

**CITY OF COTTAGE GROVE  
PLANNING COMMISSION**  
Minutes of the Regular Public Hearing  
July 18, 2007

**CALL TO ORDER**

Chair Parsons called the meeting to order at approximately 7:30 p.m. in the Council Chambers at City Hall.

**ROLL CALL**

Recording Secretary Cindy Blacksmith called the roll. The following were:

Present: Chair Matt Parsons, Commissioners George Devine, David McClean, Rudy Severns, and Lloyd Williams

Absent: Commissioners Savannah Crawford and Mike Fleck

Staff Present: Community Development Director Howard Schesser, City Planner Amanda Ferguson, Jessica Duggan, and Recording Secretary Cindy Blacksmith

Staff Absent: None

News Media Present: Jon Stinnett, Cottage Grove Sentinel

**MINUTES**

IT WAS MOVED BY COMMISSIONER WILLIAMS AND SECONDED BY COMMISSIONER DEVINE TO APPROVE THE MINUTES OF THE JUNE 13, 2007, SPECIAL PUBLIC HEARING AS PRESENTED.

Vote on the motion was as follows.

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES		X		X	X	X	X
NAYES							
ABSTAIN							

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.

**Ex Parte Contact**

Commissioner Devine stated that he did business with some of the applicants but that it would have no effect on any decision that he made.

**OLD BUSINESS**

Madonna Properties – Zone Change (ZC 7-07)/Comprehensive Plan Amendment (PA 5-07/Zone Change (ZC 8-07)/Planned Unit Development (PUD 1-07)

Staff requested that the discussion on these items be continued until the August 15<sup>th</sup>, 2007 meeting to allow for review of comments received from ODOT.

IT WAS MOVED BY COMMISSIONER DEVINE AND SECONDED BY COMMISSIONER MCCLEAN TO CONTINUE APPLICATION NOS. ZC 7-07/PA 5-07/ZC 8-07/PUD 1-07 TO THE AUGUST 15<sup>TH</sup>, 2007 REGULAR PUBLIC HEARING.

Vote on the motion was as follows.

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES		X		X	X	X	X
NAYES							
ABSTAIN							

**NEW BUSINESS**

Covey – Design Review (DR 5-07) for Industrial Building in M-2 Heavy Industrial District

The applicant is proposing to develop part of Lot No. 2 of the Cottage Grove Industrial Park to build a commercial building and accessory parking in order to house three or more businesses.

Development includes a 60 foot by 100 foot metal side gabled structure (6,000 square feet), eight parking spaces, enclosure in rear of building, and landscaping. The building’s entrance in the long southwest side of the building, will face the corner of Emerson and South “R” Street. This long end has three doors and three windows with

lights on each exterior corner of the building. The opposite long side has one garage opening as does the southeast short side of the building. The interior is open workshop/warehouse space.

Parking is located around on the front long side of the building, where all three building entrances are located. There are eight places, one of which is ADA accessible. These parking spaces are all accessed through by the vehicle entrance connecting to South "R" Street.

Landscaping includes bushes and trees along all three street frontages, and trees along the north side of the property. This includes the required planting of street trees, which will be incorporated into the landscaping along the street frontages.

**OPEN PUBLIC HEARING**

Michael Covey, 1404 West Main Street, spoke in favor of the application. Mr. Covey stated he was concerned about Condition 4 of the staff report regarding the requirement to keep 80 percent of the trees that are present along the perimeter of the property, but he was comfortable with all of the other conditions.

**CLOSE PUBLIC HEARING**

There was some discussion among the Commission and staff regarding the compatibility of the building design for the surrounding area.

**IT WAS MOVED BY COMMISSIONER MCCLEAN AND SECONDED BY COMMISSIONER SEVERNS TO APPROVE APPLICATION FILE NO. DR 5-07 AS PRESENTED, BASED UPON THE CRITERIA, FINDINGS, CONCLUSIONS, RECOMMENDATIONS AND CONDITIONS STATED IN THE STAFF REPORT.**

Vote on the motion was as follows.

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES		X		X	X	X	X
NAYES							
ABSTAIN							

Westgate – Zone Change (ZC 9-07) to Rezone Five Properties on Gowdyville Road from RR Rural Residential to R-1 Single Family Residential

The applicant has requested adoption of City R-1 Single Family Residential District zoning for a 29.8 m/l acre parcel. The zoning request corresponds with the existing

land use designation for the tract on the City Comprehensive Land Use Plan Diagram, which designates the area as Low Density Residential. The requested action would replace the current Lane County zoning with City R-1 Single Family Residential District zoning, the implementing zone for the City's Low Density Residential land use designation.

The subject site is a grouping of five tax lots, equaling 29.8 acres located directly west of Bohemia Elementary School, south of Gowdyville Road and northwest of the end of Harrison Avenue. These lots are currently known as 31770 Gowdyville Road, 31772 Gowdyville Road, and 31776 Gowdyville Road. Of the five tax lots, two are vacant (200 and 800), two are improved with single family homes (100 and 1000) and one is improved with an old meat packing plant. The site lies just west of the city limits of Cottage Grove. Like many properties in this area, the subject site is currently within the Urban Growth Area of Cottage Grove and will be inside of City Limits following an annexation currently in process. The Urban Growth Boundary runs along the west side of the site. Properties to the east and southeast are within City Limits. Properties in this area are developed with single family stick built or manufactured homes. Those outside of the City Limits still have wells and septic systems, while the remainders are provided with City services.

Westgate Estates LLC has submitted an expedited annexation application to Lane County Boundary Commission to annex these properties into the City of Cottage Grove. The Cottage Grove City Council passed a resolution (Resolution No. 1619) in support of this proposed annexation on June 11, 2007. Once the Boundary Commission has approved this annexation, adoption of a zone change ordinance can occur.

**OPEN PUBLIC HEARING**

No one spoke.

**CLOSE PUBLIC HEARING**

**IT WAS MOVED BY COMMISSIONER DEVINE AND SECONDED BY COMMISSIONER WILLIAMS TO RECOMMEND ADOPTION OF APPLICATION NO. ZONE CHANGE ZC 9-07 TO THE CITY COUNCIL, BASED ON THE CRITERIA, FINDINGS, CONCLUSIONS AND RECOMMENDATIONS STATED IN THE STAFF REPORT.**

Vote on the motion was as follows:

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES		X		X	X	X	X
NAYES							
ABSTAIN							

## Woodard – Historic Preservation Alteration Review Application (HPAR 1-07) – Addition to Woodard Building

Owners are proposing to extend the existing building 16 feet to the north to add one additional conference room, one bathroom, and one storage room in order to meet current office operation/staff requirements.

The proposed addition is 16 feet wide by 33 feet deep. It is a one story red brick addition with a side gabled roof that is slightly lower than, but shares the same pitch as, the adjacent wing on the brick, side-gabled Woodard Building. It has a three-part bay window on the front façade, which is identical to the two bay windows on the main section of the Woodard Building. This bay window leads to a conference room, behind which is located a new handicap restroom (with one window on the rear façade) and a storage room. This addition attaches to the north wing of the Woodard Building; an existing window on the north façade of the building will be enlarged to make a handicap entrance into the new wing. The new wing is located in an area currently delineated by a white, solid, 6 foot wood fence.

The Woodard Building was built between 1943 and 1948. The lot was the original site of the John Bartels residence. In 1943 his son William transferred the property to the W.A. Woodard Lumber Company, which in turn donated the site to the Public Library Board of Cottage Grove for a new library building. The donation was conditioned upon a proviso that the building was to be constructed solely by the Woodard Company sometime during the next five years. The building is built of brick, with a poured concrete foundation, wood shingle roof, gabled entrance with columns, cupola with finial, bay windows on either side of the gabled entrance, Palladian window on the south end and fixed 12 pane windows elsewhere. The original brick is a multi-toned orange/red brick. This fine neo-classical building was originally identified as non-historic contributing. It is an excellent addition to the public block in which it sits (with the original City Hall next door and the Armory across the street, both of which are primary contributing resources within the historic district). When the building ceased use as a public library in 2002, it reverted to the ownership of Carlton Woodard, who utilizes the building for office and conference space.

The State Historic Preservation office verified that the property in question is not receiving state or federal tax relief through the Special Assessment for Historic Properties program. Hence alterations and additions to the property do not have to be approved by the State Historic Preservation office for compliance with the Secretary of Interior's Standards. However, as the building is adjacent to a property receiving tax credits (Old City Hall), SHPO did provide comments on the design, which are referenced in the staff report. Fire Marshal Andy McClean verified that there are no fire or life safety concerns associated with this project. City Engineer Ron Bradsby submitted development comments on July 10, 2007 (attached to the staff report).

OPEN PUBLIC HEARING

No one spoke.

CLOSE PUBLIC HEARING

IT WAS MOVED BY COMMISSIONER SEVERMS AND SECONDED BY COMMISSIONER MCCLEAN TO APPROVE APPLICATION FILE NO. HPAR 1-07 AS PRESENTED, BASED UPON THE CRITERIA, FINDINGS, CONCLUSIONS, RECOMMENDATIONS AND CONDITIONS STATED IN THE STAFF REPORT.

Vote on the motion was as follows:

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES		X		X	X	X	X
NAYES							
ABSTAIN							

**INFORMATION FROM STAFF**

Change in Meeting Date Time

Director Schesser clarified the change in time for the August 8<sup>th</sup> work session from 7:30 p.m. to 7:00 p.m.

IT WAS MOVED BY COMMISSIONER DEVINE AND SECONDED BY COMMISSIONER MCCLEAN TO CHANGE THE MEETING TIME OF THE AUGUST 8<sup>TH</sup> WORK SESSION TO 7:00 P.M. FROM 7:30 P.M.

Vote on the motion was as follows:

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES		X		X	X	X	X
NAYES							
ABSTAIN							

Request for 1 Year Extension

Director Schesser advised the Commission of the request of the EID/BID for a 1 year extension on CUP 4-04 to allow them to pursue additional funding for the development of the All America City Square, previously known as Opal Whitely Park.

IT WAS MOVED BY COMMISSIONER MCCLEAN AND SECONDED BY COMMISSIONER SEVERNS TO APPROVE THE REQUEST FOR THE 1 YEAR EXTENSION ON APPLICATION FILE NO. CUP 4-04.

Vote on the motion was as follows:

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES		X		X	X	X	X
NAYES							
ABSTAIN							

Collaboration with Architecture Department from University of Oregon

Director Schesser announced that the City will be collaborating with the Architecture Department from the University of Oregon for a studio class in the fall. The studio will focus on an area of downtown Cottage Grove within the historic district that is yet to be determined. This will be an opportunity for students to design buildings or park spaces within the constraints of the new development code and an opportunity to test the workability of the new development code. The end result of this studio will be a 3-D model of the study area and a written report for the City to keep. The City will be making a monetary contribution to the class which was approved as part of the budget.

Certified Local Government

Director Schesser stated that the City is still in the process of pursuing designation as a Certified Local Government with the Oregon State Historic Preservation Office. As part of the requirements to become a CLG will be creating a Historic Landmarks Commission.

**AUDIENCE PARTICIPATION**

None.

**COMMISSION COMMENTS**

Chair Parsons asked for an update on the status of the traffic study for the Wal-Mart application. Staff informed the Commissioners that the Traffic Study has been received and the application will move forward to the August 13, 2007 City Council meeting.

**ADJOURNMENT**

IT WAS MOVED BY COMMISSIONER SEVERNS AND SECONDED BY COMMISSIONER MCCLEAN TO ADJOURN THE MEETING AT APPROXIMATELY 8:20 P.M.

Vote on the motion was as follows:

VOTE	Commissioner Crawford	Commissioner Devine	Commissioner Fleck	Commissioner McClean	Commissioner Severns	Commissioner Williams	Chair Parsons
AYES	X	X	X	X	X	X	X
NAYES							
ABSTAIN							

ATTEST:

APPROVED

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Cindy Blacksmith, Secretary

Matt Parsons, Chair