

**CITY OF COTTAGE GROVE PLANNING COMMISSION**  
Minutes of the Regular Public Hearing  
May 15, 2024

**CALL TO ORDER**

Chair Rigel called the meeting to order at 7:00 p.m.

**ROLL CALL**

Recording Secretary Tina MacDonald called the roll. The following were:

PRESENT IN THE COUNCIL CHAMBERS	Chair Ashley Rigel, Vice Chair Brandon Parsons, Garland Burback, Tim Burns, Thomas Munroe and David Christopher
PRESENT VIA ZOOM	None
ABSENT:	Jeff Gowing
STAFF PRESENT IN THE COUNCIL CHAMBERS:	City Planner-Eric Mongan, Assistant Planner-Leni Crow Public Works & Development Director- Faye Stewart, Recording Secretary Tina MacDonald
APPLICANT PRESENT:	Slabtown BMX – 74113 London Rd., Cottage Grove, OR 97424
MEDIA PRESENT VIA ZOOM:	None

Staff advised that this hearing had been advertised and publicized and notices posted as required by law. It was asked that any correspondence received be noted as a part of the item on the agenda.

**ITEMS TO BE ADDED TO THE AGENDA**

None

**MINUTES**

March 20, 2024

**IT WAS MOVED BY COMMISSIONER CHRISTOPHER AND SECONDED BY COMMISSIONER BURNS TO APPROVE THE MINUTES FOR MARCH 20, 2024.**

Vote on the motion as follows:

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Gowing	Commissioner Burns	Commissioner Munroe	Commissioner Parsons	Commissioner Christopher
AYES	X	X		X	X	X	X
NAYES							

Minutes for March 20, 2024 are approved.

**EX PARTE CONTACT**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**7:05 PM Public Hearing for S 1-24 Opened**

- (a) JOHN SELLERS – SUBDIVISION (TENTATIVE) (S 1-24). APPLICANT IS SEEKING APPROVAL TO SUBDIVIDE MAP/TL 20-03-33-24-00900 INTO 5 LOTS, 1040 S. 8<sup>TH</sup> STREET as the True North Subdivision. Relevant Criteria: 14.43.140 Approval Criteria: Preliminary Plat, Chapter 14.22 Residential Districts. Applicant: John Sellers, 3353 Lone Pine Rd, Medford, OR 97504. Hearing Date: May 15, 2024 at 7:00 PM, Council Chambers and virtually (see [www.cottagegroveor.gov](http://www.cottagegroveor.gov) for meeting link), Cottage Grove City Hall; 400 E Main Street, Cottage Grove, OR 97424

Assistant City Planner Leni Crow presented S 1-24

MATERIALS TO BE PART OF THE RECORD

- Application
- Applicant’s narrative
- Preliminary plat
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering Comments dated March 25, 2024
- Comments received April 8, 2024 from Sonja Towner at 847 Pierce Ave
- File S 1-24

Proposal:

The applicant has proposed a tentative subdivision at 1040 S. 8<sup>th</sup> St, entitled “True North Subdivision”. This proposal is for an approximately 0.53ac subject area, contained within Tax Map 20-03-33-24, Tax Lot 0090. The proposed subdivision will consist of five (5) total lots, with the existing residence remaining on the Lot One along S. 8<sup>th</sup> St. The subject parcels are currently zoned R1 – Single-Family Residential, and have a minimum density of 4 units per acre.

The proposed lot sizes are as follows: The existing residence is located on proposed Lot 1 along S. 8<sup>th</sup> St, with lot dimensions of 60ft x 100ft, for a total of 6,000sqft. The other four lots are located along Pierce Ave, and will be sized 45ft x 100ft, for a total of 4,500sqft per parcel. All proposed lots adhere to the standards of the R1 zone. This application shall meet the criteria within Section 14.43.140, and is supported by staff's findings of facts contained within the staff report.

The applicant has applied concurrently for a vacation (VAC 1-24) of a 12ft alley that runs north to south through roughly the center of the parcel.

Pierce Ave is not currently developed to City Standards. Per the City Planner's Engineering comments, an alley style street cross-section is appropriate for this development. Paving to City Standards is required at 18ft wide with drainage to the center of the paving to a professionally designed storm sewer system.

The current residence will meet all setbacks as proposed, within the staff report there is a condition of approval that the back patio cover be removed or at least must adhere to the rear setback of 5ft. The applicant has removed that cover, as confirmed by site inspection.

There was comment received on April 8, 2024 though it is dated for April 10, 2024, as shown in front of you. While the applicant expresses concern regarding overflow parking if the 4 lots on the east side were to be developed with duplexes, this application is solely for the subdivision of land, and does not include any proposed development at this time. At the time of building permits, the applicant will be required to supply the minimum amount of parking per the type of development.

#### COMMENTS RECEIVED

Included with the application. No other comments were received.

Staff is recommending that the Subdivision S 1-24 be **approved** for the proposed five (5) lot subdivision titled "True North Subdivision" pursuant to Section 14.43.140 which are supported by findings of fact and conditions that can establish compliance with applicable state and local standards.

**IN FAVOR** None

**NEUTRAL** None

**AGAINST** None

**Chair Rigel closed public meeting S 1-24 at 7:09 pm and brought it back to the Commission.**

Commissioner Munroe asked about the alley that runs through the middle of the parcel being vacated. Assistant Planner Crow stated that the only access to the proposed subdivision will be off of Pierce and South 8<sup>th</sup> Street.

**IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER GOWING TO APPROVE APPLICATION S 1-24 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT. THIS APPROVAL SHALL BE SUBJECT TO THE CONDITIONS PRESENTED BY STAFF DURING THIS HEARING.**

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Munroe	Commissioner Burns	Commissioner Gowing	Commissioner Parsons	Commissioner Christopher
AYES	X	X	X	X		X	X
NAYES							

Motion carries.

**7:11 PM Public Hearing for ZC 1-24 Opened**

(b) JOHN LEE – LAND USE DISTRICT MAP CHANGE (ZC 1-24). TO REZONE SOUTHERN PORTION OF MAP/TL 20-03-28-44-02900, 55 S. 17<sup>th</sup> Street (Parcel 2 of CG File No. P 2-24) FROM C2P – COMMUNITY COMMERCIAL TO RC-RESIDENTIAL COMMERCIAL. Relevant Criteria: 14.47.500 Criteria for Legislative & Quasi-Judicial Amendments. Applicant: John Lee, PO Box 602, Cottage Grove, OR 97424. Hearing Date: May 15, 2024 at 7:00 PM, Council Chambers and virtually (see [www.cottagegrove.org](http://www.cottagegrove.org) for meeting link), Cottage Grove City Hall; 400 E Main Street, Cottage Grove, OR 97424

Assistant City Planner Leni Crow presented ZC 1-24.

**MATERIALS TO BE PART OF THE RECORD**

- Application
- Applicant’s narrative
- Preliminary plat
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- File ZC 1-24

**Proposal:**

The applicant has proposed a zone change in conjunction with a pending partition (City of Cottage Grove File No. P 2-24), which would re-zone the southern portion of the property (Parcel 2) to RC - Residential Commercial from C2P – Community Commercial. RC – Residential Commercial is an approved zoning district for the C – Community Commercial Comprehensive Plan Designation. This application shall meet the criteria in Section 14.47.500, and is supported by staff’s finding of facts contained within the staff report. The statewide planning goals of 1-13 apply.

Applicable Goal	How the Application Addresses Said Goal	Goal Met?
<p>Goal 1 – Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.</p>	<p>-Public Notice was sent out on ____            -DLCD was notified on April 9, 2024            -Planning Commission Hearing will be held on May 15, 2024            -Ordinance will be heard at City Council on May 28, 2024</p>	<p>Yes</p>
<p>Goal 2 – Land Use Planning: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.</p>	<p>The proposed change followed the process established in Title 14 of the City of Cottage Grove Municipal Code and has been found compatible with the City’s Comprehensive Plan.</p>	<p>Yes</p>
<p>Goal 3 – Agricultural Lands: To preserve and maintain agricultural lands.</p>	<p>Land within acknowledged urban growth boundaries is not considered agricultural. The subject property is within the acknowledged urban growth boundary of Cottage Grove, and is within the city limits.</p>	<p>Yes</p>
<p>Goal 4 – Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state’s forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.</p>	<p>Forest lands are those lands acknowledged as forest lands as of the date of adoption of this goal amendment. The subject property has never been acknowledged as forest lands.</p>	<p>Yes</p>
<p>Goal 5 – Natural Resources: To protect natural resources and conserve scenic and historic areas and open spaces.</p>	<p>No known wetlands or historic areas are located on the subject property. The property is outside of the riparian corridor, and is not designated as floodplain.</p>	<p>Yes</p>

Goal 6 – Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.	There are no anticipated capacity problems with the existing and planned facilities in the area to accommodate existing or potential residential or commercial uses.	Yes
Goal 7 – Areas Subject to Natural Disasters and Hazards: To protect people and property from natural hazards.	The subject parcel is not known to be subject to any natural disasters or hazards that are not city-wide in nature (such as earthquakes).	Yes
Goal 8 – Recreational Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.	The subject parcel is approximately 510ft from Coiner Park, and less than 1,000ft from the Row River Trail.	Yes
Goal 9 – Economic Development: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.	The allowed uses for the C2P and RC zone are similar, which preserves the commercial uses and inventory.	Yes
Goal 10 – Housing: To provide for the housing needs of citizens of the state.	The proposed zone change will allow the outright re-development of a single-family dwelling, as well as additional housing types with varying standards, which directly addresses the need for additional dwellings.	Yes
Goal 11 – Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.	The subject parcel is already adequately served with public facilities. Sidewalk already exists on S 17 <sup>th</sup> St. The subject parcel is adequately served by police service, public transit, and a thorough transportation network.	Yes
Goal 12 – Transportation: To provide and encourage a safe, convenient and	The subject parcel has frontage via S. 17 <sup>th</sup> St, which is a fully constructed right-of-way.	Yes

economic transportation system.		
Goal 13 – Energy Conservation: To conserve energy.	The proposed zone change will promote more energy efficient development by retaining existing development and public services. The change will conserve energy by reducing needs for green-field development and expansion of city services.	Yes
Goal 14 – Urbanization: To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.	The subject property has been annexed to the City of Cottage Grove and is inside the City’s acknowledged Urban Growth Boundary.	Yes

Assistant Planner Crow touched on Goals 9 and 10. Goal 9 is Economic Development. The existing structure has been historically used as residence and a commercial space. The subject property was identified in the 2009 Economic Opportunities Analysis, and the proposed zone change does not remove the land from this inventory, as the proposed zone change is to RC – Residential Commercial. The allowed uses within the C2P and RC zone are similar, which preserves the commercial uses and inventory.

Goal 10 is the Housing goal. The proposed zone change would allow for the outright re-development of a single-family dwelling, as well as additional housing types with varying standards, whereas with the C2P zone, if the structure was to be replaced with a housing unit, it would require the ground floor to be commercial space, and the residence would need to be placed on the second floor or 25ft behind the main commercial front façade. The RC zone allows the potential uses for this structure to be either outright permitted dwellings or a commercial space.

Currently, the proposed parcel 2 size would not adhere to C2P lot width standards, and needs to receive zone change approval before the partition can be processed. RC – Residential Commercial allows for more appropriate potential uses that this parcel can accommodate given the dimensions, lot size, and existing lot coverage.

Staff is recommending **Approval** of ZC 1-24 to amend the Comprehensive Plan Land Use Map, pursuant to Section 14.41.500, which is supported by findings of fact, to change the zoning of 55 S. 17<sup>th</sup> St (Parcel 2 from CG File No. P 2-24) from C2P – Community Commercial to RC – Residential Commercial.

IN FAVOR None  
 NEUTRAL None  
 AGAINST None

**Chair Rigel closed public meeting on ZC 1-24 at 7:17 pm and brought it back to the Commission.**

**IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER MUNROE TO APPROVE APPLICATION ZC 1-24 AS PRESENTED BASED ON THE CRITERIA FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS STATED IN THE STAFF REPORT. THIS APPROVAL SHALL BE SUBJECT TO THE CONDITIONS PRESENTED BY STAFF DURING THIS HEARING.**

VOTE	Commissioner Rigel	Commissioner Burback	Commissioner Munroe	Commissioner Burns	Commissioner Gowing	Commissioner Parsons	Commissioner Christopher
AYES	X	X	X	X		X	X
NAYES							

Motion carries.

**7:18 PM Public Hearing for CUP 1-24 Opened**

- (c) SLABTOWN BMX – CONDITIONAL USE PERMIT (CUP 1-24). APPLICANT IS SEEKING A CONDITIONAL USE PERMIT TO CONSTRUCT A BMX TRACK ON A PORTION OF MAP/TL 20-03-35-00-01500, 3300 Row River Road, Cottage Grove, OR 97424. Relevant Criteria: Conditional Use Permits – Chapter 14.44. Applicant: Slabtown BMX, Cottage Grove, OR 97424. Hearing Date: May 15, 2024 at 7:00 PM, Council Chambers and virtually (see [www.cottagegrove.org](http://www.cottagegrove.org) for meeting link), Cottage Grove City Hall; 400 E Main Street, Cottage Grove, OR 97424

Assistant City Planner Crow presented CUP 1-24.

**MATERIALS TO BE PART OF THE RECORD**

- Applicant’s Application
- Applicant’s Narrative
- Minutes and information from Community Meeting dated April 5, 2024
- Site Plan
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering comments dated May 2, 2024 from City Planner Eric Mongan
- Lane County Transportation Planning correspondence



Proposal:

This Type III Conditional Use Permit application is to re-establish a BMX track located on a portion of 3300 Row River Rd, Map/Tax Lot 20-03-35-00-01500. This parcel is zoned PR – Parks & Recreation and is currently improved with the Water Treatment Plant. Per Table 14.25.110, a BMX Track is a conditionally allowed use, hence this Type III Conditional Use application. This application shall meet the criteria within Section 14.43.140, and is supported by the findings of fact within the staff report.

The location of the proposed BMX track is on the south-eastern portion of this parcel, in the same location that the previously approved BMX track was. The applicant (Slabtown BMX) is proposing to surround the BMX track with a 6ft chain-link fence, which will host riders during racing events held on Wednesday evenings and Sundays. The duration of these events can vary, depending on the type of event and how many entrants there are. Slabtown BMX intends to place two moveable conex boxes on the site which will include a concessions/registration booth, and a tool/loaner equipment storage box, as well as two portable toilets. The parking lot is already existing, and the applicant proposes to grade and rock the parking area in the winter months to keep it level, and keep dust down during races with the use of the on-site well. The applicant proposed are three ADA parking spaces that will have a path leading from the spaces to the main entrance.

Day parking will be open to the public so as to allow access to the trails / river, and no overnight camping will be permitted. The applicant does state that day parking might be limited or not available during larger racing events. The proposed days of races is Wednesday and Sunday, with registration starting on Wednesday around 6-7pm, and Sunday from 10-11am, with the actual races lasting anywhere between 2-4 hours, depending on how many entrants there are.

Section 14.41.800 requires the applicant to host a noticed neighborhood meeting within six-months of the application date. The applicant completed a notice to adjacent property owners within 300ft and completed an on-site posting. The meeting was held April 5<sup>th</sup>, 2024, and there were two attendees, but did not have comments regarding the proposal.

Staff has made conditions of approval to limit the amount of glare from light spill, requiring the light fixtures to be cast downward and shielded. Unreasonable noise is enforced before 7am and after 9pm. Trash receptacles must be placed, and the access drive aisle to the boat ramp / river shall not be obstructed.

The applicant is proposing to utilize existing access points off Row River Road, and will need to obtain the necessary permits from Lane County if they choose to enhance or alter these access points.

While there is not a minimum amount of parking required within the PR – Parks and Recreation Zone, the applicant had calculated there are about 65 parking spaces within their proposal area. However, ADA spaces are required. Due to the amount of proposed parking being 65 spaces, there are a minimum of 3 ADA parking spaces and 1 van ADA space required. As mentioned before, the applicant proposed 3 total ADA spaces. As a condition of approval, staff required 4 total ADA spaces, van space included, all of which will be paved and labeled as appropriate. Applicant did propose an ADA walkway to the track that connected to these ADA spaces. Staff is not requiring the paving of the existing parking lot, nor additional paved walkways.

Per Table 14.33.400, there is not any required long-term bicycle parking, and either 8 OR Conditional Use Review determined short term bicycle parking spaces are required. Given the CU application,

location of the proposed development, and the proposed use, staff does not feel that bicycle parking is applicable.

**Staff recommends to keep the record open** until the next public hearing on June 19, 2024 to address Lane County Transportation Planning’s concerns regarding a required TIA – transportation impact analysis.

**IN FAVOR** Brandon Meyer 34366 Row River Rd., Cottage Grove, OR 97424

Mike Kelley 34456 Row River Rd., Cottage Grove, OR 97424

**NEUTRAL** None

**AGAINST** None

### **INFORMATION FROM STAFF**

City Planner Mongan spoke about the Pedestrian Bicycle Master Plan moving towards early summer adoption. The Planning Commission will see it one more time, in its draft state.

Regarding the Economic Opportunities Analysis process there will be a meeting with staff in the coming week with a consultant.

There was discussion regarding the Governors housing bill. Cities were able to draft proposals during the short session. Just North of Cleveland was put forth as a project and the City received 3 million to move forward. Using system development fee reserves should provide the resources necessary to complete the project.

R Street is a separate project and is out for bid.

### **AUDIENCE PARTICIPATION**

None

### **COMMISSION COMMENTS**

None

### **ADJOURNMENT**

There being no further business, Chair Rigel adjourned the Planning Commission meeting at 7:38 p.m.

ATTEST:

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Tina MacDonald, Recording Secretary

APPROVED:

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Ashley Rigel, Chair