

CITY OF COTTAGE GROVE PLANNING COMMISSION
Minutes of the Regular Public Hearing
July 17, 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, Garland Burback, Thomas Munroe, Jeff Gowing and David Christopher

PRESENT VIA ZOOM: Vice Chair Brandon Parsons, Jeremy Means, Planning Intern

ABSENT: Tim Burns

STAFF PRESENT IN THE COUNCIL CHAMBERS: Community Development Coordinator Eric Mongan, Associate Planner-Leni Crow, Recording Secretary Tina MacDonald

APPLICANT PRESENT VIA ZOOM: Kevin Solonsky & Jacques Alcabes – Malk II, LLC

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

June 19, 2024

IT WAS MOVED BY COMMISSIONER GOWING AND SECONDED BY COMMISSIONER CHRISTOPHER TO APPROVE THE MINUTES FOR JUNE 19, 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 June 19, 2024 are approved.

EX PARTE CONTACT

None

OLD BUSINESS

None

7:06 PM Public Hearing for SDR 2-24

- (a) GEOMAX, INC – SITE DESIGN REVIEW (SDR 2-24). DEVELOP EIGHT (8) RENTAL SPACES ON LOT 7 OF THE COTTAGE GROVE INDUSTRIAL PARK. Applicant is seeking approval to develop Eight (8) rental spaces on Lot 7 of the Cottage Grove Industrial Park (MAP/TL 20-03-32-43-00500). Relevant Criteria: 14.42.600 Site Design Review Approval Criteria. Applicant: Geomax, Inc. 806 N. 9th Street, Cottage Grove, OR 97424. Hearing Date: July 17, 2024 at 7:00 PM, Council Chambers and virtually (see www.cottagegrove.org for meeting link), Cottage Grove City Hall; 400 E Main Street, Cottage Grove, OR 97424.

Associate City Planner Leni Crow presented SDR 2-24.

MATERIALS TO BE ADDED TO THE RECORD

- City of Cottage Grove File: SDR 2-24
- Applicant’s Application
- Applicant’s Narrative
- City of Cottage Grove Completeness Correspondence
- Affidavit of Posting
- Affidavit of Notice
- Engineering Comments dated June 21, 2024
- Revised Memo to Planning Commission dated July 15, 2024
- Revised Staff Report

Proposal:

Malk LLC is proposing to construct a 15,720sqft industrial “rent-a-shop” building at Map / Tax Lot 20-03-32-43-500. This structure will contain 7 separate rental spaces which are 30ft by 68ft, with a 12ft by 16ft office space within them. They will also all have an ADA accessible bathroom, and a 12ft by 14ft roll-up door and a standard entrance on the front façade. The units face south towards a 20-space parking lot.

The applicant proposes a 22.3ft front setback. There is a proposed rear setback of 5.94ft that tapers into a 1.31ft setback. While the required rear setback for this zone is 10ft, the parcel that is directly west of this parcel is owned by the City, is where the mitigated wetlands from the industrial park are located, and there is a 50ft wide easement that abuts the shared property line. Due to these factors, staff feels that while the proposed development does not meet the required rear setback, both of the encumbrances on the abutting parcel make it so that no additional development will be located within 50ft of the new building, meeting the intent of the code. There are not any side setbacks required for this development, but the applicant proposes side setbacks of 10ft and 59ft.

Because this application is just for the development of the structure, at the time a new tenant moves in, either a Type I change of use or Type III Conditional Use permit will be required, depending on the proposed use per Table 14.24.110. At this time there are no proposed tenants that staff is aware of.

The parking lot contains a fire turnaround and access lane, which was reviewed by the fire marshal and determined to be adequate.

Per Section 14.31.300(B)(1), when a walkway abuts a driveway or street shall be raised 6 inches and curbed, but 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. Given the purpose and nature of this development, staff acknowledges that a raised sidewalk or a protective barrier is not feasible, and the current proposal is sufficient. This also matches the other rent-a-shop development previously applied for by the same owner, and approved in 2021. The proposed walkway crossing to the parking area shall be appropriately striped.

The applicant proposes approximately 16% of the site be landscaped, which is compliant with the minimum 5%, however, before building permits will be issued, the applicant will need to revise the landscaping plan to show 5gal plants, as opposed to the 3gal plants on the submittal. Per Section 14.32.300(E)(2), there is a requirement of at least one tree per 3,000sqft of paved vehicular use area, which for this development, would be a total of 5 trees. The applicant is proposing to retain one tree at the entrance to Getty Circle, and plant two more along the southern property line, and use the existing shared landscape bay with the southern parcel which contains 4 existing trees. Staff finds this to be sufficient. In this section, there is also a required 7ft wide perimeter landscape strip in the parking areas. The western grass strip ranges from 6.9ft to 1.3ft, but this is the side that abuts the mitigated wetlands and easement, so staff found this to be acceptable as well. This landscaping area is required to have a 6inch curb, but again, because of the mentioned encumbrances, staff finds it acceptable to not require a curb on the west side. A fence is also required between adjoining industrial properties, but because the southern property line abuts the parking area and it proposes the fire lane stubbed out to the south, staff does not find that a fence at this location is required at this time.

Planting islands in parking areas are required to be at least 7 ft in width with a total area of 140sqft, with at least 1 canopy tree, and parking stalls must be within 45ft. Neither of the islands in the parking lot are compliant with this standard, as the western island is 5ft wide and roughly 100sqft without a tree, the parking island on the east side of the parking lot is sufficient in size,

but is only 4.6ft wide at its smallest point, and does not contain a tree either. Additionally, parking space 11 is more than 45ft from either landscape island. Before building permits will be issued, the applicant will have to show compliance with these standards of Section 14.32.300(E)(2)(b)(4).

The applicant is not required to plant street trees at this time, due to the existing proposed retained tree and layout of the site, but shall replace any trees damaged during construction that may occur.

The project must comply with the minimum parking requirement identified in Table 14.33.300A, which states the minimum parking requirement for Light and Medium / Heavy Manufacturing and Production is 1 space per 1,000 sqft and one company vehicle space, which equates to 16 parking spaces. Given that the uses that will be utilizing this space are unknown at this time, the applicant has proposed 19 parking spaces and one van accessible ADA space, for a total of 20 spaces. Staff acknowledges that this amount of parking may limit the potential uses that this development can accommodate.

The applicant has proposed a 23ft wide access and driveway, which widens into an approximately 25ft wide aisle at the closest point between a parking space and the walkway along the southern edge of the building, which meets criteria of Section 14.33.300(i). Additionally, the applicant mentions bicycle parking in the narrative, but does not demonstrate this in the application materials. Prior to issuance of building permits, this shall be required.

Staff is recommending that the Site Design Review SDR 2-24 be **approved** for the rental shops building on Lot #7 of the Cottage Grove Industrial Park 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.

IN FAVOR None
NEUTRAL None
AGAINST None

Chair Rigel closed public hearing SDR 2-24 at 7:13 pm.

IT WAS MOVED BY COMMISSIONER BURBACK AND SECONDED BY COMMISSIONER CHRISTOPHER TO APPROVE APPLICATION SDR 2-24 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.

NEW BUSINESS

None

INFORMATION FROM STAFF

Community Development Director Mongan shared that there will also be some joint work sessions with the City Council coming up for the proposed Urban Renewal District and the Pedestrian Bicycle Plan. These will occur in August and September.

Staff is hoping to have the final vote on the BMX track at the next meeting.

AUDIENCE PARTICIPATION

None

COMMISSION COMMENTS

None

ADJOURNMENT

There being no further business, Chair Rigel adjourned the Planning Commission meeting at 7:15 p.m.

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Ashley Rigel, Chair