all of the Design Standards in Chapter 3:*
a. *Chapter 14.31 - Access and Circulation;*

Finding: The proposed development does not include new access connections to public streets. The standards of Chapter 14.31 are limited to on-site circulation, as described below.

14.31.200 Vehicular Access and Circulation

- H. *Site Circulation. New developments shall be required to provide a circulation system that accommodates expected traffic on the site. Pedestrian connections on the site, including connections through large sites, and connections between sites (as applicable) and adjacent sidewalks, must conform to the provisions in Section 14.31.300.*

Finding: The proposed development uses the existing access connections to Gateway Boulevard and the existing larger development site circulation system to the greatest extent possible. The existing drive-through aisle is proposed to remain with slight modifications at the drive-through entrance and exit to accommodate the proposed new drive-through building. The drive aisles on the abutting Tax Lot 4800 are not changed. The proposed pedestrian walkways help formalize the existing parking areas by narrowing drive aisles, defining space with crosswalks, and raising walkways to standard curb height. Pedestrian connections are addressed below. This criterion is met.

- K. *Joint and Cross Access – Easement and Use and Maintenance Agreement. Pursuant to this Section, property owners shall:*
- 1. Record an easement with the deed allowing cross-access to and from other properties served by the joint-use driveways and cross-access or service drive;*
 - 2. Record an agreement with the deed that remaining access rights along the roadway for the subject property shall be dedicated to the City and pre-existing driveways will be closed and eliminated after construction of the joint-use driveway;*
 - 3. Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.*

Finding: Both Tax Lot 2619 and abutting Tax Lot 4800 are under the same ownership. Therefore, a cross access easement is not necessary. This criterion is not applicable.

- M. *Fire Access and Turnarounds. When required under the Uniform Fire Code, fire access lanes with turnarounds shall be provided. Except as waived in writing by the Fire Marshal, a fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than 150 feet from an existing public street or approved fire equipment access drive. The drive shall contain unobstructed adequate aisle width of 20 feet with paved surface between 14-20 feet, an unobstructed vertical clearance of 13 feet 6 inches and approved turn-around area for emergency vehicles, as required by the current adopted Oregon Fire Code. The Fire Marshal may require that fire lanes be marked as “No Stopping/No Parking.” For requirements related to cul-de-sacs or dead-end streets, please refer to Section 14.34.100.N.*

Finding: As noted above, the proposed development uses the existing access connections to Gateway Boulevard and the existing larger development site circulation system within the shopping center. The proposed building can be accessed on three sides from the existing on-site drive aisles, and the west façade is approximately 35-feet from the Gateway Boulevard right-of-way. The existing drive aisles abutting the north, south, and east façade of the proposed building exceed the 20-foot minimum width for emergency vehicle access. There are no proposed cul-de-sacs or dead-end streets. Therefore, the criterion is met.

14.31.300 Pedestrian Access and Circulation

- A. *Site Layout and Design. To ensure safe, direct, and convenient pedestrian circulation, all developments, except single-family and two-family detached housing (i.e., on individual lots), shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections 1-3, below:*
1. *Continuous Walkway System. The pedestrian walkway system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property with a previously reserved public access easement for this purpose, in accordance with the provisions of Section 14.31.200, Vehicular Access and Circulation, and Section 14.34.100, Transportation Standards.*

Finding: The proposed development includes new pedestrian walkways that connect the proposed building to existing walkways along the west façade of the existing shopping center and the public sidewalk on Gateway Boulevard. The proposed pedestrian connection from the proposed building to the existing shopping center includes striped crosswalks and a walkway segment abutting the landscape island that is raised to standard curb height. These improvements are within the larger shared parking area on the abutting Tax Lot 4800. Also, the proposed pedestrian connection to Gateway Boulevard runs along the north and east façade of the proposed building. The pedestrian walkway includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. The public sidewalk on Gateway Boulevard offers connections to adjacent streets, parks, and the Row River Trail to the north. This criterion is met.

2. *Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets, based on the following definitions:*
 - a. *Reasonably direct. A route that does not involve a significant amount of out-of-direction travel for likely users.*
 - b. *Safe and convenient. Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.*
 - c. *"Primary entrance" for commercial, industrial, mixed use, public, and institutional buildings is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.*

Finding: The proposed pedestrian walkways are direct, safe, convenient, and access the primary entrance. The existing building on Tax Lot 2619 lacks pedestrian connections to both the Gateway Boulevard sidewalk and the adjacent shopping center. The proposed development provides a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The route is reasonably free from hazards. The ramped ADA access from Gateway Boulevard creates a safe connection for those using mobility devices or anyone with a wheeled apparatus, such as a stroller. Other parts of the route include striped crosswalks and a walkway segment abutting the landscape island that is raised to standard curb height. Also, the proposed pedestrian connection to Gateway Boulevard runs along the north and east façade of the proposed building. The north façade has several window openings to improve safety through natural surveillance. That part of the route also includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. The route passes an exit door on the north façade and the primary entrance on the east side of the proposed building before extending eastward to the main shopping center pedestrian walkway system. This criterion is met.

3. Connections Within Development. *Connections within developments shall be provided as required in subsections a-c, below:*
 - a. *Walkways shall connect all building entrances to one another to the extent practicable, as generally shown in Figure 14.31.300.A(1);*
 - b. *Walkways shall connect all on-site parking areas, storage areas, recreational facilities and common areas, and shall connect off-site adjacent uses to the site to the extent practicable. Topographic or existing development constraints may be cause for not making certain walkway connections, as generally shown in Figure 14.31.300.A(1); and*
 - c. *Large parking areas shall be broken up so that no contiguous parking area exceeds 3 acres. Parking areas may be broken up with plazas, large landscape areas with pedestrian access ways (i.e., at least 20 feet total width), streets, or driveways with street-like features. Street-like features, for the purpose of this section, means a raised sidewalk of at least 4-feet in width, with 6-inch curb, accessible curb ramps, street trees in planter strips or tree wells, and pedestrian-oriented lighting. (See also standards in Section 14.23.150.)*

Finding: As stated above, the proposed development provides a new east-west pedestrian route from Gateway Boulevard to the proposed building and the existing larger shopping center building. The route includes an accessible ramp that connects to Gateway Boulevard, a raised crosswalk to improve pedestrian safety, and new landscaping. The route passes an exit door on the north façade and the primary entrance on the west side of the proposed building before extending eastward to the main shopping center pedestrian walkway system. There are no large parking areas within the project area; therefore, subsection (c) is not applicable. This criterion is met.

B. *Walkway Design and Construction. Walkways, including those provided with pedestrian access ways, shall conform to all of the standards in subsections 1-5, as generally illustrated in Figure 14.31.300.B:*

1. *Vehicle/Walkway Separation. Except for crosswalks (subsection 2), where a walkway abuts a driveway or street, it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is protected from all vehicle maneuvering areas. An example of such protection is a row of decorative metal or concrete bollards designed to withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.*

Finding: The proposed development includes pedestrian walkways along the north and east façades of the proposed building. There is also a pedestrian walkway segment abutting the existing landscape island between the proposed building and the existing shopping center. These segments of the pedestrian circulation system are raised to the 6-inch standard curb height. This criterion is met.

2. *Crosswalks. Where walkways cross a parking area, driveway, or street ("crosswalk"), they shall be clearly marked with striping or contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area.*

Finding: The proposed development includes 3 crosswalks. There is a raised crosswalk on the north side of the proposed building. There are two proposed striped crosswalks that connect the proposed building to both ADA vehicular parking spaces and the adjacent shopping center to the east, as well as the trash area to the southwest. The ramped ADA access from Gateway Boulevard creates a safe connection for those using mobility devices or anyone with a wheeled apparatus. The ramp connects to a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. The raised crosswalk will be constructed of paving material that contrasts with the asphalt drive aisles. This criterion is met.

3. *Walkway Width and Surface. Walkway and accessway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the City Engineer, at least 6 feet wide. Multi-use paths (i.e., for bicycles and pedestrians) shall be concrete or asphalt, at least 10 feet wide. (See also, Section 14.34.100 - Transportation Standards for public, multi-use pathway standard.)*

Finding: All proposed private walkways are constructed of concrete. The crosswalks across drive aisles are on asphalt paving. All walkways are of sufficient width to meet or exceed minimum ADA standards.

- The applicant requests that the City Engineer approve a 5-foot minimum width for on-site walkways on the north side of the proposed building to preserve the existing drive aisle widths and parking stall dimensions.

There are no proposed multi-use paths. With the adjustment to reduce the walkway width the 5-foot, this criterion is met.

4. Accessible routes. Walkways shall comply with applicable Americans with Disabilities Act (ADA) requirements. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA accessible, and walkways shall provide direct routes to primary building entrances.

Finding: All proposed private walkways are constructed of concrete and other durable surfaces. All walkways are of sufficient width to meet or exceed minimum ADA standards. The proposed raised crosswalk maintains a flat surface between the connecting walkways. A ramp is provided at the end of each crosswalk. These accessible routes provide access from the abutting public sidewalk to the primary entrance of the proposed building and then eastward to the adjacent shopping center. See the attached Site Plan for more details. This criterion is met.

5. Sidewalk construction and maintenance. Sidewalk construction and maintenance shall be the responsibility of the abutting property owner.

Finding: The proposed development does not include new public sidewalks. It is understood that future maintenance of the abutting sidewalk is the responsibility of the property owner.

b. Chapter 14.32 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;

14.32.300 Landscaping

- B. Landscaping Plan Required. A landscape plan is required. All landscape plans shall conform to the requirements in Chapter 14.42.500, Section B.5 (Landscape Plans).

Finding: A Landscape Plan is included within the attached drawing set. This submittal requirement is met.

- C. Landscape Area Standards. The minimum percentage of required landscaping equals:
 3. Community Commercial District. 10% of the site.

Finding: The project site area totals approximately 16,752 square feet. The minimum 10 percent required landscape area is 1,675 square feet. The proposed development includes 1,776 square feet of landscape area (11 percent), with the majority of that area located in the front landscape bed along Gateway Boulevard. This criterion is met.

- D. Landscape Materials. Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below. "Coverage" is based on the projected size of the plants at maturity, i.e., typically 3 or more years after planting.

1. Existing Vegetation. Existing non-invasive vegetation may be used in meeting landscape requirements. When existing mature trees are protected on the site (e.g., within or adjacent to parking areas) the decision making body may reduce the number of new trees required depending on the number and size of existing tree(s) protected.
2. Plant Selection. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions. When new vegetation is planted, soils shall be amended, as necessary, to allow for healthy plant growth.
3. "Non-native, invasive" plants, as per Section 14.32.200.B, shall be removed during site development and the planting of new invasive species is prohibited.
4. Hardscape features, i.e., patios, decks, plazas, etc., may cover up to 10 percent of the required landscape area. Swimming pools, sports courts, and similar active recreation facilities may not be counted toward fulfilling the landscape requirement.
5. Ground Cover Standard. All landscaped area, whether or not required, that is not planted with trees and shrubs, or covered with non-plant material (subsection 8, below), shall have ground cover plants that are sized and spaced as follows: a minimum of one plant per 12 inches on center in triangular spacing, or other planting pattern that is designed to achieve 75 percent coverage of the area not covered by shrubs and tree canopy.
6. Tree Size. Trees shall have a minimum diameter or caliper 4 feet above grade of 2 inches or greater at time of planting.
7. Shrub Size. Shrubs shall be planted from 5 gallon containers or larger.
8. Non-plant Ground Covers. Bark dust, chips, aggregate, or other non-plant ground covers may be used, but shall cover no more than 25 percent of the area to be landscaped and shall be confined to areas underneath plants. Non-plant ground covers cannot be a substitute for ground cover plants.
9. Significant Vegetation. Significant vegetation protected in accordance with Section 14.32.200 may be credited toward meeting the minimum landscape area standards. Credit shall be granted on a per square foot basis. The Street Tree standards of Section 14.32.400 may be waived by the city when existing trees protected within the front or street side yard provide the same or better shading and visual quality as would otherwise be provided by street trees.
10. Storm Water Facilities. Storm water treatment facilities (e.g., detention/retention ponds and swales designed for water quality treatment), when required under Section 14.34.400, shall be landscaped with water tolerant, native plants, including native grasses.

Finding: The area included in the minimum landscape area calculation is comprised of trees, shrubs, ground cover plants, and non-plant ground covers. There are no outdoor hardscape features proposed. The existing trees in the landscape bed along Gateway Boulevard are proposed to remain. The plant selection listed on the Landscape Plan is a mix of deciduous and evergreen species. The existing ivy along the street frontage will be removed, and no new invasive species are proposed. The proposed ground cover plants are spaced to achieve the required coverage. All trees are proposed to be 2-inch caliper and the shrubs are proposed to be 5-gallons at the time of planting. As shown on the Landscape Plan, non-plant ground covers are not proposed, except as mulch among the plantings. There are no

proposed stormwater facilities proposed. See the attached Landscape Plan and Area Calculations on Sheet A1.1 for details. This criterion is met.

E. Landscape Design Standards. All yards, parking lots, and required street tree planter strips that are required to meet the standards of this Section shall be landscaped to provide, as applicable, erosion control, visual interest, buffering, privacy, open space and pathway identification, shading, and wind buffering, based on the following criteria:

1. Yard Setback Landscaping

Finding: The C-2P zone does not require front, street, side, or rear yard setbacks. To the extent it is relevant, the proposed front landscape bed provides visual screening between the proposed development and Gateway Boulevard. The ramp and raised crosswalk between the street and proposed building are defined by the landscape materials, including colorful flowers. All existing trees are proposed to remain and incorporated into the current Landscape Plan, including those in the front planting area abutting the public sidewalk. The plant selection list on the Landscape Plan is a mix of deciduous and evergreen species, which can provide color and interest throughout the year. Landscaping screens the proposed masonry enclosure around the trash area and relocated generator. See the attached Landscape Plan for details. This criterion is met.

2. Parking Areas

Finding: The existing parking area landscaping is existing, legal non-conforming. With the exception of minor changes, such as restriping parking spaces to meet ADA requirements, there are no proposed changes to the overall parking area. Although a retrofit of the overall parking lot is not required, the project site area complies with the parking area standards. The existing landscape bed between the site and Gateway Boulevard is about 8-feet wide, which exceeds the 7-foot minimum width. The proposal is required to provide one tree for every 30 linear feet within the front landscape area. At approximately 160-feet, the project site area is required to provide 5 trees in the landscape area between the street and parking area. In addition to the required trees, new shrubs are proposed for this area. The existing planting islands within the project site area include existing trees, and new shrubs and groundcover are proposed. See the attached Landscape Plan for details. This criterion is met.

3. Buffering and Screening Required

Finding: As stated above, the existing landscape bed between the site and Gateway Boulevard is about 8'-feet wide, which exceeds the 7-foot minimum width required for parking and vehicle maneuvering areas adjacent to streets. The parking area and proposed building are elevated several feet above Gateway Boulevard. A row of shrubs are proposed adjacent to the drive-through drive aisle. Plant species that grow to approximately 3-4 feet in height are proposed, which is consistent with the code standard. See the attached Landscape Plan for details.

The parking and vehicle maneuvering areas adjacent to the building are separated by a walkway raised to standard curb height. Curbs and bollards are provided to define the separation between pedestrian

and vehicular spaces. The trash area and generator south of the proposed building are enclosed by a masonry wall and screened by landscaping. See the attached Site Plan and Landscape Plan for details. This criterion is met.

- F. *Maintenance and Irrigation. Irrigation is required for all required commercial, industrial or multi-family landscape areas. The use of drought-tolerant plant species is encouraged. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.). All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner. Backflow devices shall be required for all irrigation systems.*

Finding: The applicant understands this requirement. A more detailed planting plan and irrigation plan will be provided at the time of building permit submittals.

c. Chapter 14.33 - Parking and Loading;

14.33.300 Automobile Parking Standards

- B. *Vehicle Parking - Minimum Standards by Use. The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 14.33.300.A, or alternatively, through a separate parking demand analysis prepared by the applicant and subject to a Type II Land Use Review (or Type III review if the request is part of an application that is already subject to Type III review). Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described above. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, and shared parking. There is no minimum number of off-street parking spaces required in the Central Business District (or in designated downtown historic district); however, the “maximum parking” standards of this Chapter apply.*

Table 14.33.300.A – Minimum Required Parking by Use

Use Categories	Minimum Parking per Land Use
Commercial Categories	
<i>Drive-Up/Drive-In/Drive-Through (drive-up windows, kiosks, ATMs, similar uses/facilities), per Section 14.23.180</i>	<i>1 space for each employee per shift. See Section 14.23.180 for queuing area requirements</i>
<i>Retail Sales and Service</i>	<i>General Retail: 2 spaces per 1,000 sq. ft.</i>

Finding: The existing adjacent shopping center and project site area share a large parking area. The overall development site, including the adjacent shopping center on Tax Lot 4800, is required to provide 197 vehicular parking spaces. This total includes the proposed financial institution/bank with a drive-through facility, which is required to provide 10 parking spaces (one per employee per shift). At 337

vehicle parking spaces, the existing parking area exceeds the codified minimum required and can accommodate the proposed bank use. This criterion is met.

D. Vehicle Parking - Minimum Accessible Parking.

1. *Accessible parking shall be provided for all uses in accordance the standards in Table 14.33.300.B; parking spaces used to meet the standards in Table 14.33.300.B shall be counted toward meeting off-street parking requirements in Table 14.33.300.A;*
2. *Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway. Accessible routes should be linked to required access aisles;*
3. *Accessible spaces shall be grouped in pairs where possible;*
4. *Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered non-accessible spaces;*
5. *Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.*

Finding: As noted above, the proposed financial institution/bank is required to provide 10 vehicular parking spaces. Per Table 4.33.300.B, one van accessible space is required for uses providing between 1 and 25 parking spaces. The single ADA van accessible space is provided east of the primary building entrance and is connected to the entrance via a striped crosswalk. There is no covered parking proposed. The required accessible parking signage will be provided. This criterion is met.

F. General Parking Standards.

1. Location. *Vehicle parking is allowed only on streets, within garages, carports, and other structures, or on driveways or parking lots that have been developed in conformance with this code. Chapter 2, Land Use Districts, prescribes parking location for some land uses (e.g., the requirement that parking for some multiple family and commercial developments be located to side or rear of buildings), and Chapter 3.1, Access and Circulation, provides design standards for driveways. Street parking spaces shall not include space in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pedestrian accessway, landscape, or other undesignated area. Required off-street parking shall not be located in the front or street side setback.*

Finding: The proposed development does not include new parking areas. The development proposes to restripe existing parking spaces to provide code-compliant ADA accessible spaces, improve the existing drive-through entrance and exit, and accommodate the new trash area and generator vault. The existing parking lot is legal, non-conforming and therefore, this criterion is not applicable.

2. Mixed uses. *If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are*

actually less (i.e., the uses operate on different days or at different times of the day). The City may reduce the total parking required accordingly through Land Use Review.

Finding: The proposed development includes a single use. This criterion is not applicable.

3. *Shared parking. Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. The city may approve owner requests for shared parking through Land Use Review.*

Finding: The proposed development takes place on Tax Lot 2619 and a small portion of Tax Lot 4800 adjacent to Tax Lot 2619. The two lots are owned by the same entity. Also, as noted above, the on-site parking exceeds the city's minimum parking requirements. Parking is shared among all tenants of the shopping center and outparcels. This criterion is met.

4. *Availability of facilities. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers, and/or employees. Signs shall conform to the standards of Chapter 14.39.*

Finding: The existing on-site parking exceeds the city's minimum parking requirements. Parking is shared among all tenants of the shopping center and outparcels. The owner understands that they have the ability to regulate the on-site parking.

5. *Lighting. Parking areas shall have lighting to provide at least 2 foot-candles of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.*

Finding: With the exception of the proposed restriping, there are no proposed changes to the existing parking lot area or lighting. Therefore, this criterion is not applicable.

6. *Screening of Parking Areas. Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses, per Section 14.32.300.E.*

Finding: This criterion is addressed above under 14.32.300.E.

- G. *Exceptions and Special Standards for Parking.*
 2. *Special Standards for Commercial Customer Parking. The motor vehicle parking areas shall be located and designed to facilitate safe and convenient pedestrian and bicycle movement to and from public sidewalks, streets or transit stops. Ways to achieve this standard may include, but are not limited to:*

- a. *Front facades and primary entrances of all buildings are oriented to a public street or a private internal drive or street, to minimize pedestrian and bicycle travel through a parking area and to provide safe, convenient, and direct travel routes for pedestrians;*
- b. *One or more raised walkways are provided through the parking areas, meeting federal American with Disabilities Act requirements, in order to provide safe, convenient, and direct travel routes for pedestrians through the parking areas;*
- c. *Walkways abutting parking spaces or maneuvering areas are protected from vehicles through either landscaping buffers, minimum 3 feet wide on each side, or curbs on both sides;*
- d. *Walkways across vehicle aisles are delineated with non-asphaltic material in a different color or texture than the parking areas;*
- e. *On-site pedestrian walkways and bikeways connect to existing pedestrian and bicycle circulation systems that serve adjacent commercial uses or residential areas;*
- f. *Internal drives or streets are designed to City standards for local streets in regard to pavement width, sidewalks and street trees. Sidewalks comply with ADA standards. Sidewalks 10-15 feet wide abutting front building facades are strongly encouraged. Internal vehicular circulation design for the site complies with City street connectivity standards, including maximum block length and perimeter.*
- g. *Internal drives or streets connect to public streets abutting the site, unless physically precluded by pre-existing buildings.*
- h. *Structures are located on the site to facilitate future infill and redevelopment of parking and landscape areas.*
- i. *For shopping centers abutting one or more transit routes, one or more transit stops are located and designed with the approval when applicable of the local transit provider;*
- j. *No drive-up, drive-in, or drive-through drives or lanes are located between a building and a public or private street.*

Finding: The primary entrance to the proposed building is oriented to an internal drive that does not provide direct north-south movement through the site to the public right-of-way. This reduces potential conflicts with pedestrians entering the building from the public sidewalk and on-site parking. Pedestrian walkways are clearly marked with diagonal striping where they cross the existing drive aisles within the larger shared parking area on the abutting Tax Lot 4800. Also, the proposed pedestrian connection to Gateway Boulevard includes a raised crosswalk across the drive-through lanes that act as a speed control device and improves pedestrian visibility by elevating pedestrians. The raised crosswalk connects to the walkways around the proposed building, all of which are raised to standard curb height. The on-site pedestrian circulation system connects to both the adjacent shopping center and the public Gateway Boulevard sidewalk. The public sidewalk is the preferred route to reach surrounding areas. These sub-criteria are met.

The sub-criteria listed in G.2.f. through j. relate to orientation or extension of drive aisles and the overall parking lot design. The existing parking lot on Tax Lot 4800 was previously approved and there are no

proposed changes, except the restriped parking spaces that were described previously. The updated drive-through facility is in the same location as the existing drive-through lane. These sub-criteria are not applicable to the proposed development.

- H. Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the minimum number of spaces required for each use as provided by this Section by more than 50%.*

Finding: The proposed use is required to provide 10 parking spaces (one per employee per shift). Those 10 parking spaces are accommodated within the overall parking lot. Except for the previously described restriped vehicular parking spaces, the existing parking lot is proposed to remain as is. Therefore, this criterion is not applicable.

- I. Parking Stall Design and Minimum Dimensions. All off-street parking spaces shall be improved to conform to City standards for surfacing, stormwater management, and striping. Standard parking spaces shall conform to the following standards and the dimensions in Figures 14.33.300.F(1) through (3), and Table 14.33.300.F:*
- 1. Motor vehicle parking spaces shall measure minimum 9 feet wide by 18 feet long;*
 - 2. For large parking lots exceeding 10 stalls, alternate rows may be designated for compact cars provided that the compact stalls do not exceed 30% of the total required stalls. A compact stall shall measure minimum 8 feet in width and 15 feet in length and shall be signed for compact car use;*
 - 3. All parallel motor vehicle parking spaces shall measure 9 feet by 20 feet unless within a public right-of-way, when they shall measure a minimum of 7 to 8 feet by 20 feet;*
 - 4. Parking area layout shall conform to the dimensions in Figure 14.33.300.F(1) and (2), and Table 14.33.300F, below;*
 - 5. Public alley width may be included as part of dimension "D" in Figure 14.33.300.F(1), but all parking stalls must be on private property;*
 - 6. Parking areas shall conform to Federal Americans With Disabilities Act (ADA) standards for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure vertical clearance, van accessible parking spaces, should refer to Federal ADA guidelines; and*
 - 7. Bicycle parking shall be on a 2 feet by 6 feet minimum concrete pad per bike, or within a garage or patio of residential use.*

Finding: The proposed use is required to provide 10 parking spaces (one per employee per shift). Those 10 parking spaces are accommodated within the overall parking lot. The proposal includes restriping to create one van accessible ADA parking space with a loading area and 4 standard parking spaces, as well as restriping to create 9 compact spaces that accommodate the proposed pedestrian connection to Gateway Boulevard and the trash and electric utility enclosure. As shown on the attached Site Plan, the proposed restriped compact and ADA spaces, drive aisles, and bicycle parking area comply with the dimensional requirements. Therefore, this criterion is met.

14.33.400 Bicycle Parking Standards

- B. Minimum Required Bicycle Parking Spaces. A minimum of one bicycle parking space per use is required for all uses subject to Site Design Review. Table 14.33.400 lists additional standards that apply to specific types of development. Uses shall provide long- and short-term bicycle parking spaces, as designated in Table 14.33.400 and subsections C-J below. Where two options are provided (e.g., 2 spaces, or 1 per 8 bedrooms), the option resulting in more bicycle parking is used.*

Finding: Per Table 14.33.400, where two options are provided for a use, the option resulting in more bicycle parking is used. This means that the proposed 2,546 square foot building is required to provide 4 total bicycle parking spaces, 2 short-term and 2 long-term. As shown on the attached Site Plan, the proposed development provides 4 total parking spaces. This criterion is met.

D. Location and Design.

- 1. Location. Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space, or no more than 50 feet. Long-term (i.e., covered) bicycle parking should be incorporated whenever possible into building design. Short-term bicycle parking, when allowed within a public right-of-way, should be coordinated with the design of street furniture, as applicable. Street furniture includes benches, street lights, planters and other pedestrian amenities.*
- 2. Pedestrian passage. The location of the rack and subsequent parking shall not interfere with pedestrian passage, leaving a clear area of at least 36 inches between bicycles and other existing and potential obstructions. Walkways from bicycle parking to the main entrance shall be hard surfaced and a minimum 4 feet in width.*
- 3. Parking Space Dimensions. Bicycle parking spaces shall be at least 2 feet wide by 6 feet long and, when covered, provide a vertical clearance of 7 feet. An access aisle of at least 5 feet wide shall be provided and maintained beside or between each row of bicycle parking.*
- 4. Design. Bicycle racks shall hold bicycles securely by means of the frame. The frame must be supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels. Bicycle parking racks, shelters and lockers must be securely anchored to the ground or to the structure.*

Finding: The proposed bicycle parking locations comply with the location and design standards. The farthest bicycle parking space is about 40-feet from the primary building entry. This is slightly closer than the nearest vehicular parking space. The long-term bicycle spaces are nearest the primary building entry and located under the canopy above the entrance. The siting of the short-term spaces along the north façade retains a 3-foot clear area, and the walkway along the east façade has a 6-foot clear area. The bicycle parking spaces meet the dimensional requirements, including the canopy above the main entry, which is about 10-feet above grade. The proposed inverted-U-type bicycle racks will be securely anchored to the concrete walkway surface. These criteria are met.

- E. *Visibility and Security. Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.*

Finding: The long-term bicycle parking spaces are located adjacent to the primary building entry in front of the main storefront windows. The short-term parking spaces on the north façade are visible from the Gateway Boulevard sidewalk, and office windows offer opportunities for natural surveillance that can deter theft. This criterion is met.

- F. *Options for Storage. Long-term bicycle parking requirements for multiple family uses and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.*

Finding: As described above, the long-term parking is provided under the canopy above the primary building entry per the requirements in criterion D.

- G. *Lighting. For security, bicycle parking shall be at least as well lit as vehicle parking.*

Finding: The short- and long-term bicycle parking spaces are located along the north and east building facades. These areas are well lit by the existing parking lot lighting and proposed new awning lights above the primary building entry, walk-up ITM, and exit door on the north façade.

- H. *Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.*

Finding: The inverted-U-type bicycle racks are located on the concrete walkways around the proposed building. This walkway area is raised to standard curb height; which defines the space as being reserved for pedestrian and cyclist use. This criterion is met.

- I. *Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards (Chapter 14.31, Access and Circulation).*

Finding: As described above, the proposed bicycle parking retains clear area for pedestrian passage without hazard. The locations do not conflict with vision clearance triangle. This criterion is met.

d. Chapter 14.34 - Public Facilities;

14.34.010 Public Facilities -- Purpose and Applicability

- 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.

14.34.100 Transportation Standards

Finding: There are no proposed public streets or improvements in the right-of-way. Therefore, these criteria are not applicable.

14.34.200 Public Use Areas

Finding: There are no proposed public use area dedications. Therefore, these criteria are not applicable.

14.34.300 Sanitary Sewer and Water Service Improvements

Finding: There are no proposed extensions of public water or sewer mains. The proposed development will connect to the existing public systems that served the prior restaurant use and existing shopping center. Therefore, these criteria are not applicable.

14.34.400 Storm Drainage Improvements

Finding: The proposed development is the redevelopment of an impervious site; thus, there is not expected to be a change in the runoff. The erosion prevention standards of Chapter 14.35 will be addressed at the time of building permitting. This criterion is met.

14.34.500 Utilities

Finding: There are no new proposed utility lines in the public right-of-way. The proposed development will connect to the existing public systems that served the prior restaurant use and adjacent shopping center. There is a proposed new private electrical line as shown on the attached Utility Plan. As required, these connections are underground. Therefore, this criterion is met.

14.34.600 Easements

Finding: As shown on the attached drawing set, the site includes updated electrical easements for the proposed on-site electrical system. There are no proposed public utility easements. The proposed easement is granted specifically to Pacific Power & Light. The applicant has coordinated with Pacific Power & Light to identify an appropriate location for the proposed electrical equipment in the southwest corner of the project area and northwest corner of the new building. This criterion is met.

14.34.700 Construction Plan Approval and Assurances

14.34.800 Installation

Finding: There are no proposed public improvements. Therefore, these criteria are not applicable.

e. Chapter 14.35 - Surface Water Management;

Finding: Chapter 14.35 provides erosion prevention standards that apply to construction activities. The Applicant is aware of these standards and will address the standards at the time of development during the building permit applications. These criteria are not applicable at this time.

f. Chapter 14.36 - Other Standards, as applicable;

Finding: Chapter 14.36 contains three sections listed as “Reserved” and there are no development standards. Therefore, this criterion is not applicable.

To the extent it is applicable, the Applicant understands that per Section 14.38.300 the proposed signage will be subject to a Type I application and staff decision. Per Section 14.38.500, the Community Commercial District Sign standards are applicable to the proposed development. The Applicant will submit a sign permit application at the time of building permit.

g. Chapter 14.37 – Sensitive Lands

Finding: The site does not contain any sensitive lands. Therefore, this criterion is not applicable.

5. 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.

Finding: There are no known prior land use application approvals with existing applicable conditions of approval. Therefore, this criterion is not applicable.

V. Approval Criteria – Conditional Use Permit Supporting Facts and Findings

This section is organized by documenting the applicable approval criteria per Cottage Grove Development Code in ***bold italics***, followed by proposed findings in normal text.

As described above, the proposed drive-through facility in the CP2 zone requires a CUP. The following criteria and associated findings are limited to the drive-through facility.

14.44.300 Conditional Use Permit – Application Submission Requirements

In addition to the submission requirements required in Chapter 14.41, an application for conditional use approval must include the following information (1-8), as applicable. For a description of each item, please refer to Section 14.42.500 - Site Design Review Application Submission Requirements:

- 1. Existing site conditions;***
- 2. Site plan;***
- 3. Preliminary grading plan;***
- 4. A landscape plan;***
- 5. Architectural drawings of all structures;***
- 6. Drawings of all proposed signs;***
- 7. A copy of all existing and proposed restrictions or covenants;***
- 8. A copy of an approved State Access Permit, if taking new access onto a State Highway;***
- 9. Narrative report or letter documenting compliance with all applicable approval criteria in Section 14.44.400;***
- 10. Narrative report documenting compliance with all applicable approval criteria and conditions in Section 14.37.400 Willamette River Greenway as applicable.***

Finding: The information listed above is included in the attached drawing set. Additionally, per 14.41, a pre-application meeting is recommended, and a neighborhood meeting is required for Type III applications. The Applicant applied for and met with city and other agency staff in a pre-application conference on Friday, July 22, 2022. A neighborhood meeting was held consistent with the 14.41.800 requirements. Please refer to the attachments for details of the meeting notice, posted sign, and meeting minutes. This criterion is met.

14.44.400 Conditional Use Permits – Criteria, Standards, and Conditions of Approval

The City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the standards and criteria in A-C.

A. Use Criteria.

- 1. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;***

Finding: The proposed drive-through bank facility is a redevelopment of an existing drive-through restaurant. The proposed redevelopment will retain the existing drive aisle locations. As such, the site size, dimensions, location, topography, and existing access accommodate the proposed use. The proposed redevelopment of an existing developed area with a similar use will result in similar off-site effects listed in the criterion. The site size and dimensions are similar to those of the existing restaurant parcel. The existing development site is flat and can be efficiently redeveloped.

The proposed building mass is similar to the existing restaurant building. The proposed building is one story; its mass and scale will not negatively impact neighboring properties or infringe on the sight triangle of the existing driveway accesses. The proposed canopies will provide sunshade, thereby minimizing glare from the windows. Also, all proposed exterior lighting will be full cut-off and directed downward.

The location along Gateway Boulevard has excellent visibility for passersby. The proposed development will use the same vehicular driveway access to the site and drive aisles on the abutting Tax Lot 4800. There is adequate shared parking with the uses on Tax Lot 4800 to accommodate the proposed use, as demonstrated on the attached Site Plan. The proposed improvements to the parking area and drive aisles will improve safety for people walking through the site. Crosswalks will be striped within the project area, and at the northwest corner of the proposed building, a raised crosswalk will function as a speed control device and improve pedestrian visibility by elevating pedestrians. The proposed development includes a new trash area. Odors will improve, as the waste stream of a bank lacks the odors commonly associated with a restaurant.

The redevelopment of a previously closed and neglected building is a positive investment that should improve overall aesthetics. Based on the findings above, this criterion is met.

2. *The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other Code standards, or other reasonable conditions of approval;*

Finding: The proposed development improves the overall site design related to the adjacent properties and general public. As noted above, the proposed development will retain and improve the previously approved, existing drive aisle location between the building and street. However, the proposal will reorient the existing drive-through facility away from the street and adjacent properties west of Gateway Boulevard. The teller interface will be on the south façade, facing away from adjacent properties. Pedestrian walkways are proposed with striped crosswalks where they cross the existing drive aisles. Also, the proposed pedestrian connection to Gateway Boulevard on the north side of the proposed building includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. This route then uses a proposed curving ramp to negotiate the grade change between the Gateway Boulevard sidewalk and project site.

Additionally, the existing landscaping along Gateway Boulevard is comprised of small understory trees and ivy. The ivy will be removed, and new landscaping will be installed to refresh the site, create a welcoming pedestrian connection, and screen the proposed trash enclosure. The proposed trash area

will also be enclosed with a masonry wall, secured by an opaque gate, and covered to protect water quality. Potential odors associated with the trash area will improve, as the waste stream of a bank lacks the odors commonly associated with a restaurant. Therefore, to the extent there are negative impacts, the numerous proposed improvements to the site should offset those. This criterion is met.

3. All required public facilities have adequate capacity to serve the proposal; and

Finding: The proposal is a redevelopment of an existing restaurant on the site. The necessary public facilities are available at the site. According to city staff during the Pre-Application conference, there are no known infrastructure constraints that will affect the proposed development. Also, as a redevelopment site within an existing shopping center, there are no newly proposed public streets, public use areas, or sanitary sewer, water, or storm drainage improvements in the public right-of-way. Therefore, this criterion is met.

4. Willamette River Greenway criteria in Section 14.37.400 have been met, as applicable.

Finding: The site is not within the Willamette River Greenway boundary. Therefore, this criterion is not applicable.

B. Site Design Standards. The Site Design Review approval criteria (Section 14.42.600) shall be met.

Finding: The proposed development also requires approval of a Site Design Review application. See Section IV for detailed findings for the Site Design Review approval criteria.

14.44.500 Conditional Use Permits – Additional Development Standards

B. Additional Development Standards. Development standards for specific uses are contained in Chapter 2 - Land Use Districts and in Section 3 – Sensitive Lands.

14.23.180 Commercial Districts – Special Use Standards

This section supplements the standards contained in Sections 14.23.110 through 14.23.170. It provides standards for the following land uses to control the scale and compatibility of those uses:

- *Drive-Up and Drive-Through Uses and Facilities*
- *Vehicle Repair*
- *Wireless Telecommunication Uses and Facilities*
- *Self-Service Storage*

- A. *Drive-Up/Drive-In/Drive-Through Uses and Facilities. When drive-up or drive-through uses and facilities are allowed, no driveways or queuing areas shall be located between the building and a street. See Figure 14.23.180.A(1). Walk-up only teller machines and kiosks may be oriented to a street or placed adjacent to a street corner.*

Finding: The proposed development will retain and improve the previously approved, existing drive-through lane location between the building and street. The proposal will reorient the existing drive-through facility away from the street. The existing drive-through facility is currently on the west façade of the existing building located adjacent to Gateway Boulevard. The proposed drive-through facility is re-located to the south façade of the building, away from the street and the proposed new pedestrian connection to the Gateway Boulevard right-of-way. This increases the queuing length, which should prevent cars from blocking the east-west pedestrian route at the raised crosswalk.

The walk-up interactive teller machine (ITM) is also oriented away from the street on the east façade. Pedestrian walkways are clearly marked with diagonal striping where they cross the existing drive aisles within the larger shared parking area on the abutting Tax Lot 4800. Also, the proposed pedestrian connection to Gateway Boulevard is on the north side of the proposed building, nearest the walk-up ITM and effectively separated from the vehicular movements associated with the drive-through facilities on the south side of the proposed building. The pedestrian route includes a raised crosswalk that acts as a speed control device and improves pedestrian visibility by elevating pedestrians. Based on the retained previously approved, existing drive-aisle location and the proposed improvements, the criterion is met.

VI. Conclusion

Based on the information and findings contained in this written statement, associated attachments and drawings, the proposed Site Design Review and Conditional Use Permit applications meet the approval criteria contained in the Cottage Grove Development Code. Therefore, the applicant requests that the Planning Commission review and approve the proposal as presented. Both the applicant and the applicant's representative are available for questions, as necessary.

If you have any questions about the above applications, please contact TBG Architects + Planners at 541.687.1010.

ZG/KT

cc: Dayna Desmond, PAPF Cottage Grove, LLC
Matt Wilson, *Oregon Community Credit Union*
Anna Backus, PE, *KPFF Consulting Engineers*
David Dougherty, ASLA, *Dougherty Landscape Architects*
Jason Goshert, *SSW Engineers*

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Attachment Contents

Attachment A	Assessor's Map
Attachment B	Legal Descriptions
Attachment C	Property Deed
Attachment D	<u>FIRM Flood Insurance Rate Map</u> , Map Number 41039C2091F
Attachment E	Map of Surrounding Properties and Property Owner Address List
Attachment F	Neighborhood Meeting Notice Letter and Site Plan
Attachment G	Copy of Neighborhood Meeting Posted Sign
Attachment H	Site Photos of Posted Sign
Attachment I	Neighborhood Meeting Summary Meeting Notes

City of Cottage Grove
Site Design Review and Conditional Use Permit

Attachment A

Assessor's Map

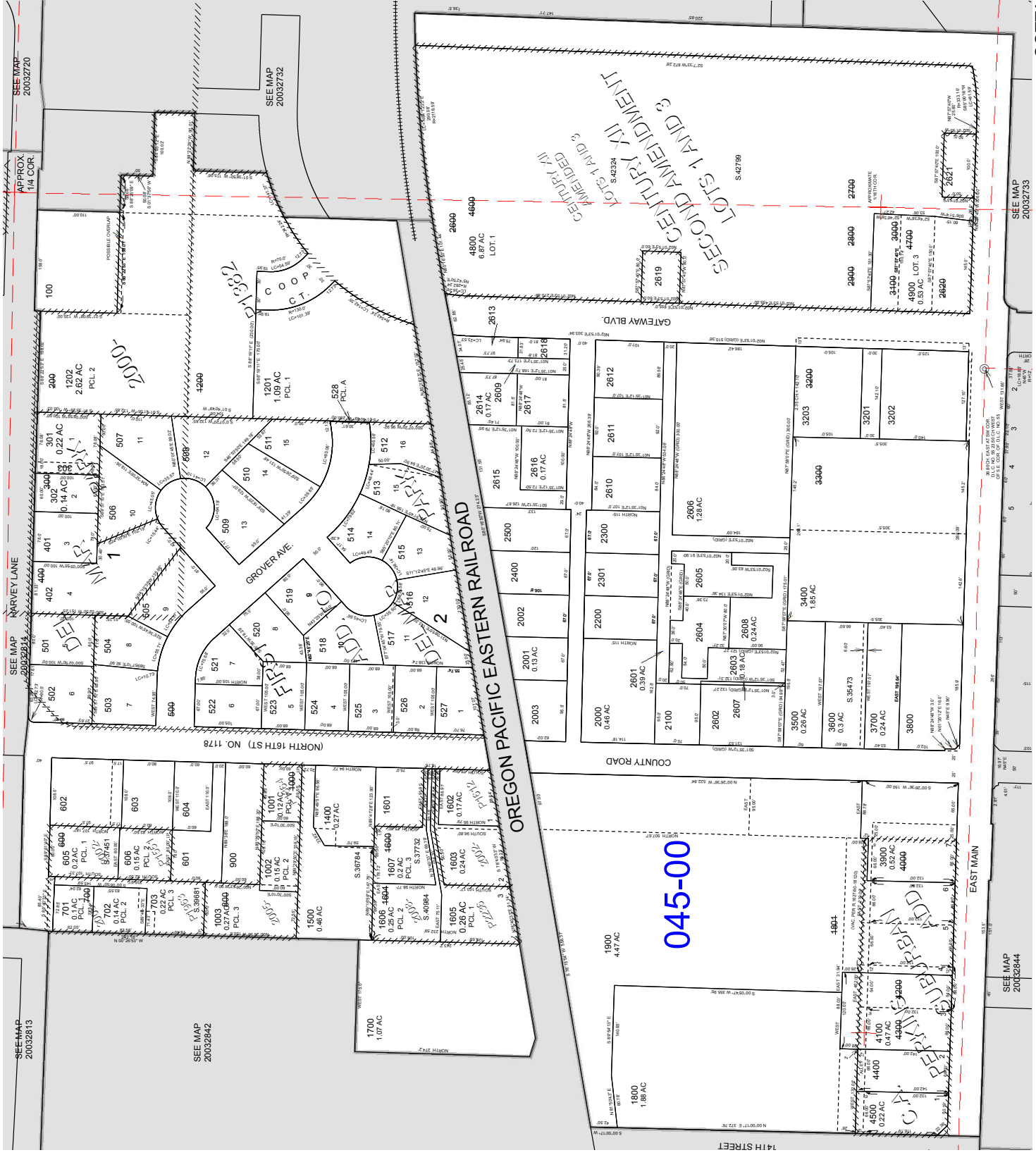
FOR ASSESSMENT AND TAXATION ONLY

N.E. 1/4 S.E. 1/4 SEC. 28 T.20S. R.3W. W.M.
Lane County

20032841
COTTAGE GROVE

- REVISIONS
- 01/15/15 - DATE, T.L. 1045, W.P. 2008P2286
- 04/03/2008 - LCAT 115 - CONVERT MAP TO GIS
- 07/22/2008 - LCAT 115 - ADD MISSING ROAD LABEL
- 11/20/2008 - LCAT 115 - ADD MISSING ROAD LABEL
- 10/19/2008 - LCAT 115 - DATE, T.L. 1045, W.P. 2008P2286
- 07/22/2008 - LCAT 115 - DATE, T.L. 1045, W.P. 2008P2286
- 07/22/2008 - LCAT 115 - DATE, T.L. 1045, W.P. 2008P2286
- 07/22/2008 - LCAT 115 - DATE, T.L. 1045, W.P. 2008P2286
- 07/22/2008 - LCAT 115 - DATE, T.L. 1045, W.P. 2008P2286
- 07/22/2008 - LCAT 115 - DATE, T.L. 1045, W.P. 2008P2286

LCAT/CAB - 2014-06-03 1332



- CANCELLED
- 1000
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- 1200
- 1300
- 1400
- 1500
- 1600
- 1700
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- 8800
- 8900
- 9000
- 9100
- 9200
- 9300
- 9400
- 9500
- 9600
- 9700
- 9800
- 9900
- 10000

SEE MAP 20032720

APPROX 1/4 COR.

SEE MAP 20032834

SEE MAP 20032813

SEE MAP 20032842

SEE MAP 20032733

SEE MAP 20032844

COTTAGE GROVE
20032841

Attachment B

Legal Description

LEGAL DESCRIPTION

Lot 2, CENTURY XII, as platted and recorded in File 73, Slides 443 and 444, Lane County Oregon Plat Records, in Lane County, Oregon.

City of Cottage Grove
Site Design Review and Conditional Use Permit

Attachment C

Property Deed

Lane County Clerk
Lane County Deeds & Records

2019-047875

10/22/2019 10:44:35 AM

RPR-DEED Cnt=1 Stn=9 CASHIER 06 4pages
\$20.00 \$11.00 \$10.00 \$61.00

\$102.00

After recording, return to:

PAPF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, CA 94939

Until further notice, send tax statements to:

PAPF Cottage Grove, LLC
c/o Argonaut Investments, LLC
101 Larkspur Landing Circle, Suite 120
Larkspur, CA 94939

Western Title WT0174284

BARGAIN AND SALE DEED

Grantor: Whittaker/Northwest Partners, a California general partnership
Grantee: PAPF Cottage Grove, LLC, a Delaware limited liability company
Consideration: \$6,300,000.00

KNOW ALL PERSONS BY THESE PRESENTS, that Whittaker/Northwest Partners, a California general partnership, hereinafter called Grantor, for the consideration hereinabove stated, do hereby grant, bargain, sell and convey unto PAPF Cottage Grove, LLC, a Delaware limited liability company, hereinafter called Grantee, its interest in that certain real property with the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, situated in the City of Cottage Grove, County of Lane, State of Oregon, described as follows, to-wit:

See **Exhibit A** attached hereto and made a part hereof.

to have and to hold the same unto the said Grantee and Grantee's successors and assigns forever.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST

PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

[Remainder of page intentionally left blank; signatures contained on the following page]

Dated this 15th day of October, 2019.

GRANTOR:

WHITTAKER/NORTHWEST PARTNERS,
a California general partnership

By: [Signature]
Name: John Whittaker
Title: Managing Partner

STATE OF Oregon)
COUNTY OF Multnomah) ss.:

On this 15th day of October, 2019, before me, the undersigned, a Notary Public in and for the State of Oregon, personally appeared John Whittaker, personally known to me (or proved to me on the basis of satisfactory evidence) to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission Expires:
8/11/2020

[Signature]
Notary Public

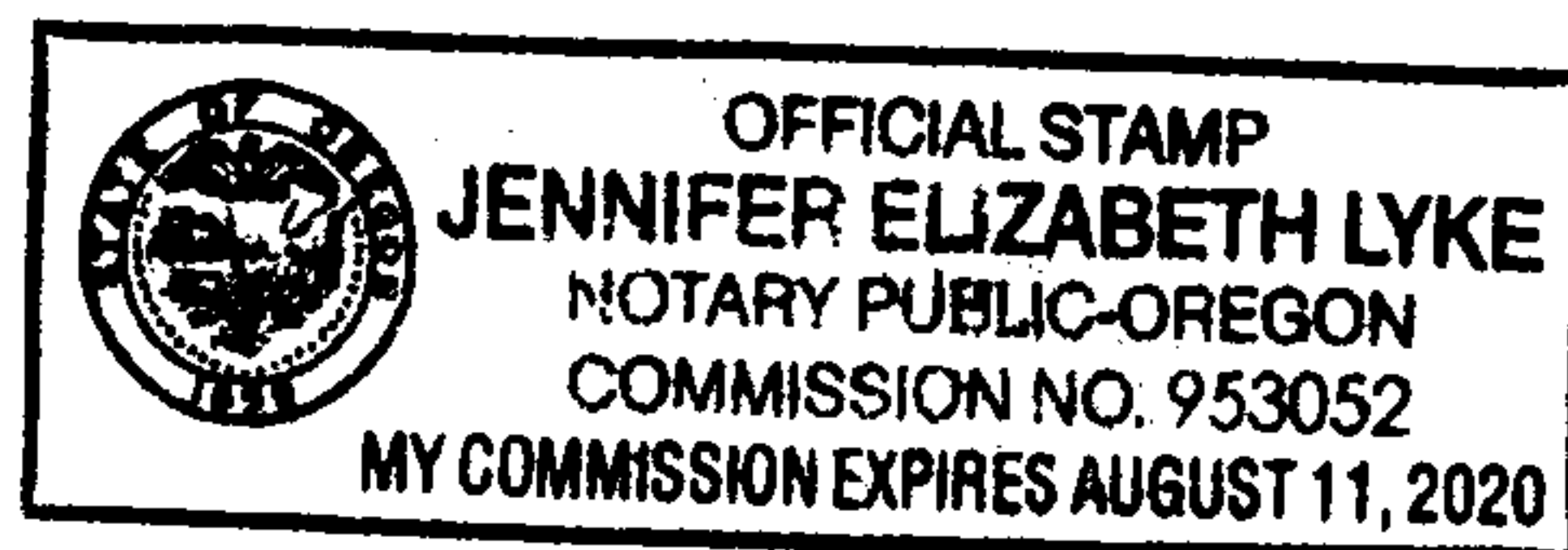


Exhibit A

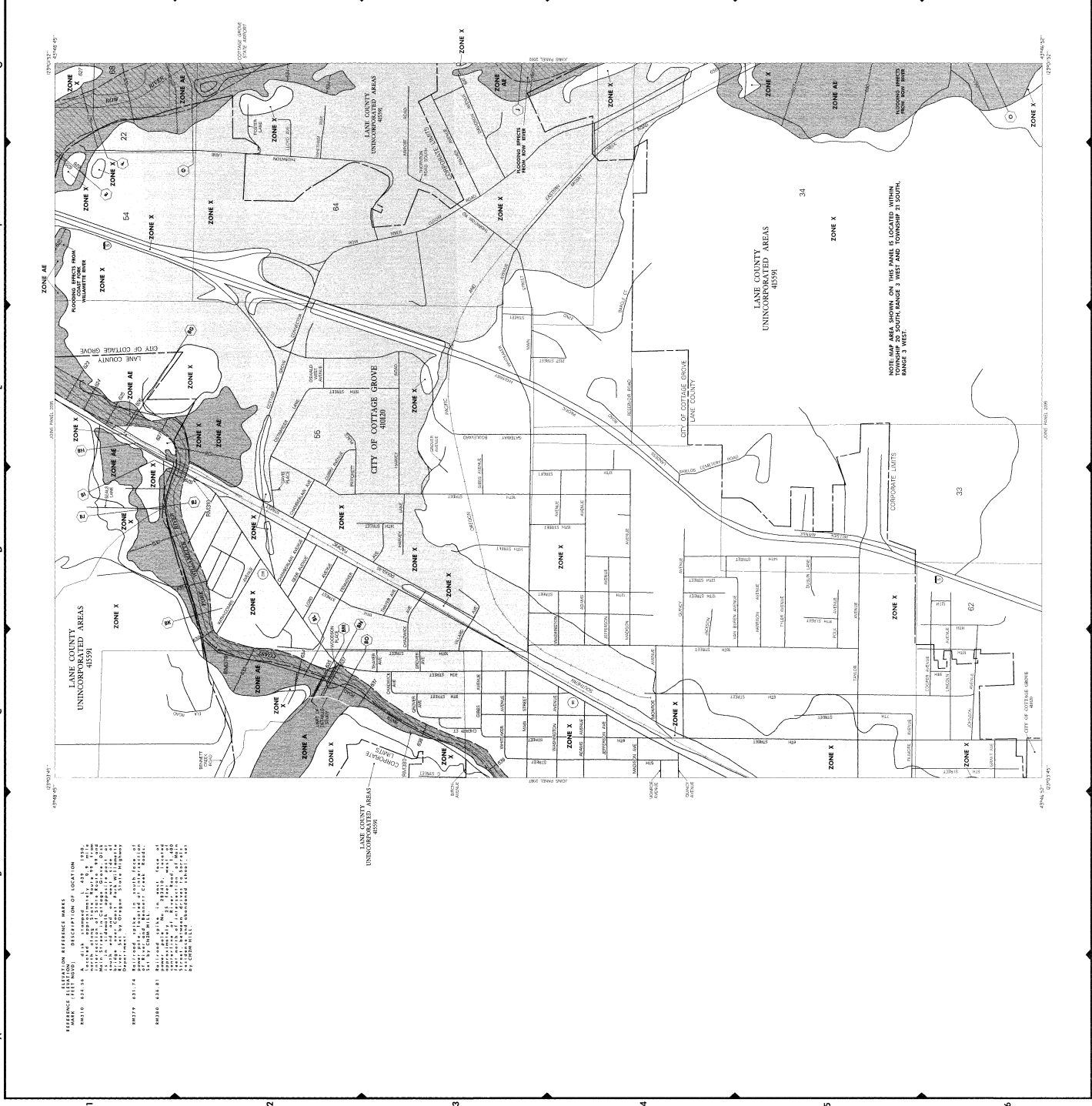
Legal Description

Parcel I: Lot 1, CENTURY XII SECOND AMENDMENT LOTS 1 AND 3, recorded May 14, 2014, Document No. 2014-017462, Lane County Records, in Lane County, Oregon.

Parcel II: Lots 2 and 4, CENTURY XII, as platted and recorded in File 73, Slides 443 and 444, Lane County Oregon Plat Records, in Lane County, Oregon.

Attachment D

FIRM Flood Insurance Rate Map
Map Number 41039C2091F



LEGEND

UNINCORPORATED AREAS INDICATED
ZONE A - No flood insurance available
ZONE AE - Areas with flood insurance available
ZONE AO - Areas with flood insurance available
ZONE AV - Areas with flood insurance available
ZONE V - Areas with flood insurance available
ZONE X - Areas with flood insurance available
ZONE D - Areas with flood insurance available
ZONE C - Areas with flood insurance available
ZONE B - Areas with flood insurance available
ZONE A - Areas with flood insurance available

UNINCORPORATED AREAS INDICATED
ZONE A - No flood insurance available
ZONE AE - Areas with flood insurance available
ZONE AO - Areas with flood insurance available
ZONE AV - Areas with flood insurance available
ZONE V - Areas with flood insurance available
ZONE X - Areas with flood insurance available
ZONE D - Areas with flood insurance available
ZONE C - Areas with flood insurance available
ZONE B - Areas with flood insurance available
ZONE A - Areas with flood insurance available

NOTES

This map is based on the Flood Insurance Rate Study (FIRS) conducted by the Federal Emergency Management Agency (FEMA) for the State of Oregon. The FIRS was conducted between 1981 and 1984. The map shows the results of the FIRS for the State of Oregon. The map is based on the FIRS data as of June 1, 1985. The map is not to be used for any other purpose. The map is not to be used for any other purpose. The map is not to be used for any other purpose.

NATIONAL FLOOD INSURANCE PROGRAM
FIRM FLOOD INSURANCE RATE MAP
LANE COUNTY, OREGON AND INCORPORATED AREAS
PANEL ZONE OF ZONE

MAP NUMBER 48320817
EFFECTIVE DATE JUNE 2, 1985

NOTE: MAP AREA SHOWN ON THIS PANEL IS LOCATED WITHIN TOWNSHIP 30 SOUTH, RANGE 3 WEST AND TOWNSHIP 31 SOUTH, RANGE 3 WEST.



Federal Emergency Management Agency

Attachment E

Map of Surrounding Properties and Property Owner Address List

OCCU Mailing List

Owner	Owner Mailing Address 1	City	State	Zip Code
DMP Investments LLC	PO Box 5517	Salem	OR	97304
Plaza Apartments LLC	PO Box 563	Cottage Grove	OR	97424
Burgener William C TE	5260 Grainflat Rd	Plymouth	CA	95669
Papf Cottage Grove LLC	101 Larkspur Landing Cir Ste 12C	Larkspur	CA	94939
Banner Bank	10 S 1st	Walla Walla	WA	99362
Walsh Gateway LLC	PO Box 5673	Eugene	OR	97405
DMP Investments LLC	PO Box 5517	Salem	OR	97304
Cascade Warehouse Company	PO Box 7335	Salem	OR	97303
Shaard Properties LLC	PO Box 9167	Springfield	MO	65801-9167
Friends of Mt David	PO Box 22	Cottage Grove	OR	97424



City of Cottage Grove
Site Design Review and Conditional Use Permit

Attachment F

Neighborhood Meeting Notice Letter and Site Plan



September 13, 2022

RE: OCCU Drive-Through – Conditional Use Permit (202261-A/1.3)
Neighborhood Meeting Notice

Dear Neighbor:

You are cordially invited to attend an online meeting to discuss the proposed Conditional Use Permit (CUP) application for a drive-through facility at the proposed Oregon Community Credit Union (OCCU) branch at 150 Gateway Boulevard. The proposed CUP is required by the City of Cottage Grove for a “Drive-Up/Drive-In/Drive-Through (drive-up windows, kiosks, ATM’s, similar uses/facilities)” use in the Community Commercial (C-2P) zone.

On behalf of the applicant, OCCU, we invite you to attend the online meeting with us and other neighbors to review the plan, share information, and identify issues regarding the proposal. A copy of a preliminary Site Plan of the proposed project is included on the reverse side of this page.

WHAT: Meeting to review a proposed Conditional Use Permit for an OCCU branch with a drive-through located at 150 Gateway Boulevard.

WHO: Property owners and neighbors in the surrounding area.

WHEN: Monday, September 26, 2022 at 5:00 PM

WHERE: ONLINE Zoom meeting!
Enter <https://zoom.us/join> in your web browser.
Then, enter the Meeting ID and Passcode, below.

- Meeting ID: 899 7626 2568
- Passcode: 321238

Or, join the meeting by phone: 1-669-444-9171

Your comments and input on the proposal will be valuable in helping us identify issues and shape the proposal. We hope you can attend.

For more information, please feel free to contact Zach Galloway at TBG Architects + Planners by telephone at 541.687.1010 ext. 122 or via email at zgalloway@tbg-arch.com.

GENERAL NOTES

ZONING - COMMUNITY COMMERCIAL

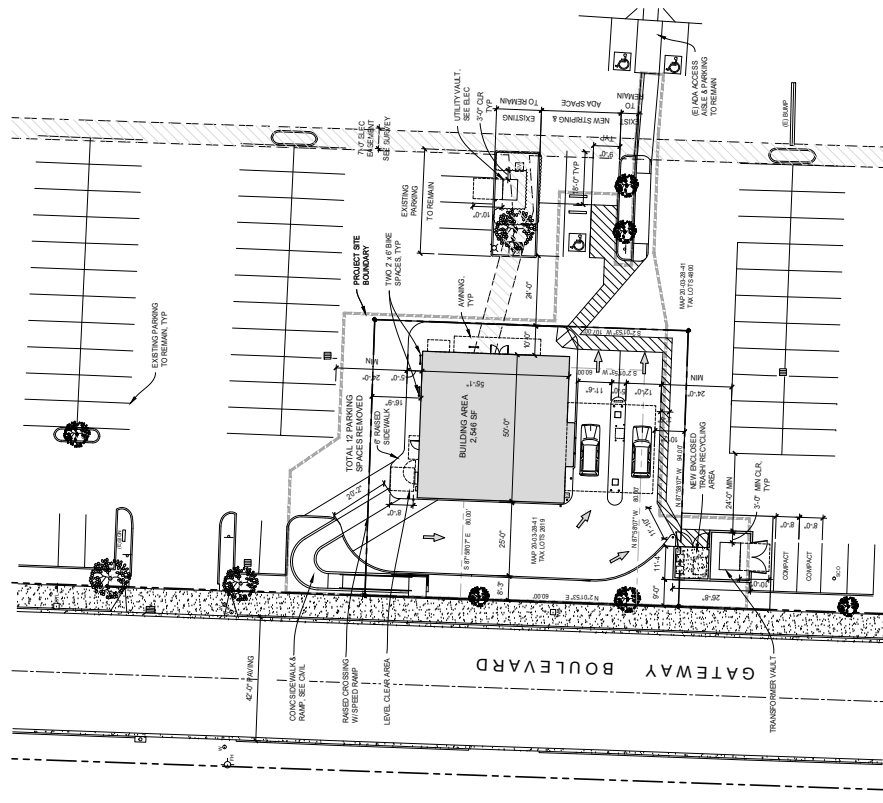
TOTAL DEVELOPMENT SITE AREA
 7.10 ACRES OR 308,049 SF
 0.14 ACRES OR 6,086 SF
 TAX LOT 289
 TAX LOT 800
 PROJECT SITE AREA
 10,000 SF

PARKING CALCULATIONS

VEHICLE PARKING
 VEHICLE SPACES REQUIRED (CCC TABLE 14.33.00A)
 EXISTING GENERAL RETAIL
 81,117 SF / 1,000
 EXISTING RETAIL RESTAURANT/ICE CREAM PARLOR
 8,117 SF / 1,000
 PROPOSED OFFICE/EMPLOYEE PER SHIFT
 3,000 SF / 1,000
 PROPOSED OFFICE/EMPLOYEE PER SHIFT
 3,000 SF / 1,000
TOTAL VEHICLE PARKING SPACES REQUIRED
 88,234 SPACES
TOTAL VEHICLE PARKING PROVIDED
 303 SPACES
 STANDARD (97' X 18' 6" INCLUDES SOME W/ 2' OF BUMPER OVERHANG) 155 SPACES
 ACCESSIBLE (97' X 18' 6" INCLUDES 2' OF BUMPER OVERHANG) 12 SPACES
 163 SPACES

BICYCLE PARKING
 BICYCLE SPACES REQUIRED (CCC TABLE 14.33.00D)
 RETAIL GENERAL RETAIL
 SHORT TERM 1 - 12,000 SF GROSS FLOOR AREA - CR. 2
 2,546 SF / 6,000 = 0.51
 LONG TERM 1 - 5,000 SF GROSS FLOOR AREA - CR. 2
 2,546 SF / 10,000 = 0.21
TOTAL BICYCLE PARKING SPACES REQUIRED
 2 SPACES
TOTAL BICYCLE PARKING PROVIDED
 2 SPACES
 4 SPACES
 4 SPACES
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LONG TERM BICYCLE PARKING SPACES
 LONG TERM BICYCLE PARKING SPACES REQUIRED
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 LONG TERM BICYCLE PARKING SPACES PROVIDED



CONCEPT SITE PLAN
 1" = 30'-0"

COTTAGE GROVE BRANCH OREGON COMMUNITY CREDIT UNION

140 N GATEWAY BLVD
 COTTAGE GROVE, OREGON 97424
 MAP 20-03-28-41, TAX LOTS 2619 & 4800

PROJECT # 202161
 DRAWN BY KSTJUF
 CHECKED BY
 DATE 08.31.2022
 SHEET A1

CHECK SET
PRELIMINARY
INCOMPLETE
 IT IS THE USER'S RESPONSIBILITY TO
 CONSULT THE LOCAL JURISDICTION FOR
 ANY REGULATORY REQUIREMENTS

© 2022 HOK. ALL RIGHTS RESERVED.

Attachment G

Copy of Neighborhood Meeting Posted Sign

NOTICE OF NEIGHBORHOOD MEETING

Proposed Project:

Includes a Conditional Use Permit application for a proposed Oregon Community Credit Union (OCCU) branch, which will allow a new drive-through facility to replace the existing drive-through restaurant building in the Gateway Plaza. The project includes a new building and associated new landscaping, re-stripped parking spaces, and a pedestrian connection to the street.

Project Address:

Gateway Plaza
150 Gateway Boulevard

Meeting Date:

Monday, September 26, 2022

Meeting Time:

5:00 PM

Meeting Location:

ONLINE - Zoom Meeting

Enter <https://zoom.us/join> in your web browser.

Enter Meeting ID and Passcode

- Meeting ID: 899 7626 2568
- Passcode: 321238

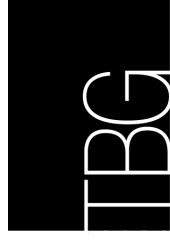
Or, join the meeting by phone: 1-669-444-9171

For questions, contact:

Zach Galloway, Sr. Planner

zgalloway@tbg-arch.com

541.687.1010



ARCHITECTS
+ PLANNERS

Attachment H

Site Photos of Posted Sign



Photo 1: Neighborhood Meeting sign posted along Gateway Boulevard sidewalk (date: 9.14.22).

Attachment I

Neighborhood Meeting Summary Meeting Notes

SUMMARY MEETING NOTES
from
NEIGHBORHOOD MEETING

Project Name: OCCU Conditional Use Permit (CUP)

Applicant: OCCU (Matt Wilson, Vice President)

Applicant's Phone: 541.681.6401

Meeting Date: Monday, September 26, 2022

Meeting Time: 5:00 pm

Meeting Location: Online Zoom meeting

Neighborhood Association (if any): N/A (no city-identified association in the surrounding area)

Attendees: 0 – No neighbors or community members.

1 – TBG staff (applicant's representatives)

Overview

TBG staff (applicant's representative) started the Zoom-based neighborhood meeting at 5:00 pm. The meeting remained open for one hour to account for anyone that intended to drop in after work. At 6:00 pm, TBG staff ended the meeting. No neighbors or community members attended the meeting.

Z:\PROJ\202161 OCCU Cottage Grove\Corresp\Agency\Site Design Review + CUP\Nhood Meeting\202161-Summary Mtg Notes.docx

COTTAGE GROVE BRANCH OREGON COMMUNITY CREDIT UNION SITE DESIGN REVIEW & CUP

150 NORTH GATEWAY BOULEVARD
COTTAGE GROVE, OREGON 97424

BUILDING OWNER

PAPF COTTAGE GROVE LLC

101 LARKSPUR LANDING CIRCLE, SUITE 120
LARKSPUR, CALIFORNIA 94939
PHONE:

CONTACT: DAYNA DESMOND OR CRAIG PETERSON
EMAIL: dayna@argoinvest.com or cpeterson@argoinvest.com

TENANT

OREGON COMMUNITY CREDIT UNION

2880 CHAD DRIVE
EUGENE, OREGON 97408
PHONE: (541) 681-6401

CONTACT: MATT WILSON
EMAIL: mwilson@myOCCU.org

ARCHITECT/PLANNER

TBG ARCHITECTS + PLANNERS

132 EAST BROADWAY, SUITE 200
EUGENE, OREGON 97401
PHONE (541) 687-1010 X118 OR X117

CONTACT: KRISTEN TAYLOR
EMAIL: ktaylor@tbg-arch.com

CIVIL ENGINEER

KPFF CONSULTING ENGINEERS

800 WILLAMETTE STREET, SUITE 400
EUGENE, OREGON 97401
PHONE (541) 684-4902

CONTACT: ANNA BACKUS
EMAIL: anna.backus@kpfcivilpdx.com

LANDSCAPE ARCHITECT

DOUGHERTY LANDSCAPE ARCHITECTS

474 WILLAMETTE STREET, SUITE 305
EUGENE, OREGON 97401
PHONE (541) 683-5803

CONTACT: DAVID DOUGHERTY, ASLA
EMAIL: davidd@dladesign.com

SURVEYOR

SSW ENGINEERS

2350 OAKMONT WAY, SUITE 105
EUGENE, OREGON 97401
PHONE (541) 485-8383

CONTACT: MIKE DAHRENS, PLS
EMAIL: miked@sswengineers.com

ABBREVIATIONS

APP	APPLICATION
@	AT
BOT	BOTTOM
CL	CENTERLINE
CLR	CLEAR
DN	DOWN
(E)	EXISTING
ELEC	ELECTRICAL
HT	HEIGHT
(N)	NEW
PLA	PROPERTY LINE ADJUSTMENT
ROW	RIGHT OF WAY
T.O.	TOP OF
TYP	TYPICAL
UON	UNLESS OTHERWISE NOTED
W/	WITH

NOTE: THIS LIST IS INCOMPLETE, VERIFY ABBREVIATIONS WITH ARCHITECT

SYMBOLS LEGEND

ROOM IDENTIFICATION Room Name
101

KEYNOTE 

Exhibit C:

DRAWING INDEX

GENERAL	
T1	TITLE SHEET
1	EXISTING CONDITIONS PLAN
CIVIL	
C1.0	GRADING, PAVING AND UTILITY PLAN
LANDSCAPE	
LA.1	LANDSCAPE PLAN
ARCHITECTURAL	
A1.1	SITE PLAN & DETAILS
A1.2	TRASH ENCLOSURE ELEVATIONS
A2.1	CONCEPT FLOOR PLAN
A3.1	EXTERIOR ELEVATIONS

VICINITY MAP

N.T.S.



BASIS OF DESIGN

PROJECT DESCRIPTION:	THE PROJECT CONSISTS OF THE DEMOLITION OF AN EXISTING 1-STORY 2,123 SF BUILDING AND THE CONSTRUCTION OF A 1-STORY SINGLE-TENANT 2,546 SF BUILDING IN ITS PLACE WITH ASSOCIATED UTILITIES, PARKING, LANDSCAPING, AND OTHER SITE INFRASTRUCTURE WHERE REQUIRED TO ACCOMMODATE THE NEW CREDIT UNION BRANCH. THE PROPOSED PROJECT REQUIRES SITE DESIGN REVIEW & CONDITIONAL USE PERMIT APPROVAL.
CONSTRUCTION TYPE:	V-B, NON-SPRINKLERED
OCCUPANCY GROUP:	B
GROSS PROJECT AREA:	11,043 SF (0.26 ACRES)
ZONE:	COMMUNITY COMMERCIAL (C-2P)
TOTAL DEVELOPMENT SITE AREA:	7.10 ACRES OR 309,049 SF
TAX LOT 2619 (PROJECT SITE)	4,792 SF
TAX LOT 4800 (SMALL AREA OF PROJECT SITE)	299,257 SF
TAX LOT 2621 (NO WORK PROPOSED)	5,000 SF
TOTAL PROJECT SITE AREA:	16,752 SF
BUILDING CODE:	2019 OSSC

ASSESSOR'S MAP & TAX LOTS

ASSESSOR'S MAP	20-03-28-41
TAX LOTS	2619 & 4800

COTTAGE GROVE BRANCH
OREGON COMMUNITY CREDIT UNION
SITE DESIGN REVIEW & CUP
150 NORTH GATEWAY BOULEVARD
COTTAGE GROVE, OREGON 97424

TITLE SHEET

PROJECT #	202161
DRAWN	NC
CHECKED	KT
DATE	11.29.2022

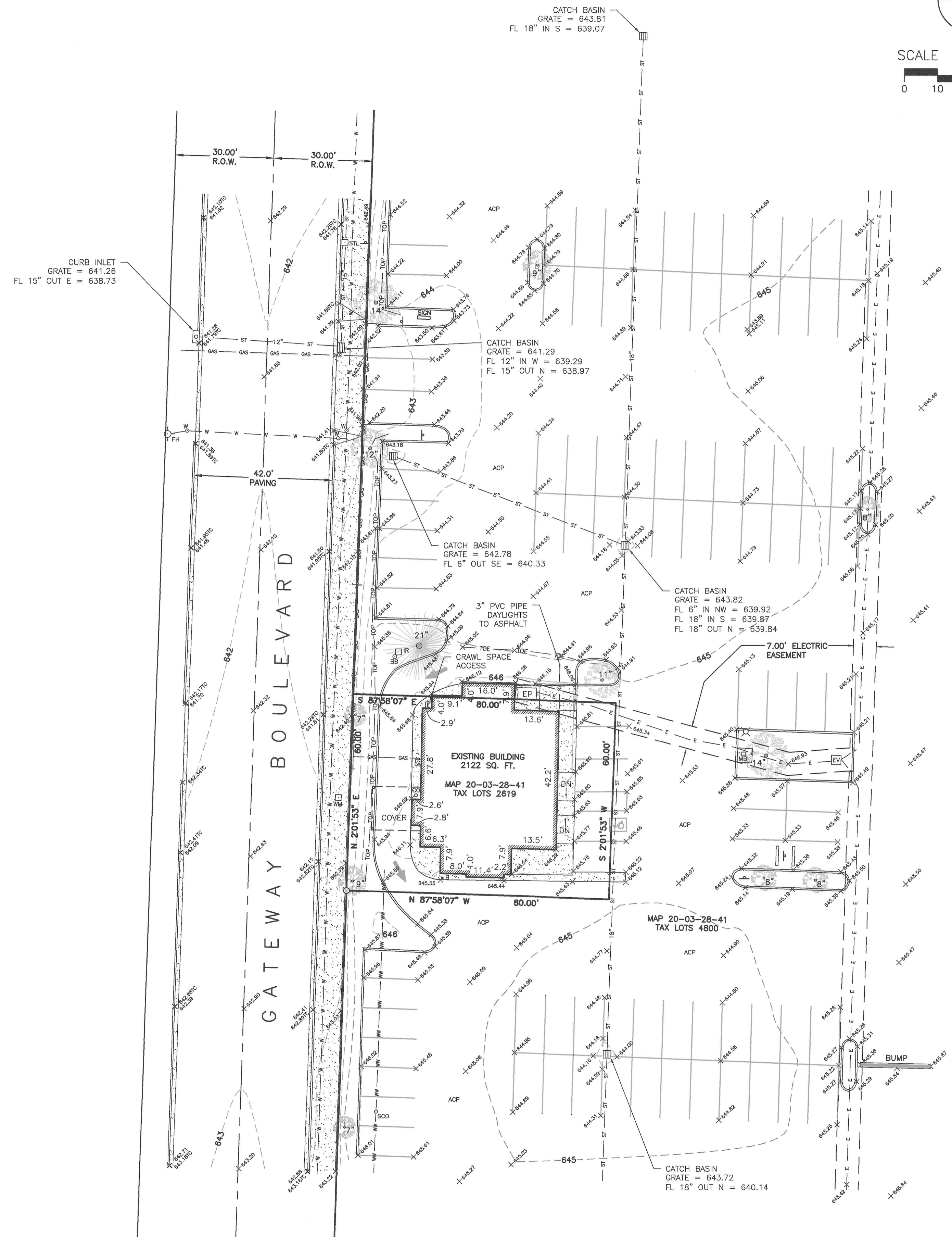
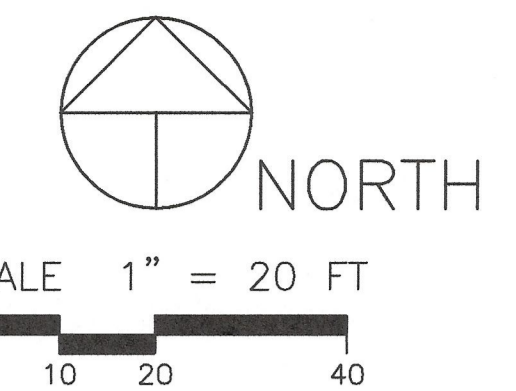
SHEET **T1**



132 East Broadway, Suite 200
Eugene, Oregon 97401
p : 541.687.1010
f : 541.687.0625



REVISIONS	
date	by



UTILITY NOTE:

UTILITY LOCATIONS SHOWN HEREON ARE BASED ON A COMBINATION OF FIELD SURVEY OF OBSERVABLE EVIDENCE AND UTILITY COMPANY LOCATION MAPS AND PAINT, AND ARE SUBJECT TO FIELD VERIFICATION.

BOUNDARY NOTE:

THIS DOES NOT CONSTITUTE A BOUNDARY SURVEY AND IS SUBJECT TO ANY INACCURACIES THAT A SUBSEQUENT BOUNDARY SURVEY MAY DISCLOSE.

ELEVATION NOTE:

ELEVATIONS SHOWN HEREON ARE BASED ON NGS DATUM. BENCHMARK USED WAS BENCHMARK PID PC0706, A STAINLESS STEEL ROD W/O SLEEVE, IN COTTAGE GROVE, AT THE INTERSECTION OF THE SOUTHERN PACIFIC RAILROAD AND MAIN STREET, 15.5 M (50.9 FT) NORTH OF THE CENTERLINE OF THE WESTBOUND LANES OF THE STREET, 11.1 M (36.4 FT) WEST OF THE EXTENDED CENTERLINE OF 10TH STREET, 2.8 M (9.2 FT) SOUTHEAST OF THE NEAR RAIL, AND 1.3 M (4.3 FT) SOUTHWEST OF A UTILITY POLE.

ELEVATION = 644.98 NAVD 88

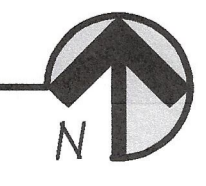
LEGEND

- FOUND MONUMENT
- IR EXISTING IRRIGATION CONTROLS
- W EXISTING WATER VALVE
- WM EXISTING WATER METER
- DH EXISTING FIRE HYDRANT
- ST EXISTING STORMWATER MANHOLE
- CB EXISTING CATCH BASIN
- CI EXISTING CURB INLET
- WM EXISTING WASTEWATER MANHOLE
- SCOO EXISTING WASTEWATER CLEANOUT
- G EXISTING GAS VALVE
- EP EXISTING ELECTRIC PANEL
- G EXISTING GAS METER
- MB EXISTING BROADBAND COMMUNICATIONS
- EM EXISTING ELECTRIC METER
- EV EXISTING ELECTRIC VAULT
- SL EXISTING SITE LIGHT
- B EXISTING BOLLARD
- MB EXISTING MAIL BOX
- S EXISTING SIGN
- HPS EXISTING HANDICAP PARKING SPACE
- CLFL EXISTING CHAIN LINK FENCE LINE
- C EXISTING CURBING
- ST — ST EXISTING STORMWATER PIPE (SIZE AS NOTED)
- WW — WW EXISTING WASTEWATER PIPE
- GAS — GAS EXISTING NATURAL GAS LINE
- W — W EXISTING WATER LINE
- E — E EXISTING UNDERGROUND ELECTRIC LINE
- TOP — TOP DENOTES EXISTING TOP OF SLOPE
- TOE — TOE DENOTES EXISTING TOE OF SLOPE
- ACP — ACP DENOTES ASPHALTIC CONCRETE PAVING
- R.O.W. — R.O.W. DENOTES RIGHT-OF-WAY
- DENOTES EXISTING CONCRETE SURFACE
- 6" EXISTING DECIDUOUS TREE (SIZE AS NOTED)
- 6" EXISTING CONIFEROUS TREE (SIZE AS NOTED)
- 437.58 EXISTING SPOT ELEVATION
- 438.06 EXISTING TOP OF CURB ELEVATION

EASEMENT NOTES:

- 7.00' ELECTRIC EASEMENT SHOWN HEREON WAS RECORDED APRIL 20, 1979, INSTRUMENT NO. 79-22885.
- TAX LOT 2619 AND THE ADJACENT TAX LOT 4800 ARE SUBJECT TO THE FOLLOWING EASEMENTS PER DECLARATION OF EASEMENTS, COVENANTS, RESTRICTIONS AND CONDITIONS RECORDED DECEMBER 12, 1980, INSTRUMENT NO. 80-60816, AS MODIFIED BY MODIFICATION OF DECLARATION OF EASEMENTS, COVENANTS, RESTRICTIONS AND CONDITIONS RECORDED DECEMBER 22, 1980, INSTRUMENT NO. 80-64325 AS FOLLOWS:
 - NON-EXCLUSIVE EASEMENT FOR ACCESS PURPOSES OVER AND ACROSS THE PAVED AREAS AS SHOWN HEREON, LIMITED, HOWEVER, TO THE EXISTING ENTRANCES FROM THE PUBLIC RIGHT-OF-WAYS AND TRAVEL LANES AS NOW OR AS MAY BE REVISED IN THE FUTURE LAYED OUT.
 - NON-EXCLUSIVE EASEMENT FOR MOTOR VEHICLE PARKING OVER AND UPON ALL PARKING SPACES AS MARKED AND SHOWN HEREON OR AS MAY BE REVISED IN THE FUTURE.
 - NON-EXCLUSIVE EASEMENT FOR WATER LINES, STORM DRAINAGE PIPES AND SANITARY SEWER PIPES AS SAID UTILITIES HAVE BEEN ESTABLISHED AND CONSTRUCTED FOR EACH INTENDED PURPOSE AND FOR MAINTENANCE, REMOVAL AND REPLACEMENT OF SAID UTILITIES AS THE NEED ARISES.

EXISTING CONDITIONS PLAN
 SCALE: 1" = 20'-0"



SHEET NOTES

1. SLOPES PROVIDED ON SLOPE ARROW ARE FOR REFERENCE ONLY.
2. LANDINGS ON ACCESSIBLE ROUTES SHALL NOT EXCEED 2% IN ANY DIRECTION.
3. ALL ACCESSIBLE ROUTES SHALL COMPLY WITH CURRENT ADA ACCESSIBILITY GUIDELINES FOR BUILDING AND FACILITIES (ADAAG).

KEY NOTES

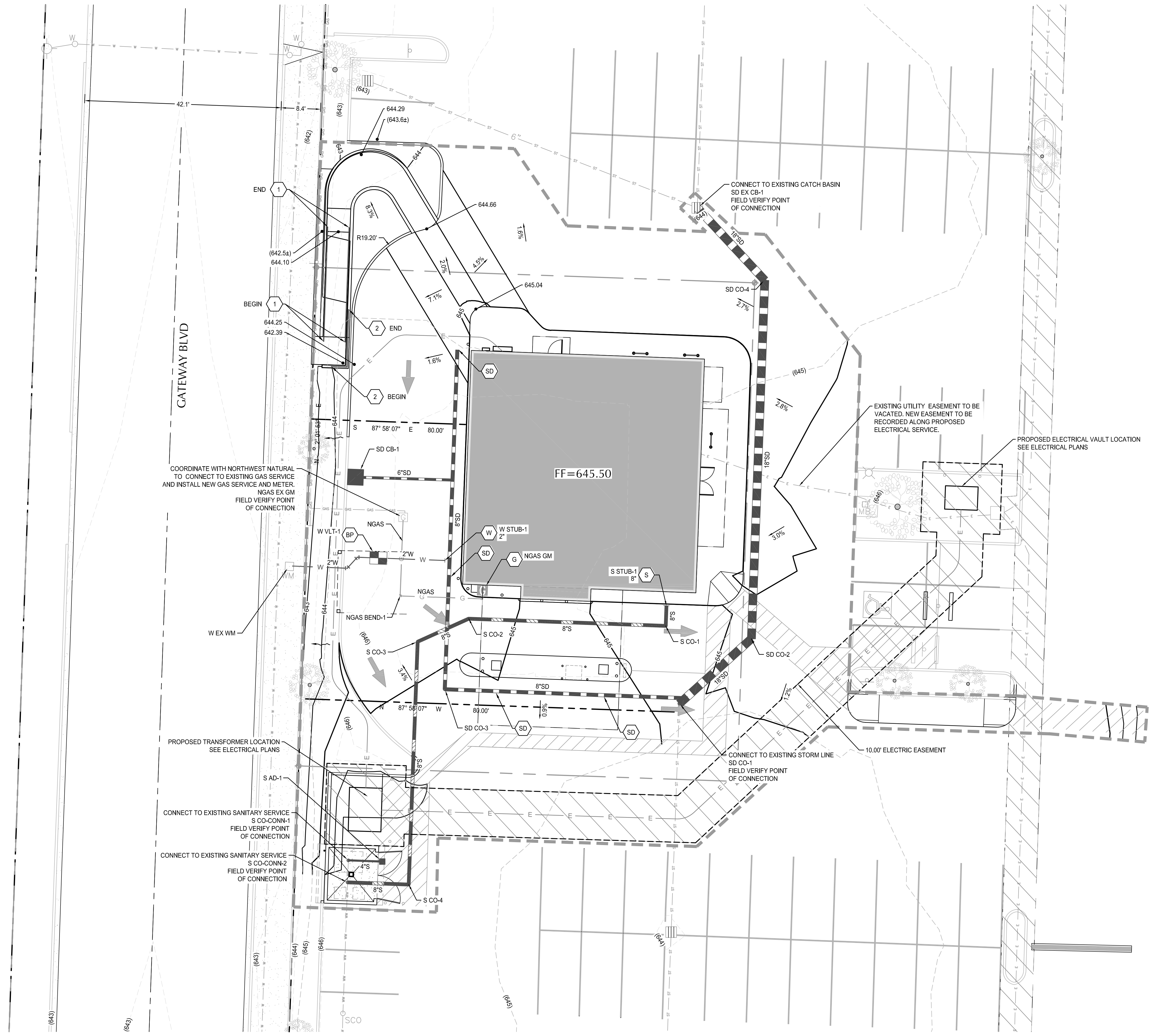
NOTE	DESCRIPTION	DETAIL REF.
1	HANDRAIL	
2	GUARDRAIL	
BP	BACKFLOW PREVENTION VAULT	
G	CONTRACTOR TO COORDINATE GAS SERVICE AND METER LOCATION AND INSTALLATION WITH NORTHWEST NATURAL	
S	CONNECT TO WASTE LINE. SEE PLUMBING PLANS FOR CONTINUATION. SIZE AS NOTED.	
SD	CONNECT TO STORM DRAIN/ROOF DRAIN. SEE PLUMBING PLANS FOR CONTINUATION. SIZE AND IE AS NOTED.	
W	CONNECT TO COLD WATER SYSTEM. SEE PLUMBING PLANS FOR CONTINUATION. SIZE AS NOTED.	

GRADING LABEL LEGEND

CALLOUT	DESCRIPTION
[X.X%]	SLOPE ORIENTATION INDICATING DIRECTION OF MAXIMUM GRADE (DOWNHILL)
XXX.XX XX	SPOT ELEVATION DESCRIPTION LISTED BELOW. NO DESCRIPTION MEANS TP OR TG
FF	FINISHED FLOOR
RIM	RIM OF STRUCTURE
TC	TOP OF CURB
TP	TOP OF PAVEMENT
(XXX.Xs)	EXISTING GRADE (MATCH WHERE APPLICABLE)

SHEET LEGEND

---	LIMITS OF GRADING
---	EX. CONTOUR MINOR
---	EX. CONTOUR MAJOR
---	CONTOUR MINOR (FG)
---	CONTOUR MAJOR (FG)
---	PROPERTY LINE
---	PROPOSED EASEMENT

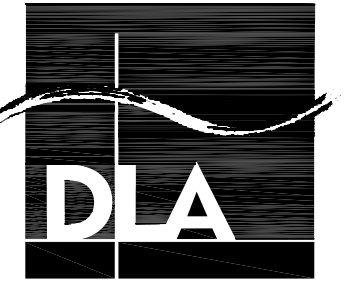


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OREGON COMMUNITY CREDIT UNION**
SITE DESIGN REVIEW & CUP
150 GATEWAY BLVD
COTTAGE GROVE, OREGON 97424

**GRADING,
PAVING AND
UTILITY PLAN**

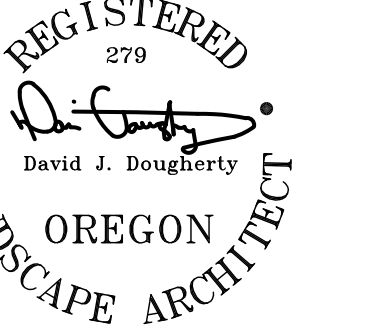
PROJECT # 202161
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CHECKED TH
DATE 11.29.2022

SHEET **C1.0**



DOUGHERTY
LANDSCAPE
ARCHITECTS

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OREGON COMMUNITY CREDIT UNION
SITE DESIGN REVIEW & CUP
150 GATEWAY BLVD
COTTAGE GROVE, OREGON 97424

LANDSCAPE
PLAN

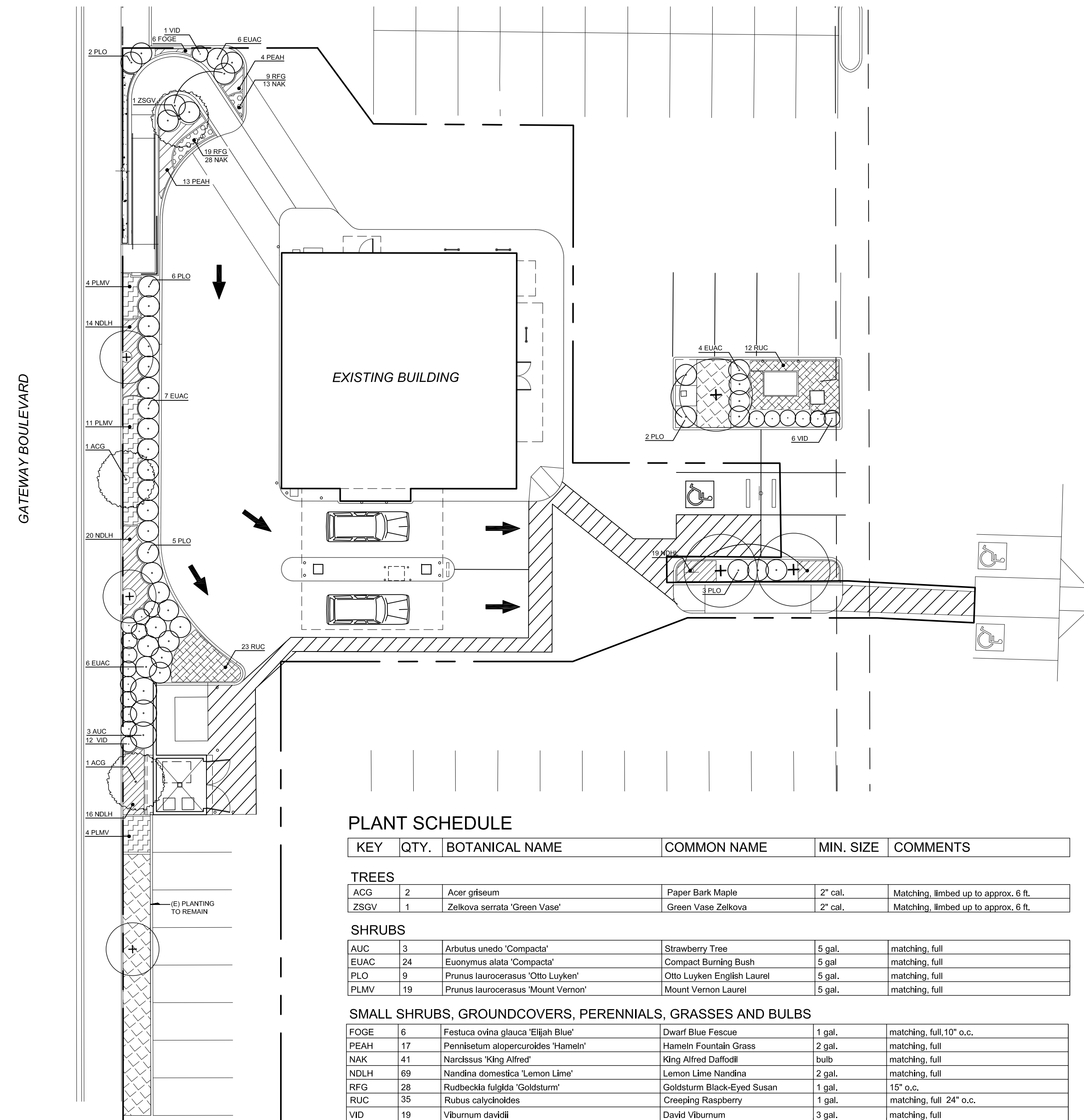
PROJECT # 202161
DRAWN LMS
CHECKED DJD
DATE 11.29.2022

SHEET
LA.1

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PLANTING LEGEND

- EXISTING STREET TREES
- DECIDUOUS TREES
- SHRUBS
- PERENNIALS - RFG/NAK
- GRASSES - PEAH
- GROUNDCOVER - RUC
- GROUNDCOVER - PLMV
- GROUNDCOVER - ND LH
- EXISTING LANDSCAPE TO REMAIN



PLANT SCHEDULE

KEY	QTY.	BOTANICAL NAME	COMMON NAME	MIN. SIZE	COMMENTS
TREES					
ACG	2	<i>Acer griseum</i>	Paper Bark Maple	2" cal.	Matching, imbed up to approx. 6 ft.
ZSGV	1	<i>Zelkova serrata 'Green Vase'</i>	Green Vase Zelkova	2" cal.	Matching, imbed up to approx. 6 ft.
SHRUBS					
AUC	3	<i>Arbutus unedo 'Compacta'</i>	Strawberry Tree	5 gal.	matching, full
EUAC	24	<i>Euonymus alata 'Compacta'</i>	Compact Burning Bush	5 gal.	matching, full
PLO	9	<i>Prunus laurocerasus 'Otto Luyken'</i>	Otto Luyken English Laurel	5 gal.	matching, full
PLMV	19	<i>Prunus laurocerasus 'Mount Vernon'</i>	Mount Vernon Laurel	5 gal.	matching, full
SMALL SHRUBS, GROUNDCOVERS, PERENNIALS, GRASSES AND BULBS					
FOGE	6	<i>Festuca ovina glauca 'Elijah Blue'</i>	Dwarf Blue Fescue	1 gal.	matching, full, 10" o.c.
PEAH	17	<i>Pennisetum alopecuroides 'Hamel'</i>	Hamel Fountain Grass	2 gal.	matching, full
NAK	41	<i>Narcissus 'King Alfred'</i>	King Alfred Daffodil	bulb	matching, full
ND LH	69	<i>Nandina domestica 'Lemon Lime'</i>	Lemon Lime Nandina	2 gal.	matching, full
RFG	28	<i>Rudbeckia fulgida 'Goldsturm'</i>	Goldsturm Black-Eyed Susan	1 gal.	15" o.c.
RUC	35	<i>Rubus calychnoides</i>	Creeping Raspberry	1 gal.	matching, full 24" o.c.
VID	19	<i>Viburnum davidii</i>	David Viburnum	3 gal.	matching, full

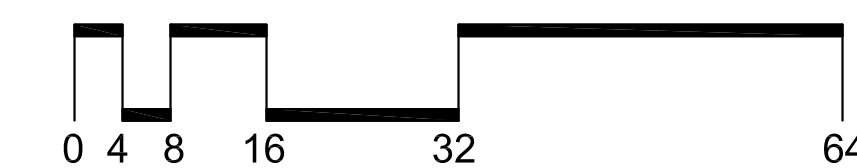
GENERAL NOTES

- THE INFORMATION PROVIDED IS PRELIMINARY AND FOR REFERENCE ONLY TO DEMONSTRATE COMPLIANCE WITH THE APPLICABLE LAND USE APPLICATION APPROVAL CRITERIA. DESIGN INFORMATION AND DETAILS WILL BE REFINED TO MEET ALL APPLICABLE REQUIREMENTS AT THE TIME OF BUILDING PERMIT SUBMITTAL.
- COMPLETE PLANTING PLANS TO BE INCLUDED AT TIME OF BUILDING PERMIT SUBMITTAL.

IRRIGATION SYSTEM DESCRIPTION

- IRRIGATION SYSTEM TO BE DESIGN BUILT BY CONTRACTOR.
- AUTOMATIC, UNDERGROUND IRRIGATION SYSTEM WILL BE PROVIDED FOR ALL NEW AND UPGRADED PLANT BED AREAS.
- SYSTEM WILL PROVIDE HEAD TO HEAD COVERAGE.
- SYSTEM WILL PROVIDE SEPARATE ZONES FOR DIFFERENT SOLAR ORIENTATIONS.
- HEAD LAYOUT WILL MINIMIZE OVERSPRAY ONTO PAVED SURFACES.

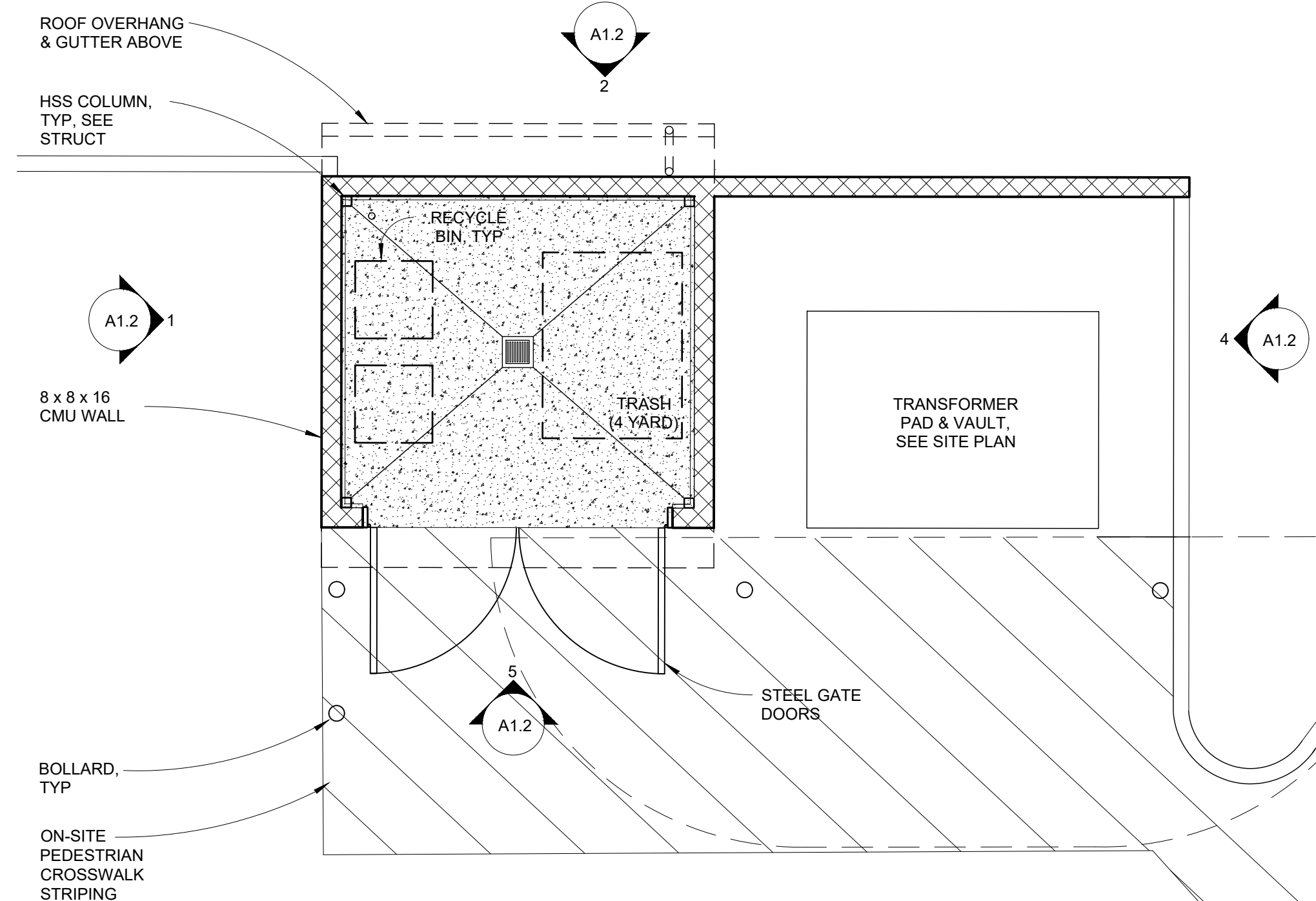
LANDSCAPE PLAN



SCALE: 1/16" = 1'-0"

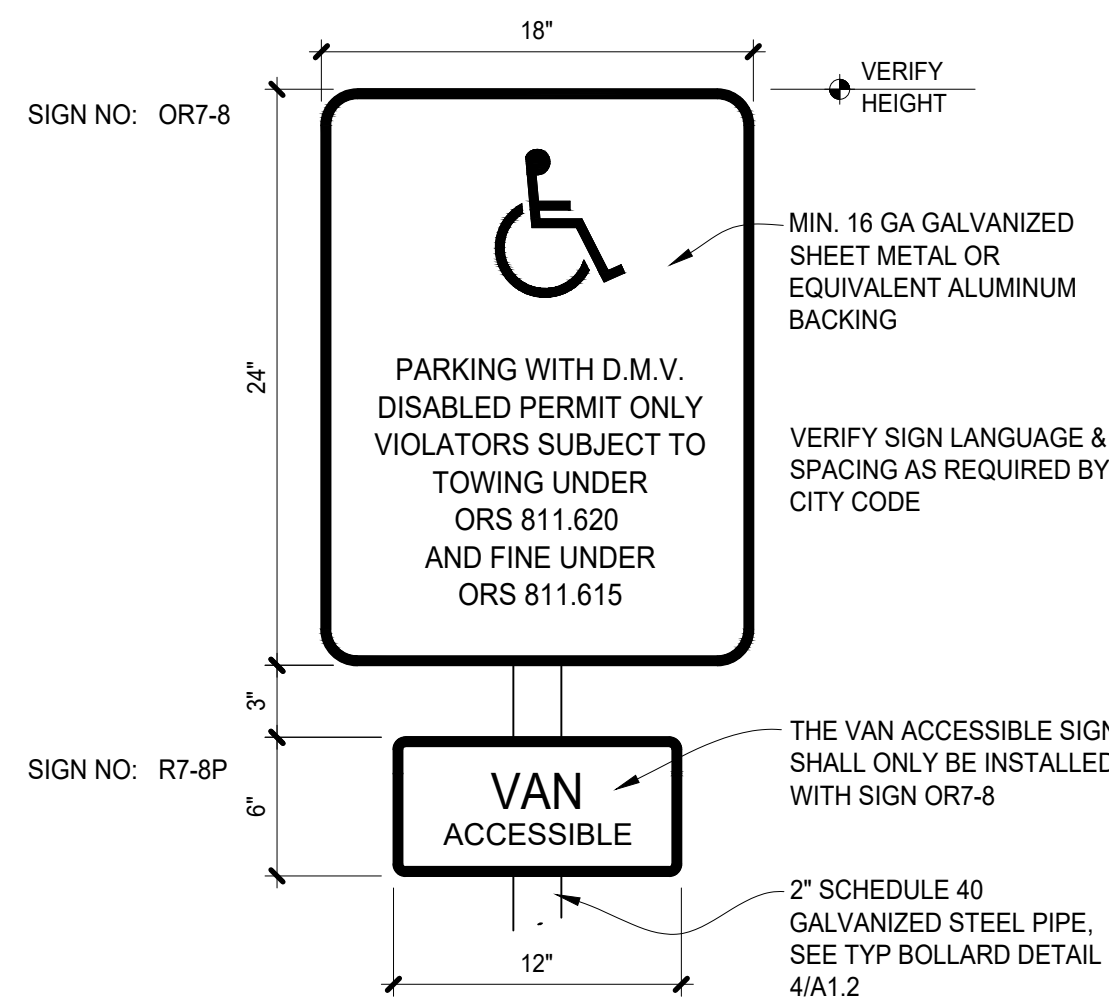


NORTH



ENLARGED PARTIAL SITE PLAN - TRASH ENCLOSURE

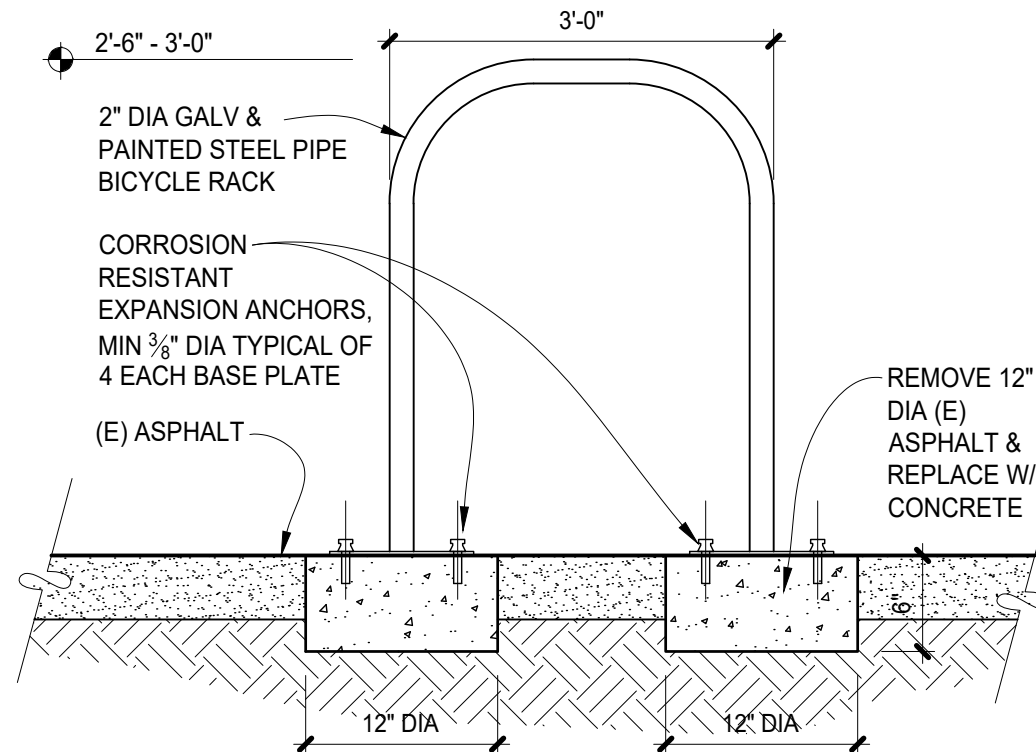
2
A1.1 1/4" = 1'-0"



THE ACCESSIBLE PERSON PARKING SIGN IS USED TO DESIGNATE A PARKING SPACE FOR VEHICLES WITH A DMV PERMIT AS STATED. THIS IS THE STANDARD SIGN FOR USE OF THE STATE HIGHWAY SYSTEM.

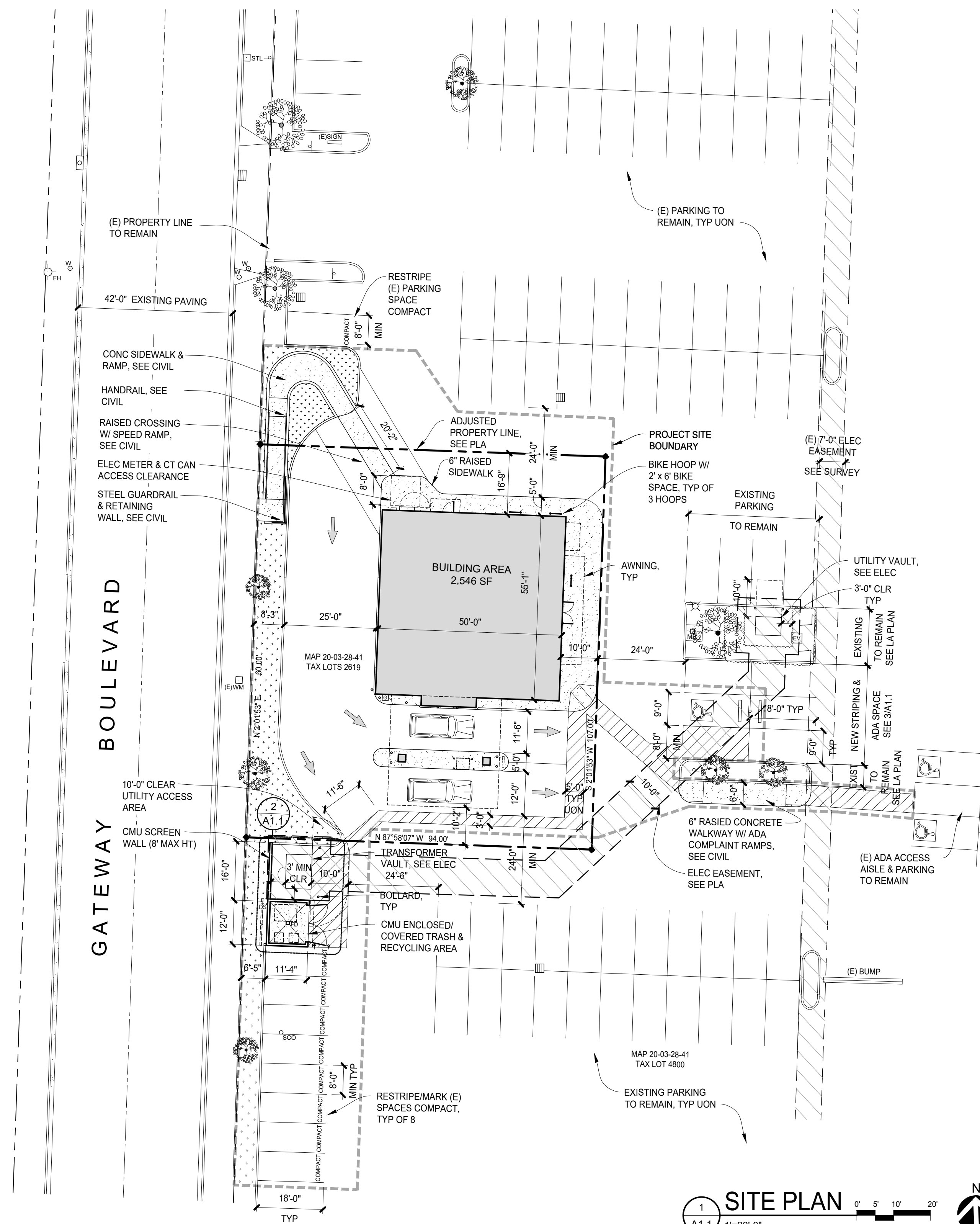
TYP ADA PARKING SIGN

3
A1.1 1-1/2" = 1'-0"



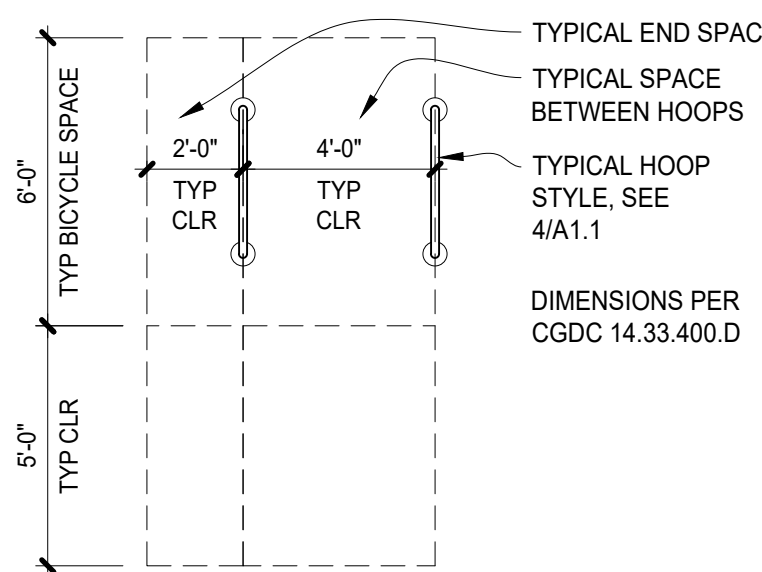
TYP BICYCLE HOOP

5
A1.1 1" = 1'-0"



SITE PLAN

1
A1.1 1" = 20'-0"



TYP BICYCLE PARKING

5
A1.1 1/4" = 1'-0"

GENERAL NOTES

- IN COMPLIANCE WITH CGDC 14.34.5000 A.1, ALL NEW ON-SITE UTILITIES WILL BE PLACED UNDERGROUND.
- PER CGDC 14.32.300.F, AN AUTOMATICALLY CONTROLLED IRRIGATION SYSTEM WILL BE PROVIDED FOR ALL PLANT MATERIALS USED TO MEET THE LANDSCAPE STANDARDS AT THE TIME OF BUILDING PERMIT APPLICATION SUBMITTAL FOR NEW LANDSCAPING AND ASSOCIATED DETAIL. SEE LANDSCAPE PLAN.
- ALL PUBLIC IMPROVEMENTS WILL BE PRIVATELY CONSTRUCTED AND SHALL CONFORM TO THE 2017 OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION AS ISSUED BY THE OREGON DEPARTMENT OF TRANSPORTATION.
- OUTDOOR LIGHTING WILL COMPLY WITH CITY STANDARDS AT THE TIME OF BUILDING PERMIT SUBMITTAL AND BUILDING OCCUPANCY. EXACT OUTDOOR LIGHTING SPECIFICATIONS WILL BE SUBMITTED AT THE TIME OF THE BUILDING PERMIT APPLICATION.
- SEE SEPARATE PROPERTY LINE ADJUSTMENT APPLICATION FOR ILLUSTRATED NEW PROPERTY LINES FOR TAX LOTS 2619 AND 4800. SEE EXISTING CONDITIONS PLAN FOR EXISTING PROPERTY LINES.
- SEE SEPARATE PROPERTY LINE ADJUSTMENT APPLICATION FOR ILLUSTRATED NEW PUBLIC ELEC EASEMENT. SEE EXISTING CONDITIONS PLAN FOR EXISTING ELEC EASEMENT LOCATIONS.

PARKING CALCULATIONS

VEHICLE PARKING

VEHICLE PARKING CALCULATIONS ARE PROVIDED FOR THE DEVELOPMENT SITE

VEHICLE PARKING SPACES REQUIRED (CGDC TABLE 14.33.300.A)	
EXISTING GENERAL RETAIL	
2 : 1,000 SF GROSS FLOOR AREA	163 SPACES
81,147 SF X .002	
EXISTING RETAIL / RESTAURANT	
8 : 1,000 SF GROSS FLOOR AREA	24 SPACES
3,000 SF X .008	
PROPOSED DRIVE THROUGH	
1 : EMPLOYEE PER SHIFT	10 SPACES
10 EMPLOYEES	197 SPACES
TOTAL VEHICLE PARKING SPACES REQUIRED	197 SPACES
TOTAL VEHICLE PARKING PROPOSED	337 SPACES
(E) PARKING SPACES TO REMAIN (INCLUDING 11 ADA SPACES)	323 SPACES
(E) SPACES TO BE RESTRIPE STANDARD	
(9'-0" X 18'-0" INCLUDES SOME W/ 2'-0" BUMPER OVERHANG)	4 SPACES
COMPACT	
(9'-0" X 18'-0" INCLUDES SOME W/ 2'-0" BUMPER OVERHANG)	9 SPACES
ACCESSIBLE	
(9'-0" X 18'-0")	1 SPACE

BICYCLE PARKING

BICYCLE PARKING CALCULATIONS ARE PROVIDED FOR THE PROPOSED PROJECT

BICYCLE PARKING SPACES REQUIRED (CGDC TABLE 14.33.400)	
BICYCLE PARKING SPACES REQUIRED	4 SPACES
SHORT TERM SPACES REQUIRED	2 SPACES
LONG TERM SPACES REQUIRED	2 SPACES
TOTAL BICYCLE PARKING SPACES PROPOSED	4 SPACES
SHORT TERM SPACES PROPOSED	2 SPACES
LONG TERM SPACES PROPOSED	2 SPACES

LONG TERM SPACES ARE PROVIDED OUTSIDE NEAR THE MAIN ENTRY UNDER COVER. SHORT TERM SPACES ARE PROVIDED OUTSIDE NEAR THE MAIN ENTRY.

AREA CALCULATIONS

PROJECT SITE AREA	
PROJECT SITE AREA	16,752 SF (100%)
EXISTING CONDITIONS	
IMPERVIOUS AREA	
BUILDING FOOTPRINT	2,122 SF
PARKING AREA, DRIVEWAYS & WALKWAYS	12,569 SF
PERVIOUS AREA	
LANDSCAPE AREA	2,061 SF
TOTAL (E) PERVIOUS AREA	2,061 SF
PROPOSED AREA	
IMPERVIOUS AREA	
(E) TO REMAIN	
PARKING AREA, DRIVEWAYS & WALKWAYS	9,673 SF (58%)
(N) PROPOSED	
BUILDING FOOTPRINT	2,546 SF (15%)
DRIVE-THRU CANOPY	900 SF (5%)
TRASH ENCLOSURE	144 SF (1%)
PARKING AREA, DRIVEWAYS & WALKWAYS	1,713 SF (10%)
TOTAL PROPOSED IMPERVIOUS AREA	14,976 SF (89%)
PERVIOUS AREA	
(E) TO REMAIN	
LANDSCAPE BED AREA	1,518 SF (9%)
(N) PROPOSED	
LANDSCAPE BED AREA	258 SF (2%)
TOTAL PROPOSED PERVIOUS AREA	1,776 SF (11%)
CGDC TABLE 14.23.120 MIN LANDSCAPE AREA IN C-2P	1,675 SF (10%)
TOTAL REQUIRED MIN LANDSCAPE AREA IN C-2P ZONE	1,776 SF (11%)
CGDC TABLE 14.23.120 MAX BUILDING COVERAGE IN C-2P	10,051 SF (60%)
TOTAL REQUIRED MAX BLDG COVERAGE	2,690 SF (16%)

LEGEND

- NEW BUILDING FOOTPRINT
- ADJUSTED PROPERTY LINE, SEE SEPARATE PLA APP
- EXISTING PROPERTY LINE
- EASEMENT BOUNDARY LINE, SEE SEPARATE PLA APP
- (E) EASEMENT BOUNDARY LINE, SEE SURVEY
- (E) LANDSCAPE AREA TO REMAIN, SEE LANDSCAPE
- PLANTING IN (E) LANDSCAPE BED, SEE LANDSCAPE
- LANDSCAPE AREA, SEE LANDSCAPE
- ON-SITE PEDESTRIAN CROSSWALK STRIPING
- RAISED CONCRETE WALKWAY/ ISLANDS, UON
- BICYCLE HOOP
- (E) TREE TO REMAIN, SEE SURVEY
- FOR ALL UTILITY INFORMATION SEE THE SURVEY, DEMO PLAN, AND CIVIL DRAWINGS

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REGISTERED ARCHITECT
 F. ALBERSON
 EUGENE, OREGON
 STATE OF OREGON

COTTAGE GROVE BRANCH OREGON COMMUNITY CREDIT UNION
 SITE DESIGN REVIEW & CUP
 150 GATEWAY BLVD
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SITE PLAN & DETAILS

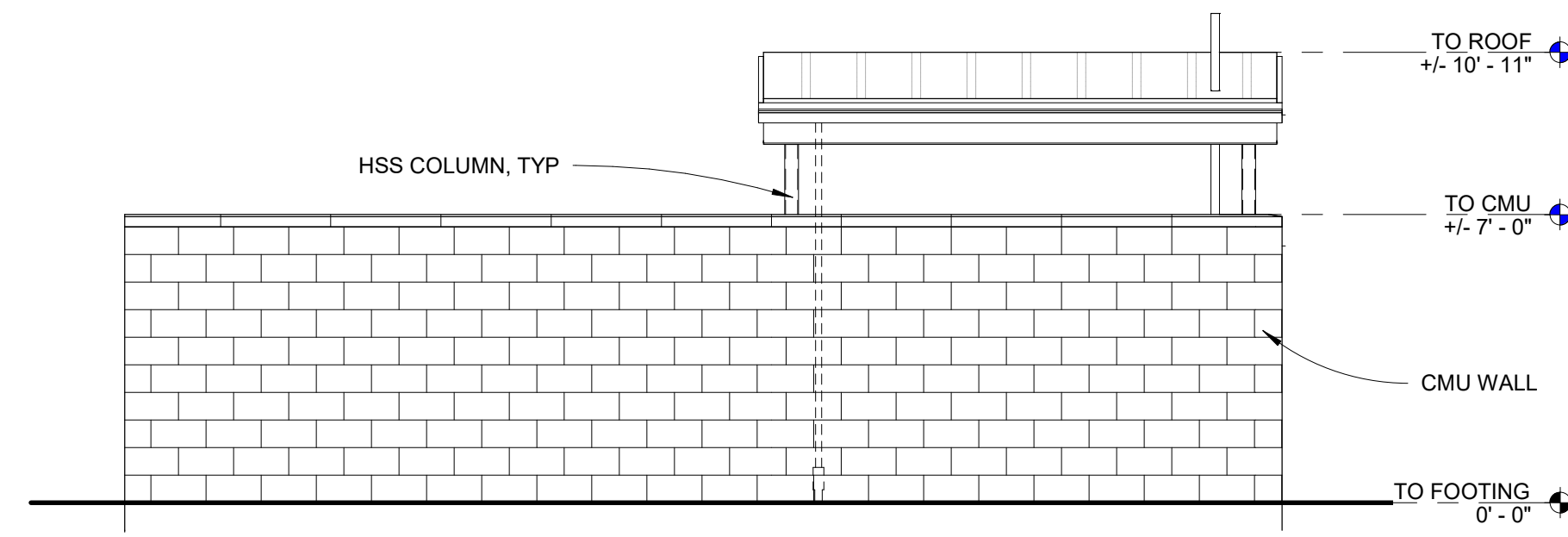
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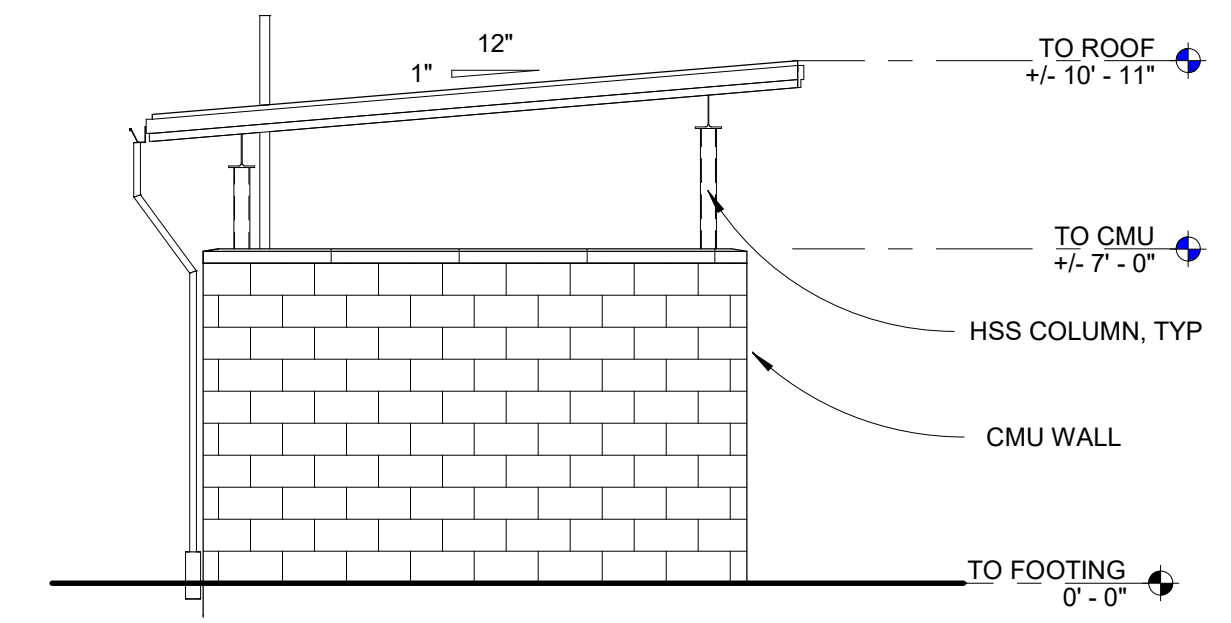
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GENERAL NOTES

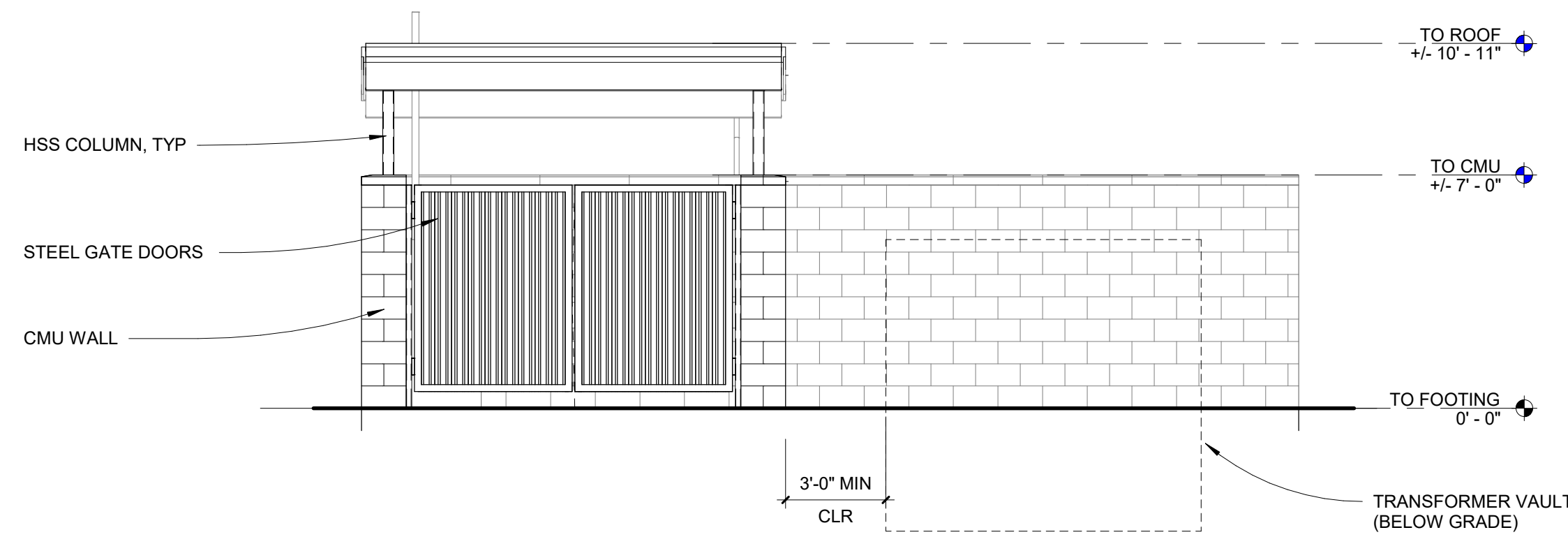
1. ARCHITECTURAL ELEVATIONS, FINISHES AND WINDOW CONFIGURATIONS ARE PRESENTED SCHEMATICALLY FOR REFERENCE ONLY AND ARE SUBJECT TO CHANGES AT THE TIME OF BUILDING PERMIT SUBMITTAL PLANS WILL MEET RELEVANT CODE STANDARDS.



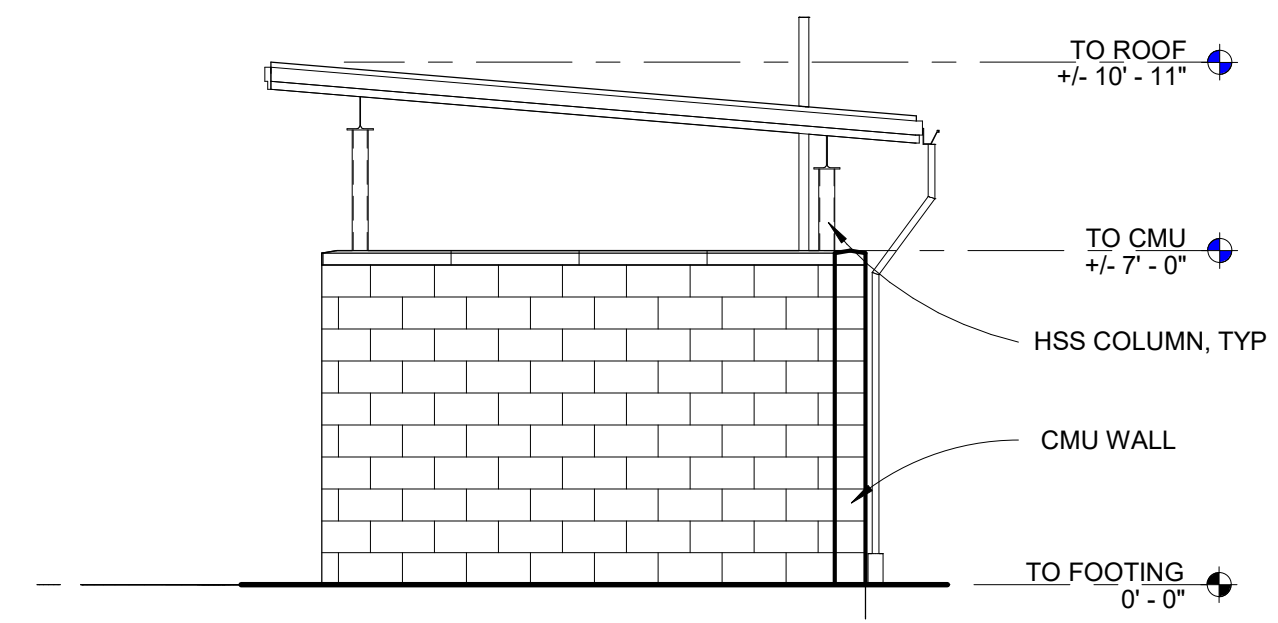
2 EAST ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"



1 NORTH ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"



4 WEST ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"



3 SOUTH ELEVATION - TRASH ENCLOSURE
A1.2X 1/4" = 1'-0"

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I.F. ALBERSON III
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**TRASH
ENCLOSURE
ELEVATIONS**

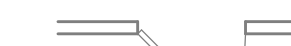



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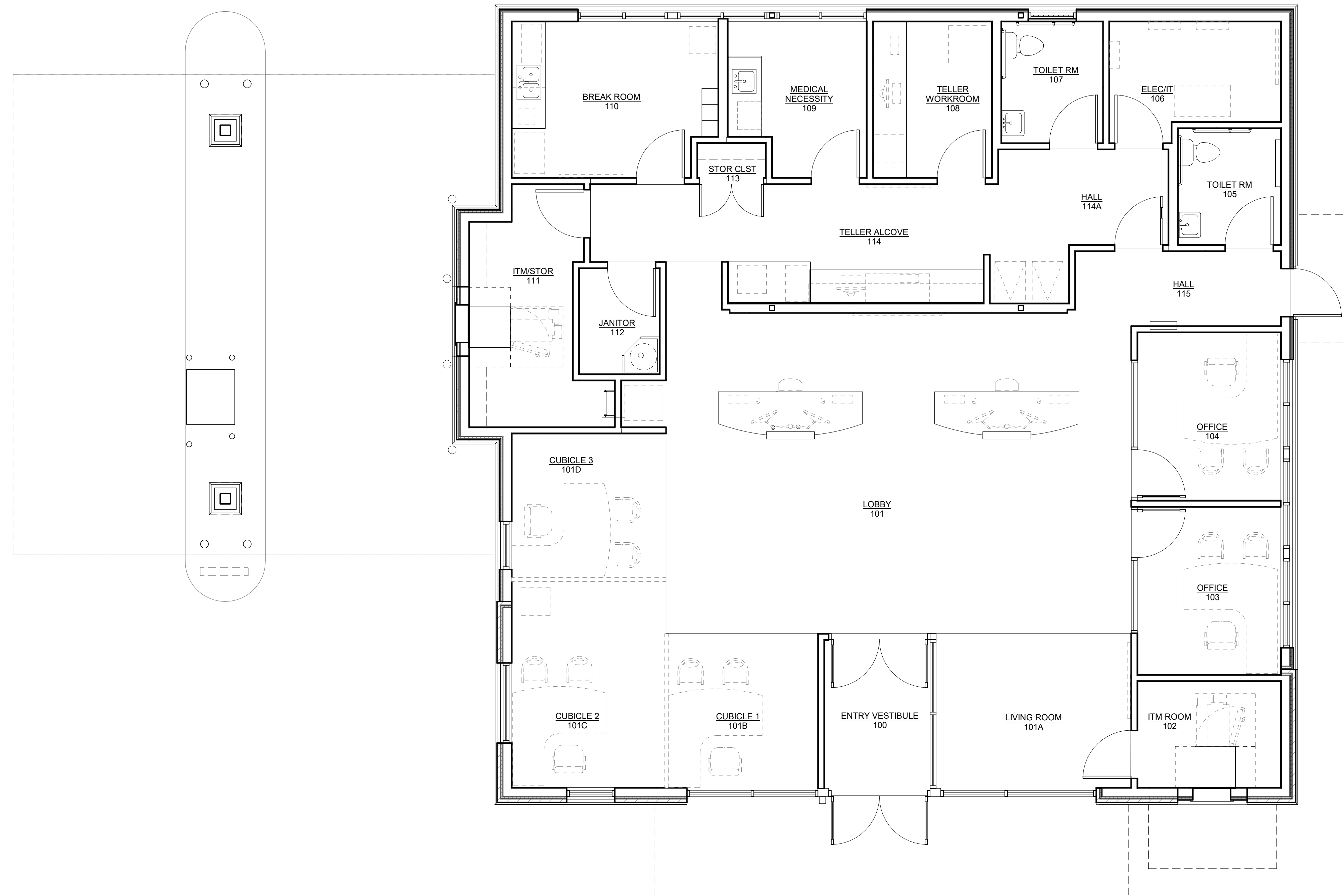
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GENERAL NOTES

1. ARCHITECTURAL FLOOR PLANS ARE CONCEPTUAL, FOR REFERENCE ONLY, AND ARE SUBJECT TO CHANGE AT THE TIME OF BUILDING PERMIT SUBMITTAL. PLANS WILL MEET RELEVANT CODE STANDARDS.

FLOOR PLAN LEGEND

-  (E) CONSTRUCTION TO REMAIN
-  WALL & DOOR OPENING
-  INTERIOR PARTITION
-  OWNER-PROVIDED EQUIPMENT OR FURNISHING



1
A2.1

CONCEPT FLOOR PLAN
1/4" = 1'-0"

TRUE NORTH
N

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CONCEPT
FLOOR
PLAN

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DATE 11.29.2022

SHEET
A2.1

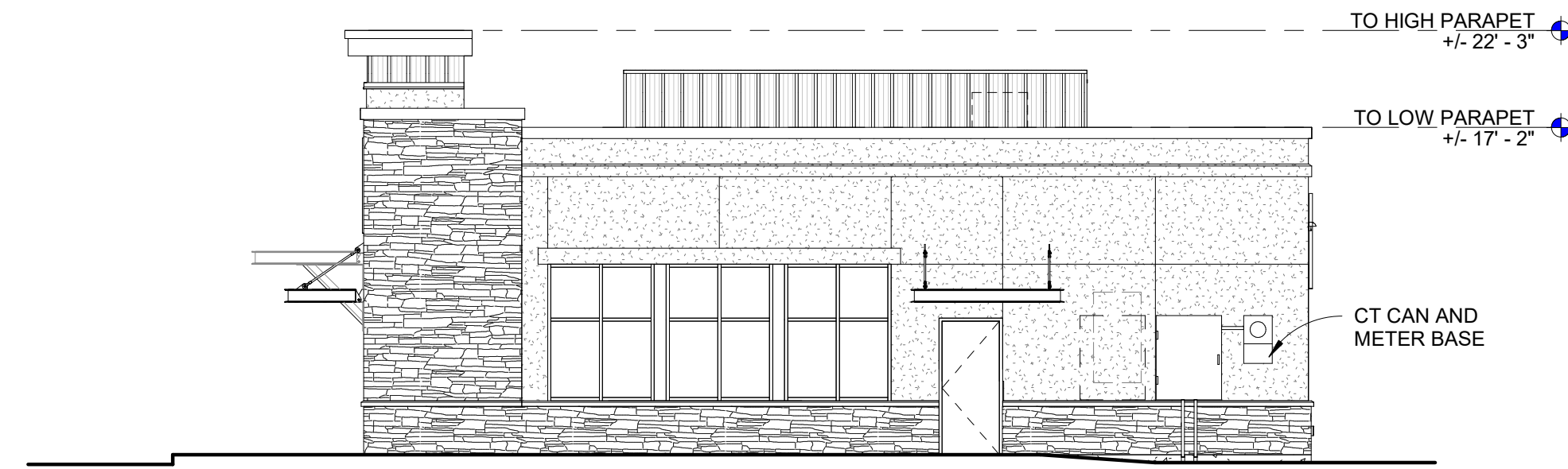
GENERAL NOTES

1. ARCHITECTURAL ELEVATIONS, FINISHES AND WINDOW CONFIGURATIONS ARE PRESENTED SCHEMATICALLY FOR REFERENCE ONLY AND ARE SUBJECT TO CHANGES AT THE TIME OF BUILDING PERMIT SUBMITTAL PLANS WILL MEET RELEVANT CODE STANDARDS.

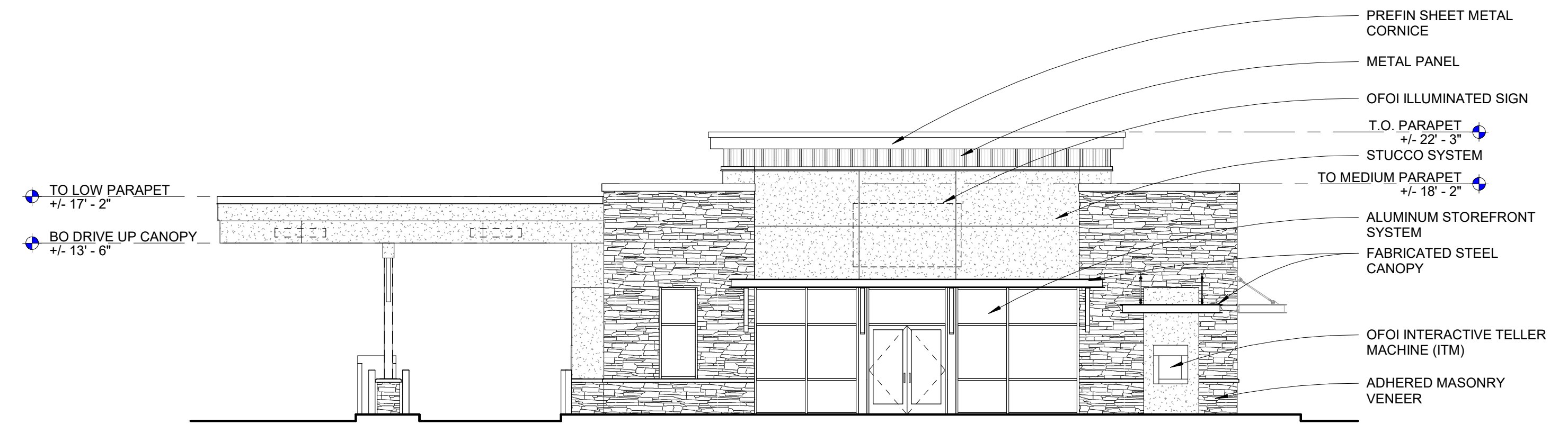
WINDOW AREA CALCULATIONS

REQUIRED 40 PERCENT MIN LINEAR FEET OF WINDOW ACROSS STREET-FACING ELEVATION PER CGDC 14.23.170.B.5

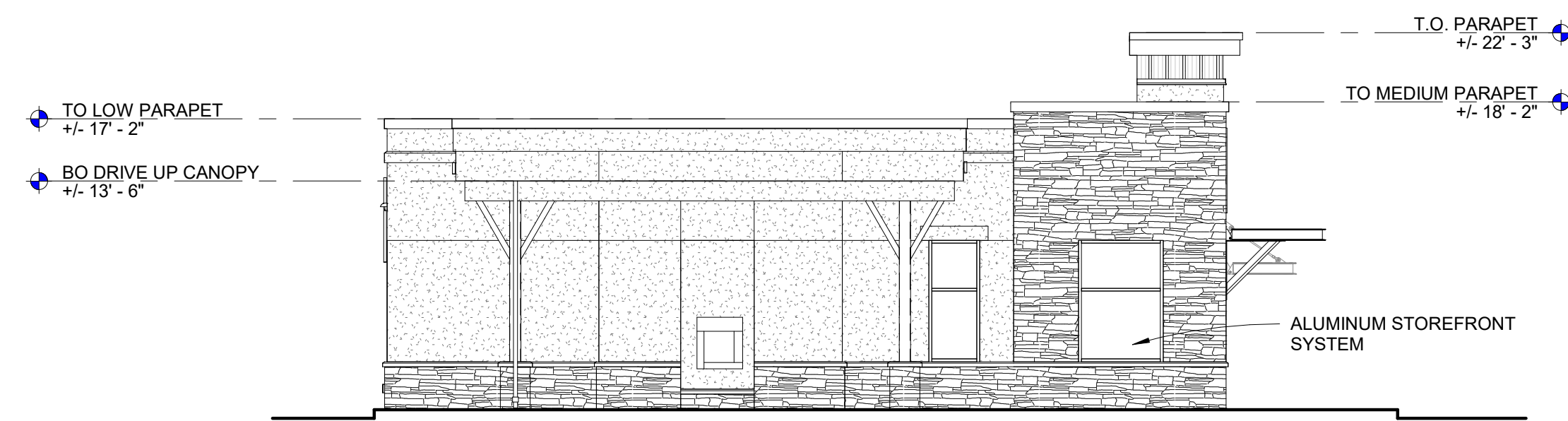
PROPOSED WEST ELEVATION	
TOTAL WALL WIDTH	49'-10" (100%)
TOTAL WINDOW WIDTH	21'-10" (42%)



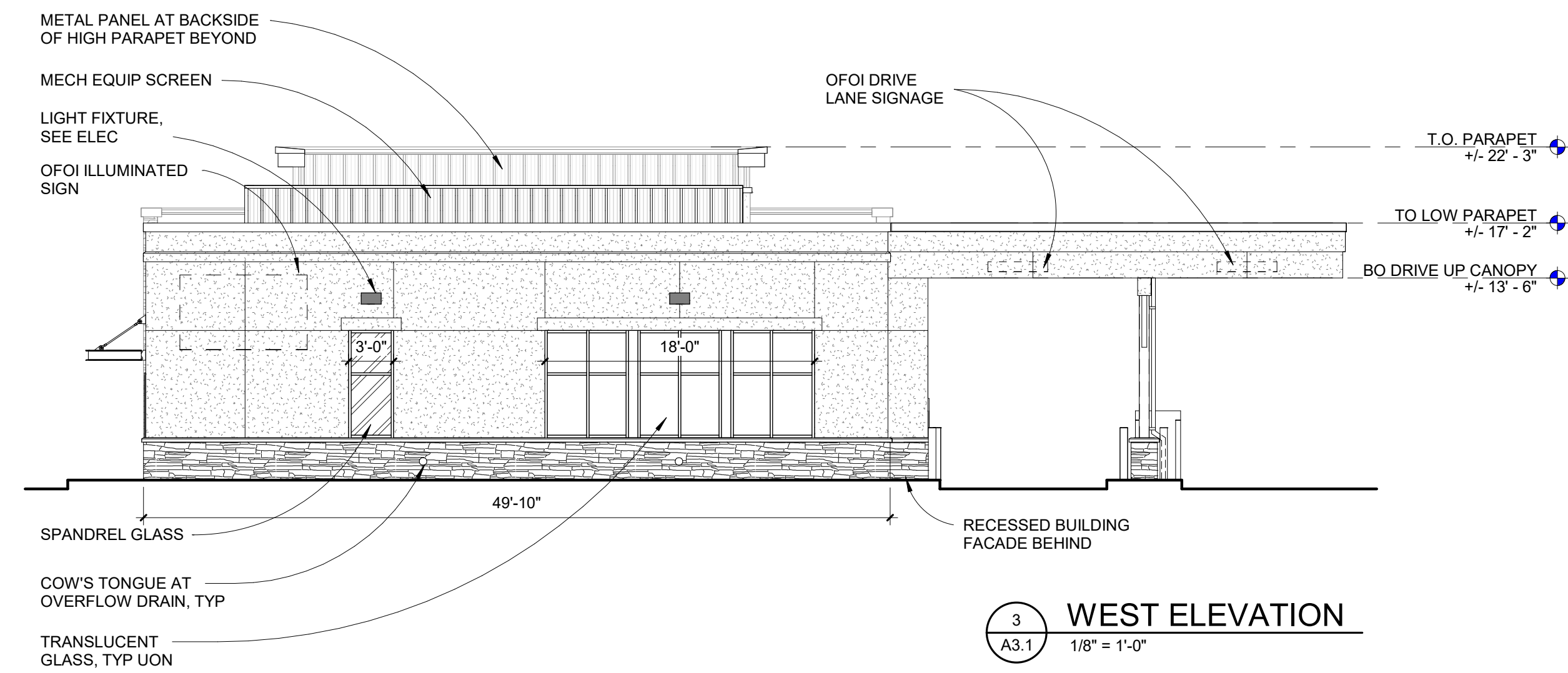
2 NORTH ELEVATION
A3.1 1/8" = 1'-0"



1 EAST ELEVATION
A3.1 1/8" = 1'-0"



4 SOUTH ELEVATION
A3.1 1/8" = 1'-0"



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EXTERIOR
ELEVATIONS

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A3.1

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