

CITY OF COTTAGE GROVE PLANNING COMMISSION
Minutes of the Regular Public Hearing
August 21, 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, Thomas Munroe, Brandon Parsons, Tim Burns and David Christopher

PRESENT VIA ZOOM: None

ABSENT: Garland Burback

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

APPLICANT PRESENT VIA ZOOM: None

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

July 17, 2024

IT WAS MOVED BY COMMISSIONER CHRISTOPHER AND SECONDED BY COMMISSIONER MUNROE TO APPROVE THE MINUTES FOR JULY 17, 2024.

Vote on the motion as follows:

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

Minutes for July 17, 2024 are approved.

EX PARTE CONTACT

None

OLD BUSINESS

- (a) 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: June 19, 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.

7:06 PM DISCUSSION OF OLD BUSINESS - 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
Comments received from proponents

ITEMS TO BE ADDED TO THE RECORD:

Response to Lane County public comment that was received within the comment period
Memo from the Community Development Director

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.

The location of the proposed BMX track is on the south-eastern portion of this parcel, in the same location that the previous 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. Events will last anywhere from 2-4 hours. 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. There are no proposed changes to the existing access.

Day parking will be open to the public so as to allow access to the trails / river, and no overnight camping will be permitted.

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 5th, 2024, and there were two attendees, but did not have comments regarding the proposal.

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.

Community Development Director Mongan discussed the memo regarding the City response to Lane County with the Planning Commission. After further review and discussion with the City Engineer, further correspondence with Lane County and discussions with legal council staff is of the opinion that the requirement of Lane County for a Traffic Impact Analysis is not enforceable under City of Cottage Grove code. Given that the development site area is within City limits, while accessed from Row River Rd., which is a Lane County owned road, there are no proposed changes to the existing access into the site area. At this time, with this given information, staff does not feel that it can warrant a conditionally required finding of establishing that an access permit is required with Lane County. Staff feels confident that they have made the correct decision in this unique situation. There is an amended Condition of Approval, 8, in the staff report that speaks to the applicant/lessor needing approval from the City if any alterations are sought to the existing vehicle access points to Row River Rd. If the City does grant permission then a request for a Lane County facilities permit would be required.

Staff does recommend approval of CUP 1-24 with the revised conditions of approval.

Chair Rigel asked about the process of the response to Lane County. If Lane County wanted to appeal they could. Community Development Director Mongan discussed the long standing access to the Water Treatment Facility being a permitted access point to Row River Rd. Lane County was unable to find a record of the access permit. The previous BMX track along with all three access points are all shown in the City's permitting records. The commission discussed the specific access points and location off of the pavement of Row River Rd.

The whole intention of this application is that it is a volunteer effort to recreate a space and use with the existing accesses.

IT WAS MOVED BY COMMISSIONER PARSONS AND SECONDED BY COMMISSIONER BURNS TO APPROVE APPLICATION CUP 1-24 WITH AMENDMENTS, 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 Parsons	Commissioner Christopher	
AYES	X		X	X	X	X	
NAYES							

Motion carries.

NEW BUSINESS

None

INFORMATION FROM STAFF

Community Development Director Mongan stated that the Pedestrian Bicycle Master Plan will come before the Planning Commission on September 18th as a Comprehensive Plan Amendment to recommend approval to City Council. There will also be a Zone Change coming next month as a companion to a recent Annexation that will go before Council on the 26th.

Mongan also shared that he will be leaving the City. His last day will be September 6th.

AUDIENCE PARTICIPATION

Members of the community shared their thanks for the support and diligence from the City Staff and Planning Commission in the approval of the BMX Track.

COMMISSION COMMENTS

Commissioner Burns will be out of state in September, so will not be able to attend.

ADJOURNMENT

There being no further business, Chair Rigel adjourned the Planning Commission meeting at 7:26 p.m.

ATTEST:

APPROVED:

Tina MacDonald, Recording Secretary

Ashley Rigel, Chair