

STAFF REPORT  
CAMPFIRE COTTAGES  
PHASE II  
MATZER DEVELOPMENT  
SITE DESIGN REVIEW SDR 5-22  
JANUARY 18, 2023

PROPOSAL DESCRIPTION

Date application filed: December 16, 2022

Date application complete: December 27, 2022

Applicant/Owner: MATZER Development  
PO Box 1004  
Cottage Grove, OR 97424

Location: Lot at the intersection of E Main Street & S 17<sup>th</sup> Street  
Map/TL: 20-03-28-44-00700

Present Conditions: Phase I under construction on lower half of the development site.

Comp Plan Designation: L Low Density Residential

Zoning: R-1 Single-family Residential

MATERIALS TO BE PART OF THE RECORD

City of Cottage Grove File(s): SDR 5-22 and SDR 6-21

- Applicant's Application
- Applicant's Narrative
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice

Proposal:

The applicant, MATZER Development, proposes to construct Phase II of the Campfire Cottages Project of which Phase I that was approved by the Planning Commission in October of 2021. That file SDR 6-21 included the proposed phased development strategy that included the development of four 874 sf cottages and the parking area for all seven proposed cottages across both phases of construction. This application, SDR 5-22, seeks the approval of the Planning Commission for the development of three additional dwellings to be constructed in the northern section of the subject property. The applicant is asking the Planning Commission to allow the dwellings in Phase II to be attached units similar to that of a tri-plex or townhomes. The proposed development includes three single-story units with rooftop gardens. The individual units are proposed to be 520 sf with one bedroom, kitchen, and full bath. The access to the rooftop gardens is proposed via a common staircase located at the north end of the structure. The mass of the proposed structure is 64' x 40' with a building height of 10' with an additional railing height of 13.5' and three chimneys at 16'. This is well within the height limitations of the R-1 Single-family Residential

Zone. The applicant proposes a 5' rear setback to the eastern property line and a 12' setback to the face of the building with covered entries that project 5' giving a 7' front setback within the 5' setback allowance.

The original approval under SDR 6-21 included a description of Phase II that included general commercial uses. The applicant has decided to not include the commercial development at this time. The condition that the development of commercial uses remains a conditionally permitted use that will require a Type III Conditional Use Permit.

The Phase II proposal is being processed under Type III Site Design Review criteria because it does not meet the explicit clear and objective criteria of Section 14.22.200 C. However, per the same section the applicant may ask to deviate from the standards via a Type III Site Design Review, hence this application.

The proposed development of Phase II does not meet the clear and objective standards of Cottage Cluster Housing as described in Section 14.22.200 C because the applicant would like to have the three units be attached as a means of creating more usable space on the unusually shaped lot.

#### COMMENTS RECEIVED

Comments were received from Ron Bradsby, City of Cottage Grove Engineer on October 8, 2021. These comments are addressed in the staff report in the Exhibits and included in conditions of approval.

Comments were received from Danny Solesbee, South Lane Fire Marshal on October 7, 2021. He reviewed the proposal without comment.

No other written comments were received.

#### FINDINGS

#### **APPROVAL CRITERIA; SDR 5-22**

#### **Chapter 14.22 – Residential Districts**

#### **14.22.110 Residential Districts – Allowed Land Uses**

**Table 14.22.110 identifies the land uses that are allowed in the Residential Districts. The specific land use categories are described and uses are defined in Chapter 14.13 and 14.14.**

**TABLE 14.22.110 -- Residential District Land Uses**

<b>USE</b>						
<b>Categories</b> (Examples of uses are in Chapter 14.14; definitions are in Chapter 14.13)	<b>Residential Restricted (R)</b>	<b>Low Density Residential (R-1)</b>	<b>Medium Density Residential (R-2)</b>	<b>Mobile Home Park (MHP)</b>	<b>High Density Residential (R-3)</b>	<b>Residential Commercial (RC)</b>
Cottage Cluster (4 or more detached housing units per acre with a footprint of less than 900 square feet each and that include a common courtyard) per Section 14.22.200(C), Special Use Standards	S	S	S	N	CU	S

**Staff Finding:** The proposed project complies with the criterion. The proposed development is a permitted use in the R-1 Single-family residential zone as listed under Table 14.22.110 with special standards (Section 14.22.200 (C)) addressed later. The phasing of the development with Phase I having four cottages meets the minimum requirement and the addition of three additional units is within the maximum number allowed in the R-1 Zone of eight. This criterion is met.

#### 14.22.120 Residential Districts – Development Standards

The development standards in Table 14.22.120 apply to all new structures, buildings, and development, and major remodels, in the Residential Districts.

<b>Standard</b>	<b>R</b>	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>RC</b>
<b>Density (DU/acre) – Minimum</b>	3.0 min	4.0 min	8.0 min	14.0 min	8.0 min
<i>Minimum Lot Area* (square feet)</i>					
Single Family, not attached, or Duplex, Multifamily, Cottage Cluster, Nonresidential Uses	8,000 sf	4,500 sf	4,000 sf	4,000 sf	4,000 sf
Townhouse	4,000 sf	2,250 sf	2,000 sf	1,400 sf	2,000 sf
*Lot size may be reduced through lot size averaging. See related land division procedures in Section 14.43.115. Minimum lot sizes do not apply to open space tracts.	(not including panhandle and fire department turnaround, if required)	(not including panhandle and fire department turnaround, if required)	(not including panhandle and fire department turnaround, if required)	(not including panhandle and fire department turnaround, if required)	(not including panhandle and fire department turnaround, if required)
<i>Minimum Lot Width</i>					

<b>Standard</b>	<b>R</b>	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>RC</b>
Single Family, not attached	60 ft	45 ft	40 ft	N/A	40 ft
Townhouse	30 ft	20 ft	20 ft	18 ft	18 ft
Multiple-Family, Middle Housing or Cottage Cluster	60 ft	45 ft	40 ft	40 ft	40 ft
Nonresidential Uses	60 ft	40 ft	40 ft	40 ft	40 ft
<i>For flag lots, width is measured at the front building line.</i>					
<b>Minimum Lot Depth</b> *Lot area must conform to the standards above. Lot dimensions may be reduced for Flag Lots, Section 14.43.115.	80 ft	70 ft	70 ft	N/A	70 ft
<b>Maximum Building/Structure Height</b> (See also Sections 14.22.130, setback yards; 14.22.140, infill standards; 14.22.170, R/R-1 height step-down; 14.31.200, clear vision; and 14.32.500, Fences and Walls.)	28 ft	28 ft	40 ft	50 ft	40 ft
Building Height Transition Required Adjacent to R and R-1 District, per Section 14.22.170	No	No	Yes	Yes	Yes
Fences, Retaining/Garden Walls					
Max. Height. – Front Yard	4 ft	4 ft	4 ft	4 ft	4 ft
Max. Height. – Interior Side	7 ft	7 ft	7 ft	7 ft	7 ft
Max. Height – Rear Yard	7 ft	7 ft	7 ft	7 ft	7 ft
Max. Height – Street Side or Reverse Frontage Lot (rear)	4 ft, or 7 ft with 5 ft setback	4 ft, or 7 ft with 5 ft setback	4 ft, or 7 ft with 5 ft setback	4 ft, or 6 ft with 5 ft setback	4 ft, or 7 ft with 5 ft setback
<b>Height Bonus</b>	N/A	N/A	Add'l 10 ft if recreation increased to 15% of site	Add'l 10 ft if recreation increased to 15% of site	Add'l 10 ft if recreation increased to 15% of site
<b>Max. Building Coverage</b>	50%	50%	60%	N/A	60%
<b>Min. Landscape Area (% site area)</b> , except does not apply to Single Family Dwellings. Landscape area may include	10%	10%	10%	10%	10%

Standard	R	R-1	R-2	R-3	RC
plant areas and some non-plant areas as allowed under Section 14.32.300(D).					
<p><b>Minimum Setbacks (feet):</b> (See also Sections 14.22.130, setback yards; 14.22.140, infill standards; 14.22.170, R/R-1 height step-down; 14.31.200, clear vision, and 14.32.500, Fences and Walls.)</p> <p><b>Front/Street Setback</b></p> <p>Structure except garage/carport entries</p> <p><u>Garage/Carport Entry</u> (measured from property line or rear of sidewalk, whichever is closer)</p> <p><u>Open Structures</u> (e.g., porch, balcony, portico, patio, wall) where structure is less than 50% enclosed on side elevations</p> <p><u>Note:</u> Always avoid utility easements when building near property lines.</p>	10 ft	10 ft	5 ft	5 ft	5 ft
	20 ft	20 ft	20 ft	N/A	20 ft
	5 ft	5 ft	5 ft	5 ft	5 ft
<p><b>Side Setback, except alleys (total of 2 sides)</b></p> <p>Structure &gt;28' height</p> <p>Structure 16' – 28' height</p> <p>Structure ≤16' height</p> <p>Garage/Carport Entry, except alley</p>	15 ft total	10 ft total	10 ft total	10 ft total	10 ft total
	15 ft total	10 ft total	10 ft total	10 ft total	10 ft total
	15 ft total	10 ft total	10 ft total	10 ft total	10 ft total
	(3' min on each side)	(3' min on each side)	(3' min on each side)	(3' min on each side)	(3' min on each side)
	20 ft (rear of sidewalk)	20 ft (rear of sidewalk)	20 ft (rear of sidewalk)	20 ft (rear of sidewalk)	20 ft (rear of sidewalk)
<p><i>Exceptions:</i></p> <p>Alley</p> <p>Common Walls/Zero Lot Line</p> <p><u>Note:</u> Building/Fire Codes require additional protection for structures less than 5 ft from property line.</p>	5 ft min	5 ft min	5 ft min	5 ft min	5 ft min
	0 ft	0 ft	0 ft	0 ft	0 ft

<b>Standard</b>	<b>R</b>	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>RC</b>
<b>Rear Setbacks, except alley</b>					
Structure >28' height	15 ft	10 ft	10 ft	10 ft	10 ft
Structure 16' – 28' height	10 ft	10 ft	10 ft	10 ft	10 ft
Structure <=16' height	10 ft	5 ft	5 ft	5 ft	5 ft
Accessory Structure <=16' height	5 ft	5 ft	5 ft	5 ft	5 ft
Garage or Carport Entry	20 ft	20 ft	20 ft	20 ft	20 ft
Common Walls/Zero Lot Line	0 ft	0 ft	0 ft	0 ft	0 ft
<b>Alley Setbacks</b>					
All Structures	2 ft	2 ft	2 ft	2 ft	2 ft
Garage or Carport Entry (no conversion allowed)	5 ft	5 ft	5 ft	5 ft	5 ft
<u>Note:</u> Always avoid utility easements when building near property lines.					
<i>Vision Clearance (per Section 14.31.200(N))</i>					
Corner Lots (intersection of two streets)	20 ft	20 ft	20 ft	20 ft	20 ft
Alley-Street intersection	15 ft	15 ft	15 ft	15 ft	15 ft
Alley-Sidewalk intersection	10 ft	10 ft	10 ft	10 ft	10 ft
<i>Build-To Line (feet):</i> <u>New Buildings Only:</u> At least one primary building entrance shall be built no farther from the street right-of-way than the build-to line; except where a greater setback is required for a planned street improvement, then the build-to line increases proportionately. The build-to line may also be increased through site design review when pedestrian amenities are provided between a primary building entrance and the street right-of-way. (See also Section 14.22.180.)					
	N/A	N/A	N/A	10 ft, may be increased when pedestrian amenities are provided between a primary building entrance and street	10 ft, may be increased when pedestrian amenities are provided between a primary building entrance and street

**Staff Finding:**

Density: The minimum required density for the R-1 zone is four units per acre. At approximately .28 acres, the site requires a minimum of 2 dwellings (.28\*4=1.12). The applicant is proposing 7 new dwelling units (four in Phase I and three in Phase II), which will comply with the required minimum in the R-1 zone. This criterion is met.

Minimum Lot Width and Depth: The proposed project complies with the criterion. The R-1 zone requires a minimum width of 45' and depth of 70'. The subject lot is 120' deep and 170' wide. The development site exceeds the minimum required lot dimensions. This criterion is met.

Building/Structure Height: The proposed building site is located in the R-1 zone and the site is flat, per Table 14.22.120, the maximum structure height is 28 feet. The proposed maximum height of the dwellings in Phase II is 16' to the top of the chimney. This criterion is met.

Height Step-down – R/R-1 District Transition: This criterion does not apply as the subject parcel is R-1 and the adjacent zone is R-1 or C2P.

Lot Coverage: The lot coverage maximum in the R-1 Zone is 50%. The applicant has proposed a total of eight building across the two phases of development. Each of the residential buildings has a footprint of 525 sf with the proposed commercial building at 500 sf for a total lot coverage at full buildout of 4,175 sf or ~34% lot coverage  $4,175/12,197 \text{ sf} = 34.2\%$ ). This criterion is met.

Minimum Landscape Area: The proposed project complies with the criterion. Minimum 10% of the site must be landscaped. As proposed the total landscaped area of the site is 2,548 sf (1,184 sf Phase I & 1,364 sf Phase II) of the total site 12,131 sf. The proposed landscape plan includes low hedges and a sight obscuring fence to buffer parking areas from the adjacent development, street trees, and parking area trees. All landscaping within the development will be irrigated. This criterion is met.

Minimum Setbacks:

As proposed the side and front setbacks meet the criteria of the R-1 zone with 5' side setbacks and a 12' front setback to the building façade a covered front entry having a 7' setback in Phase II. This criterion is met.

Build-To Line (feet): The proposed development in this R-1 zone. There is not a build-to criteria for the R-1 zone therefore this criterion does not apply.

Fences/Walls: The maximum height of fences is 7' and 4' within the first 15' of the front setback. The applicant proposes installing a 7' stamped concrete wall with planter boxes integrated into the top of the walls along the east and south (reduced to 4' within the first 15' from the S 17<sup>th</sup> Street right-of-way) boundaries of the development site. The applicant proposes to install a 4' tall stamped concrete wall along the S 17<sup>th</sup> Street right-of-way to comply with screening requirements of the cottage cluster criteria and to create courtyard spaces for the Phase II cottages. Fence heights shall comply with standards of Section 14.32.500. This criterion is met.

#### **14.22.180 Residential Districts – Building Orientation**

**C. Building orientation standards. All developments that are subject to Section 14.22.180 shall have buildings that are oriented to a street. This standard is met when all of the following criteria are met:**

**1. Compliance with the setback and build-to line standards in Section 14.22.120;**

**Staff Finding:** In the R-1 zone there is not a build-to line therefore that portion of this criteria does not apply.

- 2. Except as provided in subsections 3 and 4, below, all buildings in the Residential Districts shall have at least one primary building entrance (i.e., dwelling entrance, a tenant space entrance, a lobby entrance, or breezeway/courtyard entrance serving a cluster of units or commercial spaces) facing an adjoining street, or if on a side elevation, not more than 20 feet from a street sidewalk. See Figures 14.22.180.C(1).**

**Staff Finding:** The proposed development is a cottage cluster. Per Section 14.22.200 Residential Districts – Special Use Standards, Subsection C Cottage Cluster Housing, this type of development has its own specific standards and criteria. Phase I of the proposed development consists of four cottages that are oriented toward each other in the southern half of the subject parcel. The access the central courtyard for the four units is centralized and faces the public right-of-way. This criterion is met.

**3. Off-street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented, as per subsection 2 and Figure 14.22.180.C(1); except the following vehicle areas are allowed:**

- a. Schools, multiple family buildings, assisted living facilities, and other institutional uses may have one driveway not exceeding 20 feet in width plus parallel parking, including ADA accessible spaces, located between the street and the primary building entrance, provided that the building's primary entrance is connected to an adjacent street by a pedestrian walkway and the driveway/parking area is crossed by a clearly defined pedestrian walkway, as required by Section 14.31.300. The intent of this exception is to create driveways that have street-like features;
- b. Attached single family housing developments (townhomes) with street-facing garages may have one driveway access located between the street and the primary building entrance for every two dwelling units, provided they meet the following criteria, as generally shown in Figure 14.22.180.C(2):
  - a. Where two abutting townhomes have street-facing garages, they shall share one driveway access that does not exceed 20 feet in width where it crosses the sidewalk and intersects the street;
  - b. All primary building entrances shall be connected to a driveway (and sidewalk) via a pedestrian walkway that is not less than 5 feet wide;
  - c. The maximum number of consecutively attached townhomes with garages facing the same street is four (4) (two driveways); and
  - d. Street-facing garages shall be setback at least 20 feet from the street or sidewalk, whichever is closer.
- c. Commercial buildings and uses (e.g., neighborhood commercial or mixed-use) shall have all of their off-street parking located behind or to the side of such buildings and uses and screened from abutting properties in accordance with Chapter 14.32, as generally shown in Figure 14.22.180.C(3). Off-street parking shall not be located between any building and any street.
- d. Driveways for single-family or duplex homes that meet all requirements of 14.31.200 Vehicular Access and Circulation.

**4. Where a development contains multiple buildings and there is insufficient street frontage to which buildings can be oriented, a primary entrance may be oriented to common green,**



**open space, plaza, or courtyard. When oriented in this way, the primary entrance(s) and green, plaza, or courtyard shall be connected to the street by a pedestrian walkway meeting the standards in Section 14.31.300. See example in Figure 14.22.180.C(1) “acceptable site plan.”**

***Staff Finding:*** Due to the unique shape of the subject parcel the parking area for Phases I & II is located off of S 17<sup>th</sup> Street between the public right-of-way and the four cottages of Phase I. The applicant proposed an ADA accessible path in the parking lot drive aisle. This is not permitted by code. At time of building permit the applicant shall include 5’ wide ADA accessible pedestrian path connecting the public right-of-way of S 17<sup>th</sup> Street to the main gate of the four units of Phase I that is not within the parking lot drive aisle. This path shall be raised a minimum of 6” above and adjacent parking areas. This condition of approval is established with the Approval of SDR 6-21.

#### **14.22.190 – Residential Districts – Architectural Design Standards**

**A. Purpose.** The architectural design standards require a minimum level of design on every building, which is intended to promote attention to detail, human-scale design and street visibility, while affording flexibility to use a variety of building styles.

**The following supplements the standards in Table 14.22.120. This section provides minimum, clear and objective standards for residential architecture which are intended to promote a human scale.**

**B. Applicability.** Section 14.22.190 applies to all new buildings, including accessory buildings over 400 square feet in footprint and/or over one story in height. Other accessory structures are exempt. It is applied through the Land Use Review or Site Design Review procedure, as applicable, prior to building permit review and approval.

***Staff Finding:***

Findings for this criteria are found below in Subsection 14.22.200 C 4 Street Facing Façades.

#### **14.22.200 – Residential Districts – Special Use Standards**

**A. Purpose.** Section 14.22.200 provides standards for specific land uses and building types that are identified as permitted with “Special Use (‘S’) Standards” in Table 14.22.110. These standards control the scale and compatibility of those uses within the Residential Districts. The standards in Section 14.22.220 supplement (are in addition to and do not replace) the standards in Sections 14.22.100 through 14.22.190. These standards are implemented through Land Use Review (Type I) or Site Design Review procedures, as applicable, prior to building permit review and approval.

**C. Cottage Cluster Housing.** A cottage cluster or cottage housing development is an alternative type of small scale housing. By definition, cottage clusters are developments of no fewer than four detached housing units per acre with a footprint of less than 900 square feet each and that include a common courtyard. By design, cottage housing is geared toward single-family tenancy. The nature of cottage housing is one of community where shared space and semi-private space are favored over purely private space. Cottage housing developments are usually focused around community courtyards where housing clusters numbering four to 12 units open onto the shared space.

Where allowed, cottage clusters are subject to the following standards, which are intended to encourage affordability, innovation and variety in housing design and site development while ensuring livability for residents and compatibility with nearby uses.

Compliance with these standards shall be reviewed through a Type II Site Design Review. Proposals that do not comply with the standards below may request to vary these standards through the Type III Site Design Review Application to vary these standards.

1. Number of Units. In cottage housing developments the permitted number of dwelling units shall be as follows:

Zoning District	R Single Family Residential	R-1 Low Density Residential	R-2 Medium Density Multifamily	R-3 High Density Multifamily	RC Residential Commercial
Minimum number of cottages per cottage housing development	4	4	4	N/A	4
Maximum number of cottages per cottage housing development	8	8	14	N/A	14

**Staff Finding: Staff Finding:** The subject property is located in the R-1 zone, therefore, between four and eight cottages are permitted. The applicant has proposed the development of seven cottages between Phases I & II. The applicant is proposing that the three dwellings proposed in Phase II be attached dwellings similar to a tri-plex or townhouse development. As stated in Section 14.22.200 C cottages are defined as being “detached” buildings. Staff has reviewed the Ordinance and Statute in consultation with legal counsel to determine that the Planning Commission can consider the applicants request to develop the three cottages in Phase II as attached. This can be considered because the applicant has already satisfied the minimum requirement of four detached cottages in Phase I. Staff is agreeable to the applicants proposal as the subject parcel is uniquely shaped and in the effort to maximize the use of the lot installing unnecessary separation of the dwellings will reduce the ability to create the required common and private open spaces. Allowing the three dwellings to be attached will not affect minimum parking requirements that are met as conditioned in SDR 6-21 of one space per dwelling. Additionally, the proposal by the applicant meets the required 60’ sf covered entry and common and private open space requirements. Staff recommends approval of the proposed attached three dwellings as shown in the submitted plans from the applicant.

2. Existing Nonconforming Structures and Accessory Dwelling Units.
  - a. On a lot to be used for a cottage housing development, an existing detached single-family residential structure, which may be nonconforming with respect to the standards of this chapter, shall be permitted to remain, but the extent of the nonconformity may not be increased. Such nonconforming dwelling units shall be included towards the total number of units.
  - b. New accessory dwelling units (ADUs) are not permitted in cottage housing developments. All residential units in a cottage housing development count towards the maximum number of units. An existing attached or detached ADU that is accessory to an existing nonconforming single-family structure may be counted as a cottage unit if the property is developed subject to the provisions of this chapter.

**Staff Finding:** There is no existing non-conforming development on the subject site. This criterion does not apply.

3. Covered Main Entry Porches.

- a. Cottage homes shall have a covered main entry porch with a floor area measuring at least 60 square feet in size.
- b. The floor of the covered main entry porch shall have minimum dimensions of not less than five feet in any direction (length or width).

**Staff Finding:** The applicant has proposed 12' by 5' covered porches for each unit. This criterion is met.

4. Street-Facing Facades. All cottages shall include one or more of the following features on street-facing facades:

- a. Changes in exterior siding material and paint color;
- b. Windows, which may include bay windows; and/or
- c. Building articulation with a depth measuring at least one foot.

**Staff Finding:** The applicant proposes the inclusion of a windows, entry door, and a covered porch on the street facing façade of the units in Phase II. This criterion is met.

5. Building Coverage. The maximum building coverage permitted for all structures in cottage housing developments, including accessory structures, preexisting nonconforming structures, and cottages, shall not exceed the requirements of the underlying zoning district in Table 14.22.120.

**Staff Finding:** The maximum allowed building coverage in the R-1 zone is 50%. As proposed the lot coverage between Phases I & II is 34.2% well within the allowed 50%. This criterion is met.

6. Cottage Floor Area. The maximum ground-floor area for an individual principal structure in a cottage housing development shall be as follows:

- a. The footprint of the living area may not exceed 900 square feet.
- b. Porches, patios and garages/carports shall be exempt from the ground-floor area calculation.

**Staff Finding:** The square footage of the four units in Phase II is 520 sf per unit. This is within the allowed 900sf. This criterion is met.

7. Building Setbacks from Exterior Lot Lines. Exterior lot line building setbacks in cottage housing developments are based upon setbacks from surrounding residential districts. Flexible setbacks are allowed through the Type III Site Design Review.

**Staff Finding:**

As proposed the side, front, and rear setbacks meet the criteria of the R-1 zone with a 5' rear setback and a 12' front setback to the building façade and a 5' covered entry giving a 7' setback to the open structure. This criterion is met.

8. Common Open Space.

- a. Common Open Space. A minimum of 400 square feet per cottage unit of common open space is required. Parking areas, yard setbacks, spaces between buildings of 10 feet or less in width, private open space, and driveways do not qualify as common open space.

Comment from applicant: “In the process of achieving the goals for “Common and Private” spaces for this community, due to the irregular shape of property, we came very close to the 400 Sq ft. for Common and 200 Sq ft. Private spaces needed. Also, when you add the required landscaping for a community like this, we wanted the very best trees, and flowering beds and planters for all the residents here. We would ask for your approval regarding these lessened square footage requirements. 25 square feet shy of the required 400 square feet needed for each of the 4 Cottages, and 80 square feet shy of the required 200 square feet needed for each of the 4 cottages.”

- b. Proximity to Common Open Space.

- i. At least 50 percent of the cottage units shall abut a common open space. All of the cottage units shall be within 60 feet walking distance measured from the nearest entrance of the cottage along the shortest safe walking route to the nearest point of the common open space. The common open space shall have cottages abutting at least two sides.
- ii. For the purposes of cottage housing, “common open space” shall be the central space that may be used by all occupants of the cottage complex.

**Staff Finding:** As proposed and as stated by the applicant they have not met the clear and objective minimum square footage requirement for common open space. The applicant chose to apply for this development via a Type III Site Design Review as is allowed by Section 14.22.200 C, which states “Compliance with these standards shall be reviewed through a Type II Site Design Review. Proposals that do not comply with the standards below may request to vary these standards through the Type III Site Design Review Application to vary these standards.” This request to vary the standards to accommodate the development of an unusually shaped lot is in line with the allowances of the code. The applicant proposed a unique layout that will create “shared spaces” between the cottages through the rooftop gardens in Phase II. Staff recommends approval of this proposed change from the code standard.

9. Private Open Space.

- a. Each cottage unit shall be provided with a minimum 200 square feet of usable private open space separated from the common open space by a hedge or fence not to exceed 48 inches in height.
- b. No dimension of the private open space shall be less than eight feet.

**Staff Finding:** The applicant shows approximately 500's of private open space per unit in the rooftop gardens. This criterion is met.

10. Tree Conservation. Significant trees (eight inches in diameter or more) shall be preserved to the greatest extent possible and the overall site design shall take advantage of the location of existing trees as well as other natural vegetation and features.

**Staff Finding:** The applicant has identified two large caliper trees in the area of the property where Phase II will be constructed at a later date. The applicant understands that those trees may be removed at time of building permit issuance of Phase II or if there is another qualifying factor such as a hazard or other infrastructure need. During construction the documented trees shall be fenced such as to protect them from damage during construction. This shall be a condition of approval.

11. Off-Street Parking.

a. Required Parking. One off-street parking space shall be required per dwelling unit.

b. Off-Street Parking Location. Off-street parking lots shall be located to the side or rear of the cottage housing development. Parking lots shall not be located between the cottage housing development and the primary street frontage.

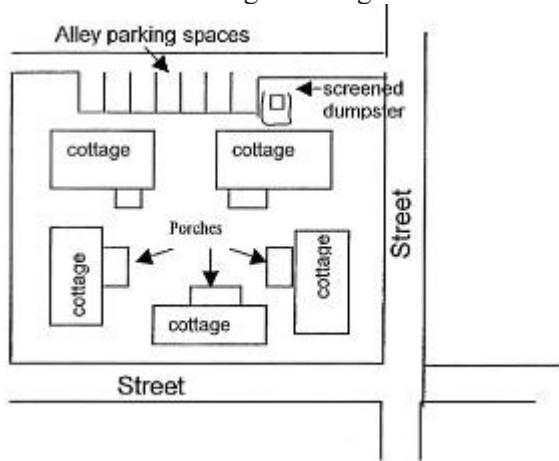
**Staff Finding:** The applicant has proposed the installation of seven parking spaces with one of those being van accessible ADA parking. This meets the minimum requirement of parking with one space per unit. The proposed location of the parking area does not meet the standard listed above, however given the unique shape of the parcel there is not sufficient location to meet this standard and other standards that prohibit backing onto the public right-of-way. This criterion is approved via SDR 6-21.

c. Off-Street Parking Screening. Off-street parking may be located in or under a non-cottage parking structure (such as a single- or multi-auto carport or garage). Uncovered parking is also permitted; provided, that off-street parking shall be screened from direct street view from one or more street facades by garage doors, or by a fence and landscaping.

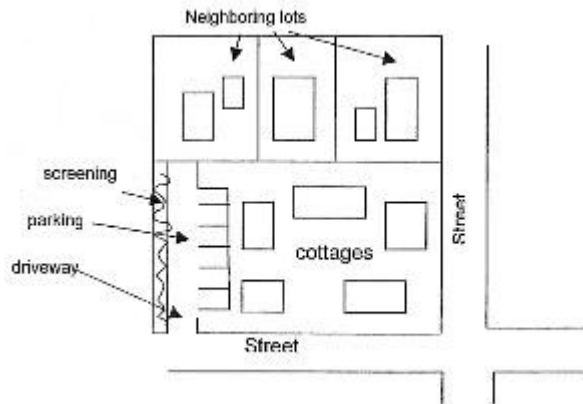
**Staff Finding:** The applicant proposes to construct a 4' tall concrete wall with integrated planter boxes on top to screen the parking area from view. Additionally, the landscape plan shows planting of several deciduous trees between the wall and the parking area. The screening of the parking area as proposed by the applicant shall be a condition of approval.

d. Preferred locations for parking, in descending order of preference, are as follows:

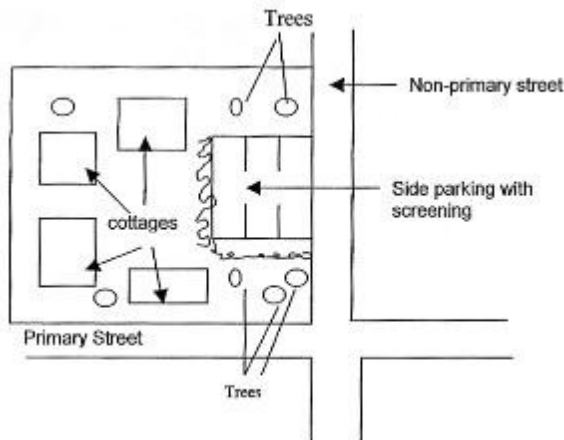
- i. To the rear of cottage housing units accessed by an alley.



- ii. To the side of the cottage housing units accessed by a private driveway.



- iii. Parking on the side (non-primary street) screened from the side street by either garage doors, landscaping, and/or fencing.



e. Parking Lot Lighting. Parking lot lighting is not required. If proposed, parking lot lighting shall not exceed one foot-candle per square foot.

**Staff Finding:** Parking lot lighting is not proposed with this development. If it is installed in the future it shall meet the adopted criteria as shown above. This criterion is met.

12. **Trash Receptacles.** Trash receptacles shall be set back at least 10 feet from any public street and adjacent residences, or five feet from an alley. Trash receptacles shall be screened with an evergreen hedge or solid fence or wall of not less than five feet in height. Receptacles must be accessible to trash pick-up trucks.

**Staff Finding:** The applicant proposes to construct individual garbage storage spaces for each unit as the size and dimension of the lot do not permit a typical garbage enclosure facility. As a condition of approval the garbage areas shall be screened from public view and be a minimum of 10' from the nearest adjacent residence. This criterion is approved via SDR 6-21.

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**The following criterion and finding from SDR 6-21 remain established and approved by the Planning Commission. No Amendments have been made or proposed.**

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### **CHAPTER 14.30 — Community Design Standards**

#### **14.30.200 Design Standards - Applicability**

The standards in Chapter 14.30 are applied based on whether a project is classified as a *Major Project* or a *Minor Project*. In addition, each chapter of Chapter 14.30 contains “applicability directions.” In general, the chapters are applied as follows:

- A. Major Project.** Major projects, including developments that require Site Design Review (Chapter 14.42), Land Division approval (Chapter 14.43), Master Planned Development (Chapter 14.45), and amendments to the Comprehensive Plan or Zoning Map (Chapter 14.47), must conform to the applicable sections of:
- Access and Circulation (Chapter 14.31)
  - Landscaping, Street Trees, Fences and Walls (Chapter 14.32)
  - Parking and Loading (Chapter 14.33)
  - Public Facilities (Chapter 14.34)
  - Surface Water Management (Chapter 14.35)
  - Signs (Chapter 14.36)
  - Sensitive Lands (Chapter 14.38)
- B. Minor Project.** Minor projects are small developments and land use actions that require only Land Use Review or Conditional Use approval (no site design review). The following chapters generally apply; however, individual sections will not apply to some projects.
- Access and Circulation (Chapter 14.31)
  - Landscaping, Street Trees, Fences and Walls (Chapter 14.32)
  - Parking and Loading (Chapter 14.33)
  - Surface Water Management (Chapter 14.35)
  - Signs (Chapter 14.36)
  - Sensitive Lands (Chapter 14.38)
- C. Non-Conforming Situations.** See Chapter 14.53 for provisions related to non-conforming uses and developments.

***Staff Finding:*** The proposed development not meeting the clear and objective standards of Section 14.22.200 C, requires a Type III Site Design Review, is a Major Project and must conform to the standards below.

## Chapter 14.31 — Access and Circulation

### 14.31.200 Vehicular Access and Circulation

- A. **Intent and Purpose.** The intent of this Section is to manage access to land uses and on-site circulation, and to preserve the transportation system in terms of safety, capacity, and function. This Section applies to all public streets within the City of Cottage Grove, and to all properties that abut these roadways. This Section implements the access management policies of the Cottage Grove Transportation System Plan.
- B. **Applicability.** This Chapter applies to all public streets within the City and to all properties that abut these streets. The standards apply when lots are created, consolidated, or modified through a land division, partition, lot line adjustment, lot consolidation, or street vacation; and when properties are subject to Land Use Review or Site Design Review.
- C. **Access Permit Required.** Access (e.g., a new curb cut or driveway approach) to a public street requires an Access Permit. An access permit may be in the form of a letter to the applicant, or it may be attached to a land use decision notice as a condition of approval. In either case, approval of an access permit shall follow the procedures and requirements of the applicable road authority (i.e. Cottage Grove, Lane County or ODOT), Permits shall be processed as Type I applications, normally at time of Land Use Review. If the developer proposes exceptions to the standards of this chapter, the permit shall be processed as a Type II application.

***Staff Finding:*** Vehicular access is through a new two-way curb cut on S 17<sup>th</sup> Street. An access permit for this entrance shall be processed at time of Land Use Review (at submittal of site development permit). This permit shall be a condition of approval.

- D. **State Access Permits.** ODOT has responsibility and authority in managing access to State Highways. Projects with direct access onto a State Highway shall be required to obtain a State access permit. An approved State access permit must be submitted as part of all Type II and III land use permits. Conditions placed by the State upon these access permits shall be considered conditions of approval for all applicable development approvals.

***Staff Finding:*** S 17<sup>th</sup> Street is not a State right-of-way. This criterion does not apply.

- E. **Traffic Study Requirements.** The City may require a traffic study prepared by a qualified professional to determine access, circulation, and other transportation requirements in conformance with Section 4.1.900, Traffic Impact Study.

***Staff Finding:*** Per Section 14.41.900 the following trigger a TIS requirement:

1. A change in zoning or a plan amendment designation that significantly affects a transportation facility per provisions of Section 14.47.800; or
2. Any proposed development or land use action that a road authority states may cause or be adversely impacted by operational or safety concerns along its facility(ies); or
3. Land divisions with 30 or more lots; or



4. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more; or
5. An increase in peak hour volume of a particular movement to and from the State highway by 20 percent or more; or
6. An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day; or
7. The location of the access driveway does not meet minimum sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the State highway, creating a safety hazard; or
8. A change in internal traffic patterns that may cause safety problems, such as back up onto a street or greater potential for traffic accidents.

***Staff Finding:*** The proposed development and creation of seven new dwellings and a conditionally permitted 500 sf commercial space (separate land use application to come with Phase II) does not trigger a TIS. This criterion does not apply.

- F. Conditions of Approval. The City may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system.**

***Staff Finding:*** Refer to City Engineer comments.

- G. Corner and Intersection Separation; Backing onto Public Streets. New and modified accesses shall conform to the following standards:**

1. **Except as provided under subsection 4, below, the distance from a street intersection to a driveway or other street access shall meet the minimum spacing requirements for the street's classification in the City's Transportation System Plan. No driveway approach may be located closer to the corner than 30 feet on local streets, 50 feet on collector streets, and 75 feet on arterials;**

***Staff Finding:*** The subject parcel is on a corner lot (E Main Street & S 17<sup>th</sup> Street) and shall comply with this criterion. As proposed the new two-way curb cut is approximately 130' from the intersection. This criterion is met.

2. **When the above requirements cannot be met due to lack of frontage, the driveway may be located such that the driveway apron will begin at the farthest property line, but at no time shall new property access be permitted within 30 feet of an intersection. Where no other alternatives exist, the City may allow construction of an access connection at a point less than 30 feet from an intersection, provided the access is as far away from the intersection as possible (See Figure 3.1.200.G). In such cases, the City may impose turning restrictions (i.e., right in/out, right in only, or right out only);**

***Staff Finding:*** There is sufficient frontage and the proposed curb-cut is 130' from the intersection. This criterion does not apply.

3. **Access to and from off-street parking areas shall not permit backing onto a public street, except for single-family and two-family dwellings;**

***Staff Finding:*** The proposed project complies with the criterion. The site parking areas have been designed such that backing onto a public street is not required for vehicular circulation. This criterion is met.

4. **The City may reduce required separation distance of access points where they prove impractical due to lot dimensions, existing development, other physical features, or conflicting code requirements, provided all of the following requirements are met:**
  - a. **Joint-use driveways and cross-access easements are provided in accordance with subsection 3.1.200.H;**
  - b. **The site plan incorporates a unified access and circulation system in accordance with this Section; and**
  - c. **The property owner(s) enter in a written agreement with the City, recorded with the deed, that pre-existing connections on the site will be closed and eliminated after construction of each side of the joint-use driveway.**

***Staff Finding:*** A joint use driveway is not proposed or required. This criterion does not apply.

- 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.**

***Staff Finding:*** Expected traffic to the site will enter and exit from/on to S 17<sup>th</sup> Street. The drive shall be at minimum 24' wide along the parking areas, to provide a 24' wide aisle for vehicular maneuvering. Internal sidewalks lead from the public sidewalk to the front doors of all dwellings. This criterion is met.

- I. **Joint and Cross Access – Requirement. The number of driveway and private street intersections with public streets should be minimized by the use of shared driveways for adjoining lots where feasible. When necessary for traffic safety and access management purposes, or to access flag lots, the City may require joint access and/or shared driveways in the following situations as follows:**

1. **For shared parking areas;**

***Staff Finding:*** The parking area for this development has one shared entrance/exit. All seven units (four in Phase I and three in Phase II) will share one driveway entrance/exit. This criterion is met.

2. **For adjacent developments, where access onto an arterial is limited;**

***Staff Finding:*** The proposed project is located on S 17<sup>th</sup> Street with limited frontage on E Main Street. The proposed access for the development is to S 17<sup>th</sup> Street, a local road per the 2015 Transportation System Plan. This criterion does not apply.

3. **For multi-tenant developments, and multi-family developments on multiple lots or parcels. Such joint accesses and shared driveways shall incorporate all of the following:**
  - a. **A continuous service drive or cross-access corridor that provides for driveway separation consistent with the applicable transportation authority’s access management classification system and standards;**
  - b. **A design speed of 10 miles per hour and a maximum paved width of 20 feet, in addition to any parking alongside the driveway; additional driveway width or fire lanes may be approved when necessary to accommodate specific types of service vehicles, loading vehicles, or emergency service provider vehicles;**
  - c. **Driveway stubs to property lines (for future extension) and other design features to make it easy to see that the abutting properties may be required with future development to connect to the cross-access driveway;**
  - d. **Fire Department-approved turnaround for service drives or driveways over 150 feet long.**

**Staff Finding:** The proposed project is a cottage cluster development with a 24’ wide access driveway leading from S 17<sup>th</sup> Street to the parking areas, which are perpendicular to the drive aisle and hence are required to have a minimum 24’ aisle behind all parking spaces, which shall be a minimum of 18’ long. This criterion is met.

- J. **Joint and Cross Access – Reduction in Required Parking Allowed. When a shared driveway is provided or required as a condition of approval, the land uses adjacent to the shared driveway may have their minimum parking standards reduced in accordance with the shared parking provisions of Section 14.33.300.C.**

**Staff Finding:** There is not a shared access proposed therefor this criterion does not apply.

- 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.**

**Staff Finding:** The entire property is under one ownership and there is no shared access proposed. This criterion does not apply to the current proposal.

- L. **Access Connections and Driveway Design. All commercial and industrial driveway connections to a public right-of-way (access) and driveways shall conform to all of the following design standards:**

**Staff Finding:** The proposed project is not commercial or industrial. This standard does not apply.

- 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 3.4.100.N.

**Staff Finding:** Fire Marshal Danny Solesbee has reviewed this proposal and determined that no fire department turnaround is required. This criterion does not apply to this proposal.

- N. Vertical Clearances. Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of 13 feet 6 inches for their entire length and width.**

**Staff Finding:** The proposed project complies with the criterion. Vertical clearance within the driveway, aisle, and turnaround areas shall meet or exceed minimum requirement. The criterion is met.

- O. Vision Clearance. No visual obstruction (e.g., sign, structure, solid fence, or shrub vegetation) between 2 1/2 feet and 8 feet in height shall be placed in “vision clearance areas” on streets, driveways, alleys, or mid-block lanes, as shown in Figure 3.1.200.N. The minimum vision clearance area may be modified by the City Engineer upon finding that more or less sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). This standard does not apply to light standards, utility poles, trees trunks and similar objects.**

**Staff Finding:** The proposed project shall comply with the criterion. A 20’ vision clearance triangle shall be maintained at the driveway with no obstruction between 2.5’ – 8’ in height as a condition of approval.

- P. Construction. The following development and maintenance standards shall apply to all driveways, parking areas, turnarounds, alleys and private streets:**

- 1. Surface Options. Driveways, parking areas, alleys, aisles, and turnarounds may be paved with asphalt, concrete, or comparable surfacing, or an approved durable non-paving or porous paving material, excluding gravel, may be used to reduce surface water runoff and protect water quality. Driveway and street materials shall be subject to review and approval by the City Engineer.**

**Staff Finding:** The proposed project complies with the criterion. Asphalt and concrete surface material will be used for driveways, parking areas, and sidewalks. This criterion is met.

- 2. Surface Water Management. When non-porous paving is used, all driveways, parking areas, alleys, aisles, and turnarounds shall have on-site collection of surface waters to eliminate sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with Chapter 14.35 and applicable engineering standards. Single-family and two-family dwellings shall be exempt from this standard.**

**Staff Finding:** Surface water from the driveways and parking area will be collected in catch basins. These facilities will be constructed in conformance with Chapter 14.35 and applicable engineering standards.

All storm water runoff shall be contained on the property prior to connecting to the public storm drainage system as a condition of approval.

At the time of building permit submittal, plans shall be submitted to the Public Works & Development Department that include spot elevations or enough detail to show staff that all storm water runoff from the site is captured on site before entering the public storm drainage system. Hydraulic calculations shall be resupplied at the time of building permit submittal to support the proposed pipe sizes within the development. The design occasion shall be a 10-year storm with 60-minute duration. A professional Engineer registered in the State of Oregon shall perform the hydraulic calculations.

See Engineering Comments for more information.

3. **Driveway Aprons.** When driveway approaches or “aprons” are required to connect driveways to the public right-of-way, they shall be paved with concrete surfacing and conform to the City’s engineering design criteria and standard specifications. (See general illustrations in Section 14.31.200.L, above.)

**Staff Finding:** The driveway apron will be constructed with concrete/asphaltic concrete and designed to conform with the City’s engineering design criteria.

#### 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.

**Staff Finding:** The proposed walkway system does not standards. Staff has discussed that placing a pedestrian path within the drive aisle of the parking lot is not safe that there are other alternatives that will allow for the installation of a raised 5’ wide ADA compliant path connecting the development to the right-of-way and to itself. At time of building permit application the applicant shall include a 5’ wide raised (minimum 6” where abutting driving parking areas) ADA accessible pedestrian path connecting the development internally (each unit) and the public right-of-way. This shall be a condition of approval.

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.
- d. **“Primary entrance” for residential buildings** is the front door (i.e., facing the street). For multifamily buildings in which each unit does not have its own exterior entrance, the “primary entrance” may be a lobby, courtyard, or breezeway that serves as a common entrance for more than one dwelling.

**Staff Finding:** \*As covered previously\* The proposed walkway system does not standards. Staff has discussed that placing a pedestrian path within the drive aisle of the parking lot is not safe that there are other alternatives that will allow for the installation of a raised 5’ wide ADA compliant path connecting the development to the right-of-way and to itself. At time of building permit application the applicant shall include a 5’ wide raised (minimum 6” where abutting driving parking areas) ADA accessible pedestrian path connecting the development internally (each unit) and the public right-of-way. This shall be a condition of approval.

**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);

**Staff Finding:** At time of building permit/site development application the applicant shall show a 5’ wide ADA accessible pedestrian path to meet this standard. This shall be a condition of approval.

- 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

**Staff Finding:** At time of building permit/site development application the applicant shall show a 5’ wide ADA accessible pedestrian path to meet this standard. This shall be a condition of approval.

- 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.)

**Staff Finding:** The property is approximately .28 acres. Hence this criterion does not apply.

**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 for withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.**

***Staff Finding:*** Where the pedestrian path abuts parking areas the path shall be raised a minimum of 6" above the grade of parking surface. This shall be a condition of approval.

- 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.**

***Staff Finding:*** There are no crosswalks proposed with this development. This criterion does not apply.

- 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 5 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.)**

***Staff Finding:*** At time of building permit/site development application the applicant shall show a 5' wide ADA accessible pedestrian path to meet this standard. This shall be a condition of approval.

- 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.**

***Staff Finding:*** The proposed project will comply with the criterion provided previous conditions of approval are met. Proposed walkways will be constructed to comply with ADA requirements. Sidewalks and handicap facilities must meet the current American Disabilities Act (ADA) Standards. This criterion is met.

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

***Staff Finding:*** Any public sidewalks constructed as part of this application shall meet City standards, see City Engineers comments.

**Chapter 14.32 — Landscaping, Street Trees, Fences and Wall**

#### 14.32.200 Landscape Conservation

- A. **Applicability.** All development sites containing Significant Vegetation, as defined below, shall comply with the standards of this Section. The purpose of this Section is to incorporate significant native vegetation into the landscapes of development and protect vegetation that is subject to requirements for Sensitive Lands (Chapter 14.37). The use of mature, native vegetation within developments is a preferred alternative to removal of vegetation and re-planting. Mature landscaping provides summer shade and wind breaks, controls erosion, and allows for water conservation due to larger plants having established root systems.
- B. **Significant Vegetation.** “Significant vegetation” means individual trees and shrubs within designated Willamette River Greenway and/or Riparian areas, in accordance with Chapter 3.7, and trees not within a Sensitive Lands area that have a caliper of 8 inches or larger, except that protection shall not be required for plants listed as non-native, invasive plants by the Oregon State University (OSU) Extension Service in the applicable OSU bulletins for Lane County, and plants listed by the City as prohibited street trees and landscape plants. Non-native, invasive plants include, but are not limited to: purple loosestrife, leafy spurge, yellow starthistle, puncture vine, gorse, scotch broom, and non-native blackberry.
- C. **Mapping and Protection Required.** Significant vegetation shall be mapped as required by Chapter 14.42, Site Design Review, and Chapter 3.7, Sensitive Lands. Significant trees shall be mapped individually and identified by species and diameter or caliper at 4 feet above grade. A “protection” area shall be defined around the edge of all branches (drip-line) of each tree. Drip lines may overlap between trees. The City also may require an inventory, survey, or assessment prepared by a qualified professional when necessary to determine construction boundaries, building setbacks, and other protection or mitigation requirements.
- D. **Protection Standards.** Significant trees and shrubs identified as meeting the criteria in Section B, above, shall be retained to minimize the risk of erosion, landslide, and stormwater runoff. Where protection is impracticable because it would prevent reasonable development of public streets, utilities, or land uses permitted by the applicable land use district, the City may allow removal of significant vegetation from the building envelope as defined by required yard setbacks. Where other areas must be disturbed to install streets or utilities, the applicant may be required to restore such areas after construction with landscaping or other means to prevent erosion and to protect the public health, safety, and welfare. With the owner’s consent, the City may accept a land dedication or become a party to a conservation easement on private property for conservation purposes.
- E. **Construction.** All significant vegetation on a site that is not otherwise designated and approved by the City for removal shall be protected prior to, during, and after construction in accordance with a limit-of-clearing and grading plan approved by the City. The City may limit grading activities and operation of vehicles and heavy equipment in and around significant vegetation areas to prevent compaction, erosion, pollution, or landslide hazards.
- F. **Exemptions.** The protection standards in “D” and “E” shall not apply to:
1. **Dead or Diseased Vegetation.** Dead or diseased significant vegetation may be removed through a Type I Land Use Review.
  2. **Hazardous Vegetation and Other Emergencies.** Significant vegetation may be removed without land use approval pursuant to Chapter 4 when the vegetation poses an immediate threat to life or safety, or the vegetation must be removed for other reasons of emergency



(e.g., fallen over road or power line, blocked drainage way, or similar circumstance), as determined by the City or emergency service provider.

**Staff Finding:** The subject property is not located within the Willamette River Greenway, Riparian, or other Sensitive Lands area. The applicant has conducted a tree survey as part of this application. This tree survey includes trees meeting the criteria for tree conservation as described above. Trees that are larger than 8” in diameter and outside of the construction envelopes shall be maintained and protected from damage during construction as a condition of approval. Protection measures include fencing and other measures to prevent accidental damage to trees. Trees that are not larger than 8” in diameter or are within the building envelope may be removed by the developer. This shall be a condition of approval.

#### **14.32.300 Landscaping**

**A. Applicability. This Section shall apply to all new developments requiring Site Design Review. This section is not applicable to single-family or two-family dwellings.**

**Staff Finding:** As a cottage cluster housing development, this standard applies to the development site.

**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).**

**Staff Finding:** Please refer to the Preliminary Landscape Plan included with this application (Exhibit E). Generally, the proposed planting plan includes a mix of trees and shrubs placed at regular intervals to create a natural feel and ambiance for the tenants. A final landscaping plan shall be provided with the site development permit application for approval by the Public Works & Development Department. This criterion is met.

**C. Landscape Area Standards. The minimum percentage of required landscaping equals:**

**1. Residential and Residential-Commercial Districts. 10% of the site.**

**Staff Finding:** The proposed project complies with the criterion. As defined above, the minimum percentage of required landscaping is 10% of the site. With common spaces and parking area buffers. The total lot square footage is 12,131 sf and the proposed landscaped area for the site is 2,548 sf. 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 3.2.200.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.

**Staff Finding:** Compliance with the Landscape Materials section will be required in all landscaping areas associated with the parking lot area. Final landscaping plans submitted with building permits shall show compliance to all above standards.

**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.** Landscaping in yards shall:
  - a. Provide visual screening and privacy within side and rear yards and from incompatible adjoining uses or busy streets;
  - b. Use shrubs and trees as wind breaks;
  - c. Retain natural vegetation;
  - d. Define pedestrian pathways and open space areas with landscape materials;
  - e. Provide focal points within a development, for example, by preserving large or unique trees or groves, hedges, and flowering plants;
  - f. Use trees to provide summer shading within common open space areas and within front yards when street trees cannot be provided;
  - g. Use a combination of plants for year-long color and interest;
  - h. Use landscaping to screen outdoor storage and mechanical equipment areas, and to enhance graded areas such as berms, swales, and detention/retention ponds.

**Staff Finding:** The applicant shall show compliance with these standards in the final landscaping plan to be submitted with the site development permit application as a condition of approval.

2. **Parking areas.**

- a. A minimum of 10 percent of the total surface of all parking areas as measured around the perimeter of parking spaces and maneuvering areas shall be landscaped. Such landscaping shall consist of trees and shrubs and/or ground cover plants that conform to the criteria in Section 14.32.300.E.1.a-h above. “Evenly distributed” means that the trees and other plants are distributed around the parking lot perimeter and between parking bays to provide a partial canopy.

**Staff Finding:** The areas around and adjacent to the parking areas are proposed to be landscaped areas. Shrubs and other landscaping will also be planted throughout the site, and a more detailed landscape plan can be submitted during the building permit phase. As a condition of approval, the final landscaping plans shall show these parking areas as landscaped.

b. **Parking area landscaping shall consist of at minimum:**

- 1) **Trees:** 1 tree for every 3,000 square feet of paved vehicular use area evenly distributed throughout site;
- 2) **Landscaping between street and parking area within 50 feet of street:** A landscape strip at least 7 feet in width is required between a street and parking area. It may be pierced by pedestrian and vehicular accessways. Strips shall be planted with low shrubs to form a continuous screen at least 30 inches high and maintained not to exceed 42 inches high or a masonry wall; and shall contain 1 canopy tree every 30 linear feet as measured along street lot line and living plant materials covering 75% of required landscape area within 3 years;
- 3) **Perimeter parking area landscaping:** All parking areas shall provide perimeter Landscape strip at least 7 feet in width along perimeter of parking lot. Must include 100% site obscuring 6 foot fence or wall against interior lot lines of residential districts, or 50% site obscuring 6 foot fence (chain link with slats and vegetation) against interior lot lines of adjoining commercial or industrial properties; and
- 5) **Planting islands:** Planting islands shall be provided at the ends of each parking row and at intervals within parking rows so that no parking stall is more than 45 feet from a planting island. Planting islands shall be at least 7 feet in width, as measured from the outside edge of a 6 inch wide curb, and a minimum area of 140 square feet. Each of these islands shall provide at least 1 canopy tree.

**Staff Finding:** The applicant proposes six parking area trees, well over the requirement (1 tree per 3,000 sf of parking surface (2,536 sf total parking and maneuvering area)). Additionally, the applicant has met the parking lot screening requirement of 14.22.200 C. These criterion are met.

3. **Buffering and Screening Required.** Buffering and screening are required under the following conditions:

- a. **Parking/Maneuvering Area Adjacent to Streets and Drives.** Where a parking or maneuvering area is adjacent and parallel to a street or driveway, a 7 foot wide

landscape strip shall be located parallel to the street to provide visual buffering. The 7 foot wide landscape strip shall include either an evergreen hedge; decorative wall (masonry or similar quality material) with openings; arcade, trellis, or similar partially opaque structure 3-4 feet in height. The required screening shall have breaks, where necessary, to allow pedestrian access to the site. The design of the wall or screening shall also provide breaks or openings for visual surveillance of the site and security. Evergreen hedges used to comply with this standard shall be a minimum of 36 inches in height at maturity, and shall be of such species, number, and spacing to provide the required screening within 1 year after planting. Any areas between the wall/hedge and the street/driveway line shall be landscaped with plants or other vegetative ground cover to provide 75% vegetative cover. All landscaping shall be irrigated.

- b. **Parking/Maneuvering Area Adjacent to Building.** Where a parking or maneuvering area, or driveway, is adjacent to a building, the area shall be separated from the building by a curb and a raised walkway, plaza, or landscaped buffer not less than 5 feet in width. Raised curbs, bollards, wheel stops, or other design features shall be used to protect pedestrians, landscaping, and buildings from being damaged by vehicles. Where parking areas are located adjacent to residential ground-floor living space, a 4-foot wide landscape buffer with a curbed edge may fulfill this requirement.
- c. **Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and Other Screening When Required.** All mechanical equipment, outdoor storage and manufacturing areas shall be screened from view from all public streets and adjacent Residential districts. Garbage areas and/or containers shall be screened on all sides regardless of their location on the property. When these or other areas are required to be screened, such screening shall be provided by:
  - 1) A decorative wall (i.e., masonry or similar quality material),
  - 2) An evergreen hedge,
  - 3) An opaque fence complying with Section 14.32.500, or
  - 4) A similar feature that provides an opaque barrier.

Walls, fences, and hedges shall comply with the vision clearance requirements and provide for pedestrian circulation, in accordance with Chapter 3.1, Access and Circulation. (See Section 14.32.500 for standards specific to fences and walls.)

- d. **Flag Lot Screen.** In approving a flag lot, the City may require a landscape screen and/or fence be installed along property line(s) of the flag lot, for privacy of adjoining residents, in accordance with the provisions of Section 14.43.115. A flag lot screen shall not be required if the abutting property owner(s) indicate in writing that they do not want a screen or fence; however, the owner may install one at his or her discretion.

***Staff Finding:*** The applicant proposes the parking areas to be behind the buildings. These parking areas and the access aisle will be separated from the adjacent buildings by a raised sidewalk system. Between the sidewalks and the buildings are proposed bushes and other shrubs from buffering and concealment of the mechanical HVAC equipment. These criterion are 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.

***Staff Finding:*** The proposed project complies with the criterion. Water efficient irrigation is proposed for all landscaped areas. An approved backflow preventer will be installed as part of the system. Complete irrigation plans will be submitted with the site development permit application. These maintenance requirements shall be conditions of approval. The property owner shall be responsible for the continued maintenance of all landscaping (grass, shrubs, plants and trees) for the duration of the development. Any plants, etc., that die must be replaced with like species immediately at the property owner's expense. The density of tree coverage shall remain or expand. With these conditions, this criterion is met.

#### **14.32.400 Street Trees**

Street trees shall be planted for all developments that are subject to Subdivision, Master Plan or Site Design Review. Requirements for street tree planting strips are provided in Section 3.4.100, Transportation Standards. Planting of street trees shall generally follow construction of curbs and sidewalks; however, the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction. The planting and maintenance of street trees shall conform to the following standards and guidelines and any applicable road authority requirements:

- A. Growth Characteristics.** Trees shall be selected based on climate zone, growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection by developers and approval by the City:
  - 1. Provide a broad canopy where shade is desired and over pedestrian walkways or parking areas, except where limited by available space or except in section 4.
  - 2. Use low-growing trees for spaces under low utility wires.
  - 3. Select trees that can be "limbed-up" to comply with vision clearance requirements.
  - 4. Use narrow or "columnar" trees where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.
  - 5. Use species with similar growth characteristics on the same block for design continuity.
  - 6. Avoid using trees that are susceptible to insect damage and trees that produce excessive seeds or fruit.
  - 7. Select trees that are well-adapted to the environment, including soil, wind, sun exposure, temperature tolerance, and exhaust. Drought-resistant trees should be chosen where they suit the specific soil type.
  - 8. Select trees for their seasonal color if desired.
  - 9. Use deciduous trees for summer shade and winter sun, unless unsuited to the location due to soil, wind, sun exposure, annual precipitation, or exhaust.
  - 10. The diameter of the tree trunk at maturity shall not exceed the width and size of the planter strip or tree well.
- B. Caliper Size.** The minimum diameter or caliper size at planting, as measured 4 feet above grade, shall be 2 inches.
- C. Spacing and Location.** Street trees shall be planted within the street right-of-way within existing and proposed planting strips or in sidewalk tree wells on streets without planting strips, except when utility easements occupy these areas. Selected street tree species should be low

**maintenance and not interfere with public safety. Street tree spacing shall be based upon the type of tree(s) selected and the canopy size at maturity and, at a minimum, the planting area shall contain 16 square feet, or typically, 4 feet by 4 feet. In general, trees shall be spaced no more than 30 feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. All street trees shall be placed outside utility easements. If preexisting utility easements prohibit street trees within the sidewalk, required trees may be located in the front yard setback or within other required landscape areas as approved by the approval body.**

- D. Soil Preparation, Planting and Care. The developer shall be responsible for planting street trees, including soil preparation, ground cover material, staking, and temporary irrigation for three years after planting. The developer shall also be responsible for tree care (pruning, watering, fertilization, and replacement as necessary) during the first three years after planting, after which the adjacent property owners shall maintain the trees.**
- E. Street Tree List. See the following list for appropriate street trees. The developer may plant a tree species not included on this list when approved by the Community Development Director.**

***Staff Finding:*** The applicant has proposed the planting of a variety of trees, shrubs, and ground cover throughout the development site. The linear footage of the north boundary with frontage to S 17<sup>th</sup> Street is approximately 130' feet. This requires 6 street trees. The applicant has proposed to plant 6 trees in compliance with Section 14.32.400. At time of building/site development submittal the applicant shall include with their landscaping plan a Class I (powerlines overhead) street tree per Table 14.32.400(F). This shall be a condition of approval. This criterion has been met.

#### **14.32.500 Fences and Walls**

**Construction of fences and walls shall conform to all of the following requirements:**

- A. General Requirements. All fences and walls shall comply with the height limitations of the respective zoning district (Chapter 2) and the standards of this Section. The City may require installation of walls and/or fences as a condition of development approval, in accordance with land division approval (e.g., flag lots), approval of a conditional use permit, or site design review approval. If a fence is approved for greater than 6 feet in height, a building permit is also required. Any wall over 4 feet in height (measured from the bottom of the footing to the top of the wall) shall require a building permit and appropriate design from a licensed engineer. Fences must be located on private property. Fences and walls proposed on public right-of-way or public easements shall be subject to land use review approval.**

***Staff Finding:*** The applicant proposes to install a stamped concrete wall with integrated planters at the top of the wall along the east boundary and a portion of the south. The west boundary and a portion of the south will have a 4' stamped concrete wall with planter. There are no fences currently. This fence shall be constructed at the cost of the developer on the property line, and shall be 7' high maximum without barbed wire. This criterion is met.

#### **B. Dimensions.**

- 1. Except as provided under subsections 2 and 3, below, the height of fences and walls within a front yard setback shall not exceed 4 feet as measured from the grade closest to the street right-of-way.**
- 2. A retaining wall exceeding 4 feet in height within a front yard setback, which is necessary**

for site grading and development, may be approved through a land division or site development review.

3. No fence or wall may exceed 7 feet in height. Exceptions to this standard may be approved through a variance, master planned development or site design review.
4. One arbor, gate, or similar garden structures not exceeding 10 feet in height and 25 square feet in ground coverage, and has an entrance with a minimum clearance of 36 inches in width and 80 inches in height is allowed within each yard abutting a street, provided that it is not within a clear vision triangle.
5. Walls and fences to be built for required buffers shall comply with Section 14.32.300.
6. Fences, walls and hedges shall comply with the vision clearance standards of Section 14.31.200.

***Staff Finding:*** The applicant proposes a 4' stamped concrete wall in the front setback for separation and to meet the parking lot screening requirements of 14.22.200 C, vision clearance standards are shown to be met. No large garden structures are proposed within street abutting yards. Trash enclosures shall be established for individual units and are a condition of approval. All fences shall be a maximum of 7' in height unless otherwise approved through a Type II Variance procedure.

- C. **Maintenance.** For safety and for compliance with the purpose of this Chapter, walls and fences required as a condition of development approval shall be maintained in good condition, or otherwise replaced by the property owner.

***Staff Finding:*** This condition shall be applicable to new or replacement fences and walls on the applicant's property.

D. **Materials.**

1. **Permitted fence and wall materials:** wood; metal; bricks, stone; concrete block; stucco, or similar masonry; and non-prohibited evergreen plants.
2. **Prohibited fence and wall materials:** straw bales; barbed or razor wire; scrap lumber, scrap metal, or other scrap materials; hedges higher than 8 feet. Barbed wire on top of chain link or other fencing may only be approved on industrial, commercial or institutional use categories through a Class B Variance (Chapter 14.51.400).
3. **Retaining walls constructed of brick or masonry exceeding 4 feet in height (as measured from bottom of footing to top coping) shall be subject to building permit review and approval by the City Building Official. Design of such walls shall be certified by a licensed architect or engineer.**

***Staff Finding:*** This criterion shall be met for any fences or walls constructed as part of this project.

**Chapter 14.33 — Parking and Loading**

**14.33.200 Applicability**

All developments subject to site design review (Chapter 14.42), including development of parking facilities, shall comply with the provisions of this Chapter.

**14.33.300 Automobile Parking Standards**

- A. **Applicability.** All development within the City of Cottage Grove shall comply with the provisions of this Chapter.

- 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.

**Staff Finding:** This project complies with Section 14.22.200 C, which states that there shall be one parking space per unit. The applicant proposes six regular 9’\*18’ spaces and one van accessible ADA space. This criterion is met.

- C. Credit for On-Street Parking.** The amount of off-street parking required may be reduced by one off-street parking space for every on-street parking space abutting a commercial or industrial development, up to 50 percent of the requirement. On-street parking shall follow the established or approved configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City, ODOT and/or County standards. Parking credit can only be granted for developments with frontage on streets that allow parking on both sides.

**Response:** The applicant is not proposing to need parking off-site. This criterion does not apply.

- D. Vehicle Parking - Minimum Accessible Parking.**

1. Accessible parking shall be provided for all uses in accordance the standards in Table 14.33.300B; 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.

**Staff Finding:** The proposed project includes one van accessible parking space, which shall be compliant with the signage and dimension standards in Table 14.33.300B and above. This criterion is met.

- E. Off-site parking.** Except for single-family or two-family dwellings, the vehicle parking spaces required by this Chapter may be located on another parcel of land, provided the parcel is within 400 feet of the use it serves, commercial parking is allowed in the underlying zone, and



the City has approved the off-site parking through Land Use Review. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument as approved by the Community Development Director. This binding agreement may restrict future changes to the property.

**Staff Finding:** No off-site parking on another parcel of land is proposed with this project. This criterion does not apply.

#### 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.

**Staff Finding:** The development is a single land use at this time. The applicant proposes to bring a second application for a 500 sf commercial space permitted as a conditional use at a later date. Parking is located within the development site to meet standards. This criterion is met.

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.

**Staff Finding:** The project is a single land use at this time. The applicant proposes to bring a second application for a 500 sf commercial space permitted as a conditional use at a later date.. This criterion does not apply.

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.

**Staff Finding:** No shared parking is proposed. This criterion does not apply.

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.

**Staff Finding:** The applicant may install a “residents only” or some other signage making the parking exclusive to the development per Chapter 14.39.

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.

**Staff Finding:** Parking lot lighting is not required with cottage cluster housing. The applicant may choose to install lighting not to exceed one-foot candle. This criterion is met.

6. **Screening of Parking Areas.** Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses, per Section 3.2.300.E.

**Staff Finding:** The applicant proposes to install a 4’ stamped concrete wall to screen the development from adjacent developments. This proposed wall will prevent headlights from directly shining into adjacent developments as vehicles are maneuvering within the development. The installation of the fencing shall be a condition of approval. This criterion has been met.

## **G. Exceptions and Special Standards for Parking.**

### **1. Exceptions for required parking.**

- a. **Seasonal outdoor seating where the seating area is less than 500 square feet is exempt from the required parking standards.**

**Staff Finding:** This is a multi-family development. This criterion does not apply.

- b. **The total number of required motor vehicle parking spaces for an industrial, commercial or office use may be reduced by 5 percent for each of the listed activities that are provided by the owners or operators, up to a maximum 15 percent reduction in the total number of motor vehicle spaces per development.**

- 1) **Designating at least 10% of the employee motor vehicle parking spaces as carpool/vanpool parking and placing such spaces closer to the building than other employee parking;**
- 2) **Providing showers and lockers for employees who commute by bicycle;**
- 3) **Providing twice as many covered, secured bicycle parking racks or facilities as required by this ordinance;**
- 4) **Providing a transit facility (e.g. bus stop) that is approved by the local transit authority, with related amenities. Related amenities include, but are not limited to, a public plaza, pedestrian sitting areas, shelter and additional landscaping;**
- 5) **Other incentives provided in an approved Employee Transportation Demand Management (TDM) Plan.**

**Staff Finding:** No reduction in parking is proposed. This criterion does not apply.

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.

**Staff Finding:** No commercial parking is proposed. This criterion is met.

- 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%. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking or under-structure parking, or in multi-level parking above or below surface lots, shall not apply toward the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

**Staff Finding:** As 7 spaces are proposed, and 7 required, the development does not exceed the maximum number of parking spaces by 50%. This criterion is met.

- 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 20 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 17 feet in length and shall be signed for compact car use;

3. All parallel motor vehicle parking spaces shall measure 9 feet by 22 feet unless within a public right-of-way, when they shall measure a minimum of 7 to 8 feet by 22 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.

***Staff Finding:*** It will be up to the applicant to show compliance with this standard at time of site development permit submittal. As a condition of approval, 90 degree parking stalls shall be 18’ long by 9’ wide, and access aisles shall be 24’ wide behind all parking stalls for maneuvering. Bicycle parking spaces shall conform to dimensional standards. There is no compact parking proposed by the applicant. This criterion has been met.

#### **14.33.400 Bicycle Parking Requirements**

- A. **Applicability.** All uses that are subject to Site Design Review shall provide bicycle parking, in conformance with the standards in Table 14.33.400, and subsections A-H, below. This section does not apply to single-family, two-family, and three-family housing (detached, attached or manufactured housing), home occupations or other developments with fewer than 3 vehicle parking spaces.
- 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 20 units), the option resulting in more bicycle parking is used.

***Staff Finding:*** The applicant proposes 2 long-term spaces meeting the required 2 spaces. The long term spaces will be available to be used as short term spaces. This exceeds the required number of parking spaces as per Table 14.33.400 for long term and short-term. This criterion has been met.

- C. **Special Standards for the Central Business District.** Within the Central Business District zone, bicycle parking for customers shall be provided in the right-of-way along the street at a rate of at least one space per building. In addition, individual uses shall provide the required bicycle parking in front along the street, either on the sidewalks or in specially constructed areas such as pedestrian curb extensions. Several businesses may combine required parking into common bicycle parking structures if desired. Common bicycle parking shall not exceed 6 bicycle areas per parking structure.

***Staff Finding:*** The proposed project is not located in the Central Business District. This criterion does not apply.

- 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.

**Staff Finding:** As proposed by the applicant the bicycle parking areas will meet the above criteria for dimension, cover, access, and lighting. This criterion has been 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.

**Staff Finding:** No customer or visitor parking spaces are proposed. This criterion does not apply.

- 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.

**Staff Finding:** The tenants will be allowed to store bicycles within their units.

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

**Staff Finding:** This criterion shall be met as a condition of approval.

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

**Staff Finding:** The applicant shall install signage to designate the location of the bicycle storage areas. This shall be a condition of approval.

- 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 3.1, Access and Circulation).

**Staff Finding:** The long-term bike parking shall comply with the criterion.

- J. **Multiple Uses.** For buildings with multiple uses (such as a commercial or mixed use center), bicycle parking standards shall be calculated by using the total number of motor vehicle

parking spaces required for the entire development. A minimum of one bicycle parking space for every 10 motor vehicle parking spaces is required.

**Staff Finding:** The proposed project is not a multiple-use/mixed-use project. This criterion does not apply.

#### 14.33.400 Loading Areas

- A. **Purpose.** The purpose of this section of the Code is to provide standards (1) for a minimum number of off-street loading spaces that will ensure adequate loading areas for large uses and developments, and (2) to ensure that the appearance of loading areas is consistent with that of parking areas.
- B. **Applicability.** Section 14.33.400 applies to residential projects with 50 or more dwelling units, and non-residential and mixed-use buildings with 20,000 square feet or more total floor area.
- C. **Number of Loading Spaces.**
  - 1. **Residential buildings.** Buildings where all of the floor area is in residential use shall meet the following standards:
    - a. Fewer than 20 dwelling units on a site that abuts a local street: No loading spaces are required.
    - b. All other buildings: One space.
  - 2. **Non-residential and mixed-use buildings.** Buildings where any floor area is in non-residential uses shall meet the following standards:
    - a. Less than 20,000 square feet total floor area: No loading spaces required.
    - b. 20,000 to 50,000 square feet of total floor area: One loading space.
    - c. More than 50,000 square feet of total floor area: Two loading spaces.

**Staff Finding:** No loading spaces are proposed or required. This criterion does not apply.

- D. **Size of Spaces.** Required loading spaces shall be at least 35 feet long and 10 feet wide, and shall have a height clearance of at least 13 feet 6 inches.

**Staff Finding:** No loading spaces are proposed, hence this criterion is not applicable.

- E. **Placement, setbacks, and landscaping.** Loading areas shall conform to the setback and perimeter landscaping standards in Chapters 2 and 3. Where parking areas are prohibited between a building and the street, loading areas are also prohibited. The decision body may approve a loading area adjacent to or within the street right-of-way through Site Design Review or Conditional Use Permit review, as applicable, where it finds that loading and unloading operations are short in duration (i.e., less than 1 hour), not obstruct traffic during peak traffic hours, or interfere with emergency response services

**Staff Finding:** No loading spaces are proposed, hence this criterion is not applicable.

#### **Chapter 14.34 — Public Facilities**

#### 14.34.010 Purpose and Applicability

- A. Purpose.** The purpose of this Chapter is to provide planning and design standards for public and private transportation facilities and utilities. Streets are the most common public spaces, touching virtually every parcel of land. Therefore, one of the primary purposes of this Chapter is to provide standards for attractive and safe streets that can accommodate vehicle traffic from planned growth and provide a range of transportation options, including options for driving, walking, bus transit, and bicycling. This Chapter is also intended to implement the City's Transportation System Plan.

**Staff Finding:** The applicant acknowledges the purpose of the code. This criterion is met.

- B. When Standards Apply.** Unless otherwise provided, the standard specifications for construction, reconstruction, or repair of transportation facilities, utilities, and other public improvements within the City shall occur in accordance with the standards of this Chapter. No development may occur unless the public facilities related to development comply with the public facility requirements established in this Chapter.

**Staff Finding:** The public facilities related to the development are required to be constructed in accordance with this chapter or the governing agencies. City Engineer Ron Bradsby has provided comments related to Public Facility development. These comments shall be considered conditions of approval.

- C. Engineering Design Criteria, Standard Specifications and Details.** The Oregon Standard Specifications for Construction with Appendix shall be a part of the City's adopted installation standard(s); other standards may also be required upon recommendation of the City Engineer. The design criteria, standard construction specifications and details maintained by the City Engineer, or any other road authority with jurisdiction, shall supplement the general design standards of this Development Code. The City's specifications, standards, and details are hereby incorporated into this code by reference.

**Staff Finding:** The applicant acknowledges that requirements of the City's Engineering Design Criteria, Standard Specifications, and Details apply.

- D. Conditions of Development Approval.** No development may occur unless required public facilities are in place or guaranteed, in conformance with the provisions of this Code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of the development on public facilities. Findings in the development approval shall indicate how the required improvements are directly related and roughly proportional to the impact.

**Staff Finding:** Conditions of approval as apply to this project have been identified by the City Engineer and detailed in the applicable sections of this staff report (see Exhibit A).

#### 14.34.100 Transportation Standards

- A. Development Standards.** The following standards shall be met for all new uses and developments:

**Staff Finding:** The project is a new development. The standards below apply.

- B. Guarantee.** The City may accept a future improvement guarantee (e.g., owner agrees not to object to the formation of a local improvement district in the future) in lieu of street improvements if one or more of the following conditions exist:

**Staff Finding:** The project is not requesting a future improvement guarantee. This criterion and the conditions below do not apply.

- C. Creation of Rights-of-Way for Streets and Related Purposes.** Streets shall be created through the approval and recording of a final subdivision or partition plat; except the City may approve the creation of a street by acceptance of a deed, provided that the street is deemed in the public interest by the City Council for the purpose of implementing the Transportation System Plan, and the deeded right-of-way conforms to the standards of this Code.

**Staff Finding:** New streets and Rights-of-Way are not proposed or required with the proposed project. This criterion does not apply.

- D. Creation of Access Easements.** The City may approve an access easement when the easement is necessary to provide for access and circulation in conformance with Chapter 14.31, Access and Circulation. Access easements shall be created and maintained in accordance with the Uniform Fire Code Section 10.207.

**Staff Finding:** Access easements are not proposed with the project. This criterion does not apply.

- E. Street Location, Width, and Grade.** Except as noted below, the location, width and grade of all streets shall conform to the Transportation System Plan and an approved street plan or subdivision plat. Street location, width, and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets:

**Staff Finding:** New streets are not proposed or required with the proposed project. This criterion does not apply.

- F. Minimum Rights-of-Way and Street Sections.** Street rights-of-way and improvements shall be the widths in Table 14.34.100. A variance or Master Plan approval shall be required to vary the standards in Table 14.34.100. Where a range of width is indicated, the width shall be the narrower in the range unless unique and specific conditions exists as determined by the decision-making authority based upon the following factors:

1. Street classification in the Transportation System Plan;
2. Anticipated traffic generation;
3. On-street parking needs;
4. Sidewalk and bikeway requirements based on anticipated level of use;
5. Requirements for placement of utilities;
6. Street lighting;
7. Minimize drainage, slope, and sensitive lands impacts, as identified by Chapter 3.7;
8. Street tree location, as provided for in Chapter 3.2;
9. Protection of significant vegetation, as provided for in Chapter 3.2;
10. Safety and comfort for motorists, bicyclists, and pedestrians;
11. Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;
12. Access needs for emergency vehicles; and
13. Transition between different street widths (i.e., existing streets and new streets).



**Staff Finding:** New streets are not proposed or required with the proposed project. This criterion does not apply.

**G. Subdivision Street Connectivity. All subdivisions shall conform to all the following access and circulation design standards, as applicable:**

**Staff Finding:** The proposed project is not a subdivision. This criterion does not apply.

**H. Traffic Signals and Traffic Calming Features.**

1. Traffic signals shall be required with development when traffic signal warrants are met, in conformance with the Highway Capacity Manual and Manual of Uniform Traffic Control Devices. The location of traffic signals shall be noted on approved street plans. Where a proposed street intersection will result in an immediate need for a traffic signal, a signal meeting approved specifications shall be installed in conformance with the road authority's requirements. The developer's cost and the timing of improvements shall be included as a condition of development approval.
2. When an intersection meets or is projected to meet traffic signal warrants, the City may accept alternative mitigation, such as a roundabout, in lieu of a traffic signal, if approved by the City Engineer and applicable road authority.
3. The City may require the installation of calming features such as traffic circles, curb extensions, reduced street width (parking on one side), medians with pedestrian crossing refuges, and/or special paving to slow traffic in neighborhoods or commercial areas with high pedestrian traffic.

**Staff Finding:** Traffic signals are not proposed or required to mitigate the impact of this project/development. Pedestrian connections throughout the site are delineated as shown on the attached site plan and additional traffic calming features are not warranted. This criterion does not apply.

**I. Future Street Plan and Extension of Streets.**

1. A future street plan shall be filed by the applicant in conjunction with an application for a subdivision in order to facilitate orderly development of the street system. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other divisible parcels within 600 feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development
2. Streets shall be extended to the boundary lines of the parcel or tract to be developed when the City determines that the extension is necessary to give street access to, or permit a satisfactory future division of, adjoining land. The point where the streets temporarily end shall conform to a-c, below:

**Staff Finding:** New streets and extension of existing streets are not proposed with the project. This criterion does not apply.

**J. Street Alignment, Radii, and Connections.**

1. Staggering of streets making “T” intersections at collectors and arterials shall be designed so that offsets of more than 300 feet on such streets are created, as measured from the centerline of the street.
2. Spacing between local street intersections shall have a minimum separation of 200 feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area, or similar neighborhood amenity. This standard applies to four-way and three-way (off-set) intersections.
3. All local and collector streets that stub into a development site shall be extended within the site to provide through circulation unless prevented by environmental or topographical constraints, existing development patterns, or compliance with other standards in this code. The applicant must show why the environmental or topographic constraint precludes some reasonable street connection.
4. Proposed streets or street extensions shall be located to allow continuity in street alignments and to facilitate future development of vacant or re-developable lands.
5. In order to promote efficient vehicular and pedestrian circulation throughout the city, the design of subdivisions and alignment of new streets shall conform to block length standards in Section 14.31.200.
6. Corner curb radii shall be 20 feet -30 feet based on street classification, except where smaller radii are approved by the City Engineer.

**Staff Finding:** No new streets or street extensions are proposed, hence this criterion does not apply.

- K. Sidewalks, Planter Strips, Bicycle Lanes.** Sidewalks, planter strips, and bicycle lanes shall be installed in conformance with the standards in Table 14.34.100, applicable provisions of Transportation System Plan, the Comprehensive Plan, and adopted street plans. Maintenance of sidewalks and planter strips in the right-of-way is the continuing obligation of the adjacent property owner.

**Staff Finding:** See Exhibit A, Engineering Comments

- L. Intersection Angles.** Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle or where a reduced angle is necessary to provide an open space, pocket park, common area or similar neighborhood amenity. In addition, the following standards shall apply:

**Staff Finding:** There are no intersections proposed with this development. This criterion does not apply.

- M. Existing Rights-of-Way.** Whenever existing rights-of-way adjacent to a proposed development are less than standard width, additional rights-of-way shall be provided at the time of subdivision or development, subject to the provision of Section 14.34.100.

**Staff Finding:** See Engineering comments.

- N. Cul-de-sacs.** A cul-de-sac street shall only be used when environmental or topographical constraints, existing development patterns, or compliance with other standards in this code preclude street extension and through circulation.

**Staff Finding:** No cul-de-sac streets are proposed with this development. This criterion does not apply.

**O. Grades and Curves.** Grades shall not exceed 6% on arterials, 10% on collector streets, or 15% on any other street (except that local or residential access streets may have segments with grades which exceed 15% for distances of no greater than 100 feet), and:

1. Centerline curve radii shall not be less than 300 feet on arterials, 200 feet on major collectors, or 100 feet on other streets; and
2. Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization, shall provide a landing averaging five percent or less. Landings are that portion of the street within 20 feet of the edge of the intersecting street at full improvement.

**Staff Finding:** No new streets are proposed for this development site. This condition does not apply.

**P. Curbs, Curb Cuts, Ramps, and Driveway Approaches.** Concrete curbs, curb cuts, wheelchair ramps, bicycle ramps, and driveway approaches shall be constructed in accordance with standards specified in Chapter 14.31, Access and Circulation.

**Staff Finding:** A two-way driveway approach is proposed to serve the development site taking access to/from S 17<sup>th</sup> Street. See City Engineer's comments for the appropriate detail.

**Q. Streets Adjacent to Railroad Right-of-Way.** When a transportation improvement is proposed within 300 feet of a public railroad crossing, or a modification is proposed to an existing public crossing, the Oregon Department of Transportation and the rail service provider shall be notified and given an opportunity to comment, in conformance with the provisions of Chapter 4. Private crossing improvements are subject to review and licensing by the rail service provider.

**Staff Finding:** No transportation improvements are proposed within 300 feet of a public railroad crossing. This criterion does not apply.

**R. Alleys, Public or Private.** Alleys shall conform to the standards in Table 14.34.100. Alley intersections and sharp changes in alignment shall be avoided. The corners of necessary alley intersections shall have a radius of not less than 12 feet.

**Staff Finding:** No alleys are proposed with this project. This criterion does not apply.

**S. Private Streets.** Private streets shall conform to City standards of construction and Table 14.34.100.F and shall provide sidewalks or pathways as approved by the City. Private streets shall not be used to avoid public access connectivity required by this Chapter. Gated communities (i.e., where a gate limits access to a development from a public street) are prohibited; and

**Staff Finding:** No private streets are proposed with this project. This criterion does not apply.

**T. Street Names.** No new street name shall be used which will duplicate or be confused with the names of existing streets in Lane County. Street names, signs, and numbers shall conform to the standards in Chapter 12.16 of the Cottage Grove Municipal Code, except as requested by emergency service providers.

**Staff Finding:** No new streets are proposed with this project. This criterion does not apply.

**U. Survey Monuments.** Upon completion of a street improvement and prior to acceptance by the City, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the City that all boundary and interior monuments shall be reestablished and protected.

**Staff Finding:** No new streets are proposed. This criterion does not apply.

**V. Street Signs.** The city, county, or state with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.

**Staff Finding:** No new streets are proposed. This criterion does not apply.

**W. Mail Boxes.** Plans for mail boxes shall be approved by the United States Postal Service.

**Staff Finding:** New mailboxes will be required to meet the approval of the United States Postal Service. Please contact Jeff Valancy at the Cottage Grove Post Office for more information. This shall be a condition of approval.

**X. Street Light Standards.** Street lights shall be installed in accordance with City standards.

**Staff Finding:** New street lights are not proposed with this project. This criterion does not apply.

**Y. Street Cross Sections.** Street cross sections shall be constructed to Engineering Department Standards.

**Staff Finding:** New streets are not proposed with this project. This criterion does not apply.

#### **14.34.200 Public Use Areas**

##### **A. Dedication of Public Use Areas.**

- 1. Where a proposed park, playground, or other public use shown in a plan adopted by the City is located in whole or in part in a subdivision, the City may require the dedication or reservation of this area on the final plat for the subdivision, provided that the impact of the development on the City park system is roughly proportionate to the dedication or reservation being made.**
- 2. The City may purchase or accept voluntary dedication or reservation of areas within the subdivision that are suitable for the development of parks and other public uses; however, the City is under no obligation to accept such areas offered for dedication or sale.**

**B. System Development Charge Credit.** Dedication of land to the City for public use areas, voluntary or otherwise, shall be eligible as a credit toward any required system development charge for parks.

**Staff Finding:** Dedication of public use areas are not proposed and System Development Charge Credit is not requested. This criterion does not apply.

#### **14.34.300 Sanitary Sewer and Water Service Improvements**

- A. **Sewers and Water Mains Required.** Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's Sanitary Sewer Master Plan, Water System Master Plan, and the applicable construction specifications. When streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements shall also be stubbed with the streets, except as may be waived by the City Engineer.
- B. **Sewer and Water Plan Approval.** Development permits for sewer and water improvements shall not be issued until the City Engineer has approved all sanitary sewer and water plans in conformance with City standards.
- C. **Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the city may grant the developer credit toward any required system development charge for the same.
- D. **Inadequate Facilities.** Development permits may be restricted by the City where a deficiency exists in the existing water or sewer system that cannot be rectified by the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of domestic water and sewerage treatment systems.

***Staff Finding:*** The project is considered a new development. Extensions of the public water and sanitary service are proposed to serve the project. The City Engineer has supplied the following comments, which will be considered conditions of approval in regards to facilities:

### **General**

- Development of the property will require that all cable utilities be placed underground including telephone, television and power. 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.
- Pacific Power may require up to 10 feet clearance around the vault. If so, site plan will change.
- 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.
- From a site visit, there is an old well on site. Developer will need to properly decommission the well according to proper guidelines

### Water

- A 6-inch water main is available in South 17<sup>th</sup> Street and a water main in Main Street to serve the proposed development. City maps show 2 water services to the property.

- Developer needs to decide if he wants to serve the entire development with one meter or have individual meter for each unit.
- A fire hydrant is located near the intersection of South 17<sup>th</sup> Street and E. Washington Avenue.
- Upon payment of fee, the City of Cottage Public Works crew will tap and set water meters. 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. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.
- The Oregon Administrative Rules requires a 10-foot horizontal separation between water lines and sanitary sewer lines include water and sewer services within the public right of way. The proposed plans meet this requirement.
- Show irrigation lines, number of sprinkler heads and irrigation zones as well as any irrigation meter on the building permit plans to properly size the irrigation meter.
- 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

- A 6-inch sanitary sewer main is available in South 17<sup>th</sup> Street and a 15-inch sanitary sewer main is available in Main Street to serve the proposed development.
- City map shows a sanitary sewer service stubbed to the property and its location is near the Southwest corner of the property. It also shows a sanitary sewer service off the sanitary main in Main Street near the Northwest corner of the property. Sizes are not known.
- If these services are going to be use, Developer will need to locate them and hire a plumber to video tap the sanitary sewer lateral from the property line to the sanitary sewer main. The video will be reviewed by the City. If the integrity of the service is deemed satisfactory, the lateral will be allowed to be used. If integrity of the service is unsatisfactory, the developer will need to install a new sanitary service.
- If a new lateral is required, the pipe must be PVC D3034 pipe and follow City Standard detail No. 304. Contact Engineering department for detail.
- Developers are is responsible for the costs and the construction of the sewer services on private property.

#### **14.34.400 Storm Drainage Improvements**

- A. General Provisions. The City shall issue a development permit only where adequate provisions for storm water and flood water runoff have been made in conformance with the City's Storm Drainage Master Plan and Chapter 14.35, Surface Water Management.**
- B. Accommodation of Upstream Drainage. Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the City Engineer.**

- C. **Effect on Downstream Drainage.** Where it is anticipated by the City Engineer that the additional runoff resulting from the development will overload an existing drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential condition or until provisions have been made for storage of additional runoff caused by the development in accordance with City standards.
- D. **Over-Sizing.** The City may require as a condition of development approval that sewer, water, and/or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable Water, Sewer, and/or Storm Drainage Master Plan, provided that the city may grant the developer credit toward any required system development charge for the same.
- E. **Existing Watercourse.** Where a proposed development is traversed by a watercourse, drainage way, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety.

***Staff Finding:*** The proposed project complies with these criteria. The City Engineer has provided the following comments, which will be considered conditions of approval in regards to storm drainage:

- A 18-inch storm drainage main is in Main Street to serve the proposed development. A catch basin is located near the Northwest corner of the property and storm drainage can be tied into it as well.
- Another option is to direct the roof drains into a weep hole in the curb face. Contact Engineering department for details.
- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed. All storm water runoff from this development shall be contained on the property prior to connecting the public storm drainage system. Building plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system, especially from back of driveway approach. This may include a trench drain at the back of driveway approach.
- If any new on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code.

#### 14.34.500 Utilities

##### A. Underground Utilities.

1. **Generally.** All new utility lines including, but not limited to, those required for electric, communication, lighting, and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, and high capacity electric lines operating at 50,000 volts or above.

***Staff Finding:*** Development of the property will require that all dry utilities be placed underground including telephone, television and power. 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. (See Engineering Comments.)

This criterion shall be met.

2. **Subdivisions.** The following additional standards apply to all new subdivisions, in order to facilitate underground placement of utilities:
  - a. The developer shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that all above ground equipment does not obstruct vision clearance areas for vehicular traffic (Chapter 14.31);
  - b. The City reserves the right to approve the location of all surface-mounted facilities;
  - c. All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and
  - d. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

**Staff Finding:** The project is not a subdivision. This criterion does not apply.

- B. **Exception to Undergrounding Requirement.** An exception to the undergrounding requirement may be granted due to physical constraints, such as steep topography, sensitive lands (Chapter 14.37), or existing development conditions.

**Staff Finding:** An exception to the undergrounding requirement is not requested. This criterion does not apply.

#### 14.34.600 Easements

- A. **Provision.** The developer or applicant shall make arrangements with the City, the applicable district, and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The City's standard width for public main line utility easements shall be determined by the City Engineer.
- B. **Recordation.** As determined by the City Engineer, all easements for sewers, storm drainage and water quality facilities, water mains, electric lines, or other public utilities shall be recorded with the final plat. See Chapter 14.42, Site Design Review, and Chapter 14.43, Land Divisions.

**Staff Finding:** There are no known easements and none proposed. This criterion does not apply.

#### 14.34.700 Construction Plan Approval and Assurances

- A. **Plan Approval and Permit.** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the City, permit fee paid, and permit issued. The permit fee is required to defray the cost and expenses incurred by the City for construction and other services in connection with the improvement. The permit fee shall be set by City Council.
- B. **Performance Guarantee.** The City may require the developer or subdivider to provide bonding or other performance guarantees to ensure completion of required public improvements. See Section 14.42.400, Site Design Review, and Section 14.43.180, Land Divisions.

**Staff Finding:** Public improvements are proposed as part of this application. Development shall meet requirements of City Engineer (see Exhibit A) for all public improvements in the City's right-of-way.



#### 14.34.800 Installation

- A. **Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this Chapter, approved construction plans, and to improvement standards and specifications adopted by the City.
- B. **Adopted Installation Standards.** The Standard Specifications for Public Works Construction, Oregon Chapter A.P.W.A., shall be a part of the City's adopted installation standard(s); other standards may also be required upon recommendation of the City Engineer.
- C. **Commencement.** Work shall not begin until the City has been notified in advance in writing.
- D. **Resumption.** If work is discontinued for more than one month, it shall not be resumed until the City is notified in writing.
- E. **City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the City. The City may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications to the approved design requested by the developer may be subject to review under Chapter 14.46, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.
- F. **Engineer's Certification and As-Built Plans.** A registered civil engineer shall provide written certification in a form required by the City that all improvements, workmanship, and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to City acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide 2 sets of "as-built" plans, in conformance with the City Engineer's specifications, for permanent filing with the City.

***Staff Finding:*** Any new utility work or repair of utility work or connection to any utility within the City right-of-way shall conform to the City of Cottage Grove's detail 602. See Engineering Comments.

#### **Chapter 14.35 — Surface Water Management**

***Staff Finding:*** The proposed system includes piping of all downspouts with on-site private catches and connected to the City storm sewer system. Per engineering comments, the following conditions of approval apply to surface water management on this site.

- A 18-inch storm drainage main is in Main Street to serve the proposed development. A catch basin is located near the Northwest corner of the property and storm drainage can be tied into it as well.
- Another option is to direct the roof drains into a weep hole in the curb face. Contact Engineering department for details.
- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed. All storm water runoff from this development shall be contained on the property prior to connecting the public storm drainage system. Building plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the

public storm drainage system, especially from back of driveway approach. This may include a trench drain at the back of driveway approach.

- If any new on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code.

(See Engineering Comments, Exhibit A.)

This criterion is met.

#### **14.42.600 Site Design Review Approval Criteria**

**The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:**

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

**Staff Finding:** The proposed project complies with the criterion. The project seeks Site Design Review approval. In accordance with Chapter 14.41, a Type III application and review procedure are required. Site design review application submission requirements as outlined by Section 14.42.500 are included with the application. This criterion is met.

- 2. The application complies with all of the applicable provisions of the underlying Land Use District (Chapter 14.22), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;**

**Staff Finding:** Please see staff findings in response to Chapter 14.22 (Residential Districts). This criterion is 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;**

**Staff Finding:** The subject lot is vacant and undeveloped. This criterion does not apply.

- 4. The application complies with all of the Design Standards in Chapter 14.30:**

- a. Chapter 14.31 - Access and Circulation;**
- b. Chapter 14.32 - Landscaping, Significant Vegetation, Street Trees, Fences and Walls;**
- c. Chapter 14.33 - Parking and Loading;**
- d. Chapter 14.34 - Public Facilities;**
- e. Chapter 14.35 - Surface Water Management;**
- f. Chapter 14.36 - Other Standards, as applicable;**
- g. Chapter 14.37 – Sensitive Lands**

**Staff Finding:** Please see code responses to Section 14.30 (Design Standards). With suggested conditions, this criterion is met.

**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.**

***Staff Finding:*** There are no known existing conditions of approval. This criterion does not apply.

## CONCLUSION

Site Design Review **approval** pursuant to Section 14.42.600 Site Design Review Approval Criteria and subject to the recommended conditions is supported by the findings of fact that establish compliance with the applicable state and local standards.

## STAFF RECOMMENDATION

That the Site Design Review SDR 5-22 be **approved** for the three attached dwellings in Phase II of the proposed seven-unit phased cottage cluster development (Tax Map 20-03-28-44-00700) pursuant to Section 14.42.600 Site Design Review Approval Criteria which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

## CONDITIONS OF APPROVAL

1. Major modifications to these plans shall be approved by the Planning Commission.
2. Any commercial use at the north end of the subject property referenced in SDR 6-21 requires a Conditional Use Permit.
3. A Site Development Permit shall be required for the installation of water, sewer and storm water infrastructure, parking, sidewalk/curb cut, landscaping, etc. Building permits are required. Occupancy on building permits will not be approved until the Site Development Permit is complete and all conditions of approval are met and approved by the City of Cottage Grove unless the applicant develops an approved phasing plan in coordination with the Public Works Department.
  - a. Projects that are constructed in phases require that the minimum site development relevant to occupancy (i.e. open space, landscaping in completed areas, parking (auto/bike), lighting, garbage enclosures, etc.) be completed prior to the issuance of a certificate of occupancy
4. New fences/walls shall comply with Development Code standards.
5. The screening of the parking area (4' concrete wall with integrated planter and trees between wall and parking area) as proposed by the applicant shall be a condition of approval.
6. Each dwelling unit shall have its own garbage storage location that is screened from view of the public right-of-way and 10' from adjacent residences.
7. Access permits for driveway entrance(s) shall be processed at time of Land Use Review (at submittal of site development permit).
8. A 20' vision clearance triangle shall be maintained at each driveway with no obstruction between 2.5' – 8' in height.
9. At time of building permit the applicant shall include 5' wide ADA accessible pedestrian path connecting the public right-of-way of S 17<sup>th</sup> Street to the main gate of the four units of Phase I that is not within the parking lot drive aisle. This path shall be raised a minimum of 6" above and adjacent parking areas. All walkways shall be constructed as approved prior to final occupancy of each phase as a condition of approval.

10. All paths and sidewalks within the development shall be paved and meet ADA standards.
11. Asphalt and concrete surface material will be used for driveways, parking areas, and sidewalks.
12. Installation, striping and signage of all parking (6, standard, 1 van accessible ADA,) shall be required prior to occupancy. 90 degree parking stalls shall be 18' long by 9' wide, and the access aisle behind these parking spaces shall be 24' wide.
13. Two long-term bicycle spaces are proposed and shall be installed prior to occupancy. Bicycle racks shall not interfere with pedestrian passages. Design for these bike racks shall be provided as part of the site development permit submittal. Bicycle parking areas shall be well lit. Bicycle parking may also be in each of the individual dwellings.
14. As a condition of approval the covered porch/balcony on the cottages in Phase II shall be a minimum of 12' by 5'
15. A final landscaping plan shall be provided with the site development permit application for approval by the Public Works & Development Department. The final landscaping plans shall show a minimum of 10% of the as landscaped, and shall include a minimum of 1 tree around the parking lot (1 tree for 3000 square feet of paved area) and 6 trees along the frontage adjacent to S 17<sup>th</sup> Street. These trees shall be in the buffers adjacent to the parking areas, but are in addition to the required street trees. Trees will be selected based on growth criteria as described in this section and will be 2" in caliper at 4 feet above grade. A minimum of one tree shall be planted near the parking area.
16. Compliance with the Landscape Materials and Landscape Design sections will be required in all landscaping areas associated with the parking lot area and common areas.
17. Irrigation is required for all multi-family landscape areas. The property owner shall be responsible for the continued maintenance of all landscaping (grass, shrubs, plants and trees) for the duration of the development. 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.). The density of tree coverage shall remain or expand.
18. The two documented trees shall be protected during Phase I construction and may only be removed upon issuance of a building permit for Phase II or if there is a hazard or need to remove to install infrastructure for Phase I.
19. All man-made features required by this approval shall be maintained by the property owner in good condition, or otherwise replaced by the owner per this approval. Modifications to the design, materials, or features of buildings, structures, parking areas or other improvements shall require a Modification of Approval from the Planning Commission or approval of the Public Works & Development Director.
20. No external storage of materials, abandoned vehicles, appliances, metal or other debris shall be allowed on the site.
21. Backflow devices shall be required for all irrigation systems.
22. New mailboxes will be required to meet the approval of the United States Postal Service.
23. Engineering Comments (Exhibit A), October 8, 2021, shall be considered conditions of approval.

## MATERIALS TO BE PART OF THE RECORD

File SDR 5-22

## EXHIBITS

- A. Engineering Comments, October 8, 2021
- B. Fire Marshal Comments, October 7, 2021
- C. Application
- D. Applicant Narrative
- E. Plan Set



## EXHIBIT A

### MEMO

To: Eric Mongan, Senior Planner

From: Ron Bradsby, City Engineer

**Subject: ENGINEERING COMMENTS FOR SDR 6-21 (1707 E. MAIN STREET – CAMPFIRE COTTAGES)**

Date: October 6, 2021

The following comments are based on a set of plans (9 – 24” x 36” sheets) dated August 23, 2021, The plans include an site plan for entire property (1 sheet), phase 1 site plan (1 sheet), elevations of building(s) (2 sheets), landscape plan for entire site (1 page), floor plans (1 sheet), foundation plan (1 sheet), second story flooring plan (1 sheet) and a cross section plan (1 sheet) grading plan. 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 review process and/or development phase of this project.

#### Development Comments

##### General

- Development of the property will require that all cable utilities be placed underground including telephone, television and power. 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.
- Pacific Power may require up to 10 feet clearance around the vault. If so, site plan will change.
- 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.
- From a site visit, there is an old well on site. Developer will need to properly decommission the well according to proper guidelines

##### Streets

- Erosion control is required during construction. Building plans shall include details and language on the method of erosion control.
- A concrete wash out area shall be shown on plans as well as a detail to construct it.
- Phase 1 access is South 17<sup>th</sup> Street.
- A new 24 foot driveway approach is proposed for the Phase 1 entrance/exit location on South 17<sup>th</sup> Street. The approach shall conform to the City of Cottage Grove Standards and City Standard Detail No. 215. Contact Engineering Department for details.

- A five (5) foot sidewalk exist along the South 17<sup>th</sup> Street and East Main Street. Any damage to sidewalk during construction, will result in replacement of a sidewalk panel. Any replacement work shall meet City Standards. Contact Engineering department for details.
- City of Cottage Grove wants an commercial style sidewalk (8 foot wide) along Main Street. Developer will need to dedicate an additional 3 feet of property or provide the City with a sidewalk easement. Developer will be required to construct the additional three foot section in Phase 2. I would recommend that the new section be doveled into the existing section. Contact Engineering Department for sidewalk details.
- Any new utility work or repair of any utility work or connection to any utility within South 17<sup>th</sup> Street and East Main Street shall conform to the City of Cottage Grove Standard Drawing No. 602. Contact Engineering Department for details

### Water

- A 6-inch water main is available in South 17<sup>th</sup> Street and a water main in Main Street to serve the proposed development. City maps show 2 water services to the property.
- Developer needs to decide if he wants to serve the entire development with one meter or have individual meter for each unit.
- A fire hydrant is located near the intersection of South 17<sup>th</sup> Street and E. Washington Avenue.
- Upon payment of fee, the City of Cottage Public Works crew will tap and set water meters. 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. This requirement can be deferred until the building permit process. Contact Utility Maintenance Supervisor for details.
- The Oregon Administrative Rules requires a 10-foot horizontal separation between water lines and sanitary sewer lines include water and sewer services within the public right of way. The proposed plans meet this requirement.
- Show irrigation lines, number of sprinkler heads and irrigation zones as well as any irrigation meter on the building permit plans to properly size the irrigation meter.
- 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

- A 6-inch sanitary sewer main is available in South 17<sup>th</sup> Street and a 15-inch sanitary sewer main is available in Main Street to serve the proposed development.
- City map shows a sanitary sewer service stubbed to the property and its location is near the Southwest corner of the property. It also shows a sanitary sewer service off the sanitary main in Main Street near the Northwest corner of the property. Sizes are not known.
- If these services are going to be use, Developer will need to locate them and hire a plumber to video tap the sanitary sewer lateral from the property line to the sanitary sewer main. The video will be reviewed by the City. If the integrity of the service is deemed satisfactory, the lateral will be allowed to be used. If integrity of the service is unsatisfactory, the developer will need to install a new sanitary service.

- If a new lateral is required, the pipe must be PVC D3034 pipe and follow City Standard detail No. 304. Contact Engineering department for detail.
- Developers are responsible for the costs and the construction of the sewer services on private property.

#### Storm Drainage

- A 18-inch storm drainage main is in Main Street to serve the proposed development. A catch basin is located near the Northwest corner of the property and storm drainage can be tied into it as well.
- Another option is to direct the roof drains into a weep hole in the curb face. Contact Engineering department for details.
- Storm water runoff is not to adversely affect adjacent property owners; therefore no overland flow is allowed. All storm water runoff from this development shall be contained on the property prior to connecting the public storm drainage system. Building plans should include spot elevations or enough detail to show staff that all storm water runoff from site is captured on site before entering the public storm drainage system, especially from back of driveway approach. This may include a trench drain at the back of driveway approach.
- If any new on-site catch basins on site shall meet the standards as outlined by the Uniform Plumbing Code.





Eric Mongan <planner@cottagegrove.org>

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## REQUEST FOR COMMENTS PLEASE

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Danny Solesbee <dsolesbee@southlanefire.org>  
To: Eric Mongan <seniorplanner@cottagegrove.org>

Thu, Oct 7, 2021 at 2:32 PM

Eric, everything looks good from my perspective. Thank you, Danny

[Quoted text hidden]

12/16/22  
(2)



File No.: SDR 8-22  
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: Matzer Development LLC Phone No.: 503-970-2479
- 2. Mailing Address: P.O. Box 1004 Cottage Grove, OR 97424
- 3. Email Address: ebhco@live.com
- 4. Status:  Owner  Agent

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

B. Owner (if not applicant)

- 5. Owner's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_
- 6. Owner's Mailing Address: \_\_\_\_\_
- 7. Email Address: \_\_\_\_\_

C. Location of Property

- 8. Address/Location: 1707 E. MAIN ST. Cottage Grove, OR 97424
- 9. Map & Tax Lot Number: 20-03-28-44-00700
- 10. Present Use: Vacant / Phase II Campfire Cottages SDR 6-21
- 11. Proposed Use: Want to Attach all 3 units together North to South

D. Request for Consideration

- 10. Type of Land Use Application applying for: Type 3 Site Design Review  
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. Project Description: \_\_\_\_\_

8/10  
Combine all 3 units together  
1/2  
+ 4 unit  
Approval



**MATZER DEVELOPMENT**

December 13, 2022

Eric Mongan  
City Planner  
City of Cottage Grove

RE: Site Design Review Phase II "Campfire Cottages" Development  
Site Address: 1707 E. Main Street, Cottage Grove  
Map/TL 20-03-28-44-0070  
Zone: ( R-1 ) low Density Residential  
Review file SDR 6-21

Good morning Eric,

Here is this letter of narrative for the site design review for Phase II of the Campfire Cottages by Matzer Development LLC.

In Phase II the 3 units proposed, we would like to continue the 5' setback from the east propertyline, and also we want to attach all 3 units instead of having the 6' separation between.

Thank you for consulting the City legal counsel regarding this request for putting all 3 units together.

Thank you for reviewing this application for the type III site design review, If you have any questions regarding this please do not hesitate to contact me at 503-970-2479

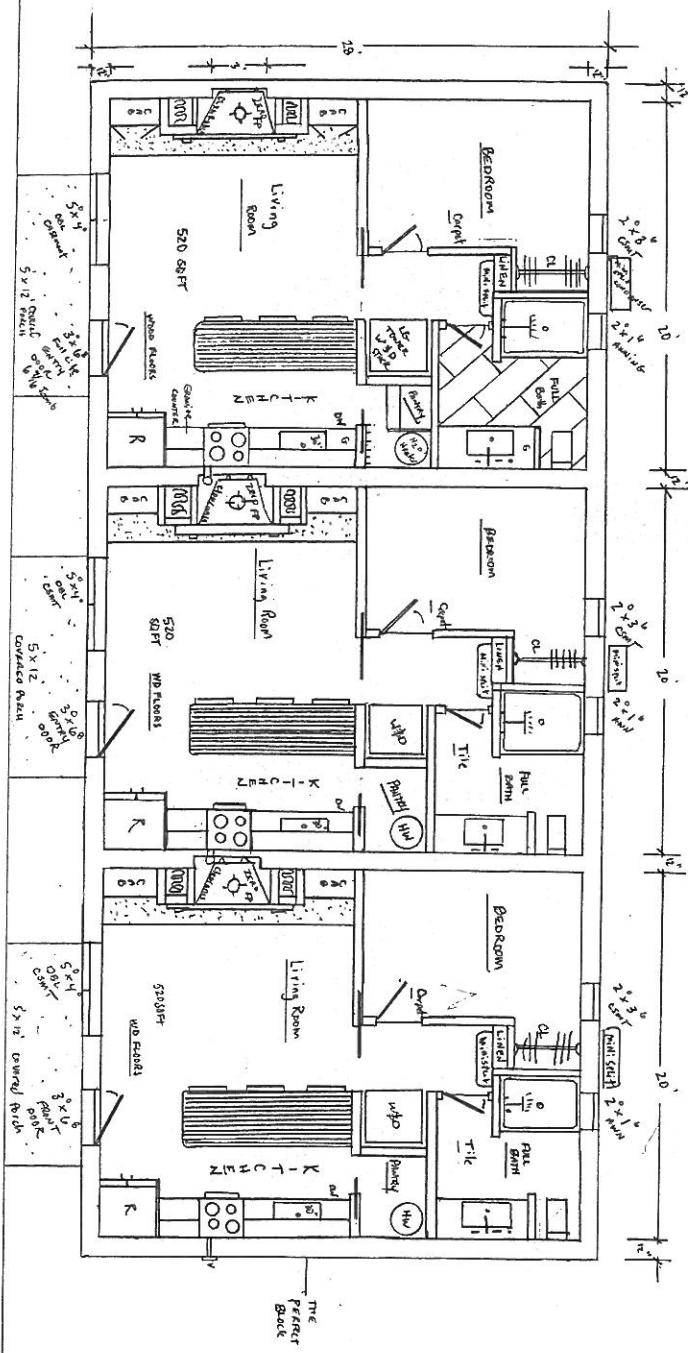
Sincerely,

Matt Boozer  
Owner/ Executive Member  
Matzer Development LLC

EXHIBIT E

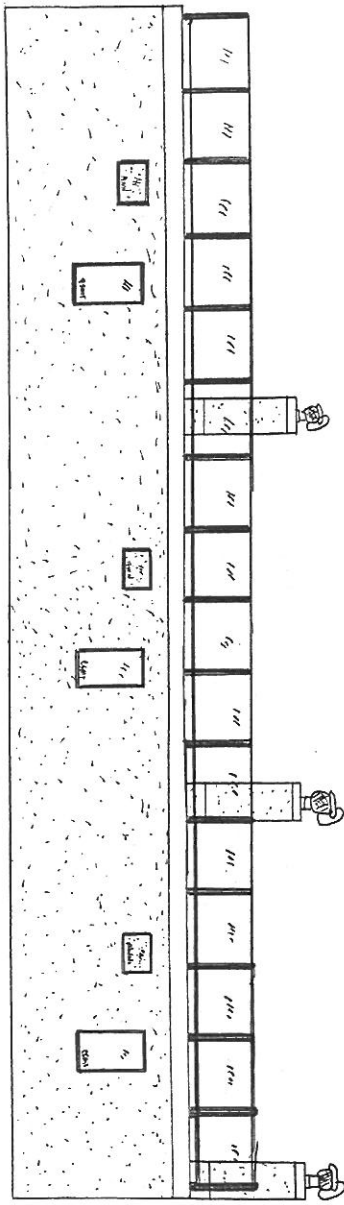
ADDRESS:  
 38 42<sup>nd</sup> South 17<sup>th</sup> St.  
 Cottage Grove, OR 97124

0-1.5  
 1<sup>st</sup> FLOOR PLAN  
 Scale 1/4" = 1'

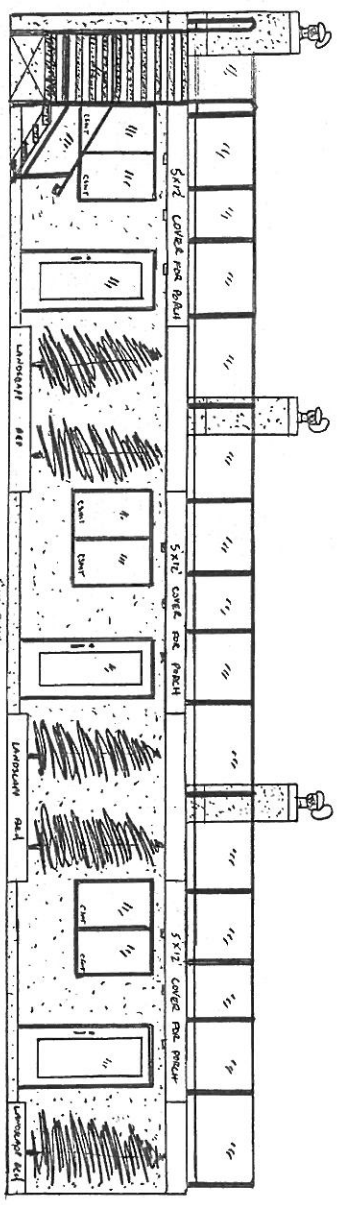


MARZEC DEVELOPMENT LLC
P.O. Box 1007 Cottage Grove, OR 97124
503-970-2479
PROJECT
CAMPFIRE PHASE CONTACTS II 38 42 <sup>nd</sup> S. S. 17 <sup>th</sup> St. Cottage Grove, OR 97124
Revision History
SHEET INFORMATION 1 <sup>st</sup> FLOOR PLAN
KEY NOTES
SHEET TITLE 1 <sup>st</sup> FLOOR PLAN
SHEET 2 of 4





8-2 ELEVATION - REAR  
Scale 1/4" = 1'



8-2 ELEVATION - FRONT  
Scale 1/4" = 1'

MATTEL  
DEVELOPMENT LLC

P.O. Box 1007  
Cottage Grove, OR  
97124

503-970-2479

PROJECT

CAMPFIRE  
COTTAGES Phase II  
38,42,46  
S. 17<sup>th</sup> Street  
COTTAGE GROVE, OR  
97124

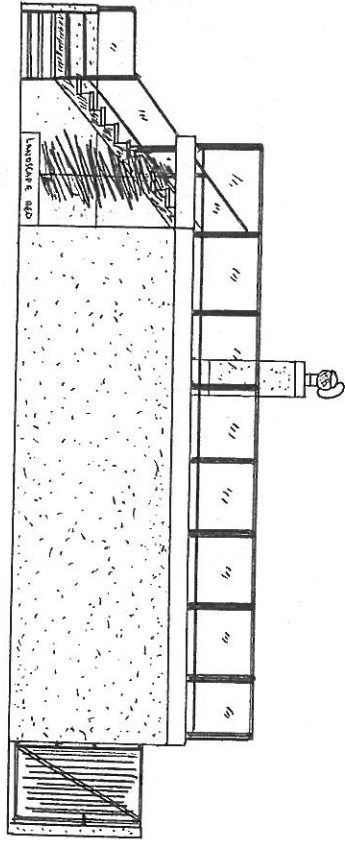
REVISION HISTORY

SHEET INFORMATION  
ELEVATIONS  
FRONT - REAR

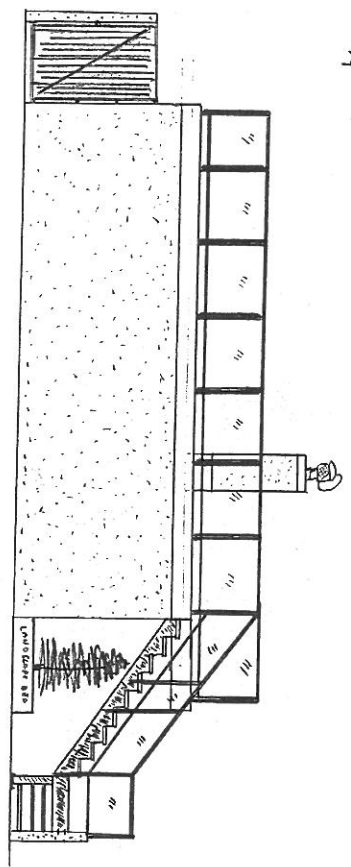
KEY NOTES

SHEET TITLE  
ELEVATIONS  
- FRONT  
- REAR

SHEET 3 of 4



B-3  
ELEVATION - South side  
SCALE 1/4" = 1"



B-3  
ELEVATION - North side  
SCALE 1/4" = 1"

MATZER  
DEVELOPMENT  
LLC

P.O. Box 1004  
Cottage Grove, OR  
97124

503-970-2479

PROJECT  
CAMPFIRE  
COTTAGES  
PHASE  
38 42, 46  
S. 17th CT.  
COTTAGE GROVE, OR  
97124

REVISION HISTORY

SHEET INFORMATION

KEY NOTES

SHEET TITLE  
ELEVATIONS  
- North side  
- South side

SHEET 4.14