



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

---

## OREGON

**EAGLE POINT PLANNING COMMISSION**  
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON  
**REGULAR MEETING AGENDA**  
October 18, 2016

1. CALL TO ORDER - 7:00 p.m.
2. FLAG SALUTE.
3. AUDIENCE QUESTIONS/COMMENTS (Items not on the agenda).
4. PUBLIC HEARING(S).
5. CONSENT CALENDAR.
  - 5.1 Presentation of Regular Meeting Minutes of August 16, 2016.
6. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR.
7. UNFINISHED BUSINESS.
8. NEW BUSINESS.
  - 8.1 Planning Application #16-05:Façade  
172 West Main Street
9. REPORTS FROM PLANNING COMMISSION MEMBERS.
10. REPORTS FROM STAFF.
11. INFORMATION.
  - 11.1 October 2016 City of Eagle Point Newsletter.
12. ADJOURNMENT.

*AGENDA AND COUNCIL PACKETS ALSO AVAILABLE ON WEBSITE*

*If a physical accommodation is needed to participate in this meeting, please contact the City Recorder at 541-826-4212 ext. 106 or TTY/TDD 711 or 800-735-2900. Notification of at least 48 hours prior to the meeting will assist the City in providing reasonable accommodations. (28 CFR 35.102-35.104 ADA Title II).*

[www.cityofeaglepoint.org](http://www.cityofeaglepoint.org)



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## OREGON

**EAGLE POINT PLANNING COMMISSION**  
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON

**August 16, 2016**

**REGULAR MEETING MINUTES**

**1. CALL TO ORDER – 7:00 P.M.**

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

Commission Members Present: Suzi Collins, Ron Boughton, James Mannenbach, Dianne Mihocko, Kevin Walruff, and Council Liaison Kathy Sell.

Commission Members Absent: Bernard Grossman and Millie Wewerka.

Staff Members Present: Mike Upston, Planning Director; Robert Miller, Public Works Director; Sara Miller, Meeting Secretary; and April Strouse, Permit Technician.

Audience Members and Guests: Alan Harper, Todd Powell and associates, Ausland Group; Bob Hyer, applicant; and members of the public.

**2. FLAG SALUTE.**

Chairman Collins led the flag salute.

**3. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA.**

There were no audience questions or comments.

**4. PUBLIC HEARING(S).**

Chair Collins read the public hearing opening script in compliance with ORS 197.763. She announced that one quasi-judicial public hearing would be held.

**4.1 Planning Action #16-02:SUB (Fairway View Subdivision).**

Applicant/Owner: Bob Hyer, Hyer Golf LLC

Agent: Ausland Group

Submitted By: Mike Upston, Planning Director

The public hearing was opened at 7:02 p.m.

## City of Eagle Point Planning Commission Meeting Minutes

August 16, 2016

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Chair Collins asked if anyone felt that the Planning Commission did not have the right to make a decision on this matter. No comments were offered.

Chair Collins asked if any members of the commission wished to declare a conflict of interest or ex-parte contact. None were heard.

Chair Collins asked if any of the commissioners had visited the site. Commissioner Walruff and Commissioner Mannenbach noted that they were familiar with the area. Commissioner Boughton reported visiting the property off of South Shasta. Vice Chair Mihocko and Chair Collins both reported that they were familiar with the subject property.

Chair Collins invited staff to present their report. Prior to presenting the staff report, Planning Director Mike Upston reviewed the proposal as outlined in the agenda statement in the Planning Commission packets. He called attention to the location of the property on the overhead screen, noting that the proposed parcels would be rezoned as R-2, allowing single family attached or detached homes. He went on to review additional schematics of the proposal, showing possible configurations of the homes. He noted that the project was a planned development style, lending itself to clustered buildings in order to preserve open space. Mr. Upston continued with his report, calling attention to the condition requiring that a maximum number of trees be saved throughout the development. During the next portion of the staff report, he reviewed the land use approval requirements brought before the commission including an Annexation and Map Change request, Partition, Tentative Subdivision, Conditional Use Permit, and Site Plan and Landscape approval. He noted that the Planning Commission has authority over the Site Plan Review and Conditional Use, whereas the City Council has authority to approve the Tentative Subdivision and Annexation/Rezone application. Next, Mr. Upston reviewed the standard and specific decision criteria for the land use approval requirements including findings that must be made for approval by the Planning Commission. During his review of the standards for Planned Development approval he called attention to page six of the agenda statement, which outlined the requested exceptions. Conditions of approval for Site Plan review include no parking on the proposed street and tree retention as previously discussed. He continued with the report, noting for the record that the application was complete and found to be consistent with the Comprehensive Plan, Zoning/Subdivision Ordinance. Additionally, all legal notifications had been satisfied, and agency comments had been mitigated prior to the hearing. Mr. Upston then called attention to the traffic study, noting that there were no traffic issues anticipated that would require mitigation. He also noted that traffic safety input from residents was important as well, and any minor issues such as speed signs could be mitigated during construction. In conclusion, Mr. Upston reviewed the Planning Commission options.

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Chair Collins asked if any commission members had questions for staff. Commissioner Boughton questioned the overflow parking and asked for clarification on the location of the overflow parking. Mr. Upston explained that with a single family home, the code requires two spaces of off street parking. He noted that with the proposed planned development, the designer implemented additional overflow parking since the street will be signed no parking. Mr. Upston showed the location of the proposed overflow parking on the map contained in the commission packets.

Vice Chair Mihocko noted that there was not adequate parking in nearby Poppy Village, and expressed her concerned that four overflow spaces in the proposed development may not be adequate. Mr. Upston explained that the city does not require parking spaces above the minimum number of spaces outlined in the code.

Councilor Sell expressed her belief that a lack of available parking spaces would create a problem for nearby residents if adequate parking was not provided in the development. Mr. Upston explained that alternate options include allowing parking on the street, or adding additional parking spaces. Public Works Director Robert Miller explained that additional parking questions would be most appropriately posed to the applicant during their presentation. There was further discussion between commissioners and staff regarding parking options.

Chair Collins asked if the applicant would like to make a presentation. Alan Harper, Ausland Group, 130 A Street, Ashland, Oregon approached the podium to present the application. Mr. Harper explained that the applicant has met a number of times with city staff and Fire District 3 regarding the application. He noted that the particular property was uniquely situated and called for a unique design. He also noted that the applicant had submitted an updated design incorporating all of Mr. Miller's recommended conditions. Mr. Harper went on to explain that the traffic engineer did not find any concerns in the traffic safety review, aside from the original traffic conditions. Continuing the presentation, he called attention to the location map, noting that the existing dilapidated home on the property would be demolished. He went on to address the approval conditions, noting that the applicant plans to keep a great deal of the natural vegetation in the area which will provide a natural buffer for the development. Next, Mr. Harper addressed the concerns that had been raised regarding additional parking. He noted that the applicant was told to keep the road as minimal as possible to reduce the development impact, and enlarging the road would create an additional impact to the property. He called attention to the fact that the applicant provided additional overflow parking above the required amount of spaces. He went on to explain that the property would be developed to a much lower density than allowed, in order to maintain the integrity of the property and golf course area. Mr. Harper concluded his presentation noting that the code required the applicant to mitigate the impact on surrounding neighbors, specifically the existing home to the north

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of the proposed development. He explained that the development would have no impact on the existing home based on the calculations and surveys done by the design team.

Chair Collins asked Mr. Harper if the overflow paved parking would be noticeable from nearby Poppy Village subdivision, or if it would be screened by existing vegetation. Mr. Harper explained that a great deal of the parking would be screened from the adjacent development.

Commissioner Walruff referenced the guardrail outlined in the proposal, asking if it would be unsightly to adjacent properties. Mr. Hyer, the applicant, explained that there would be landscaping to mitigate the guardrail. At this point in the hearing Todd Powell with Ausland Group approached the podium. Mr. Powell explained that the guardrail must be designed and engineered according to code requirements, which requires a larger design. He noted that the applicant will mitigate the design impact of the guardrail with landscaping.

Chair Collins asked if there was any testimony in favor of the proposal.

Bob Kimmel, 1065 South Shasta, Eagle Point, Oregon approached the podium. Mr. Kimmel explained that he and his wife live in the house to the north of the proposed development. He noted that Mr. Hyer had met with he and his wife several times to mitigate any impact to their property. He explained that he initially raised concerns over the project, but those concerns have been addressed to his satisfaction and he believes that Mr. Hyer will develop the adjoining property with integrity.

Bob Hyer, Hyer Golf LLC, 44 Pebble Creek, Eagle Point, Oregon approached the podium. He explained that as the applicant he wanted the project to be a small, beautiful, high quality asset to the community. He noted that the project would be landscaped and developed to a high standard in order to maintain the integrity of the existing Poppy Village Community.

Chair Collins called for testimony opposed to the application. None was heard.

Chair Collins requested that any additional agency comments be presented. No additional comments were offered.

Commissioner Boughton called attention to finding four on page 12 of the agenda statement asking that the sentence be stricken that called for additional trees to provide screening for the overflow parking because he believes the wording implies an overflow parking area. Mr. Upston explained that the overflow parking verbage referenced the four guest parking spaces. Commissioner Boughton then withdrew his request.

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Chair Collins asked if staff had any final comments. None were offered.

Chair Collins called for the approval body to continue or close the hearing. Commissioner Walruff moved that the hearing be closed. Vice Chair Mihocko seconded the motion. There was no further discussion. Roll call: Suzi Collins, aye; Ron Boughton, aye; James Mannenbach, aye; Dianne Mihocko, aye; Kevin Walruff, aye; Bernard Grossman, absent; Millie Wewerka, absent. Mrs. Miller announced that the motion passed with five affirmative votes and the public hearing was closed at 8:03 p.m.

Chair Collins called for a motion on the application before the commission. Commissioner Mannenbach moved that the Planning Commission recommend that the City Council adopt the findings, and approve the consolidated application with the recommended conditions of approval. Commissioner Walruff seconded the motion. There was no discussion. Roll call: Ron Boughton, aye; James Mannenbach, aye; Diane Mihocko, aye; Kevin Walruff, aye; Suzi Collins, aye; Millie Wewerka, absent; Bernard Grossman, absent. Mrs. Miller announced that the motion passed with five affirmative votes.

### 5. CONSENT CALENDAR.

#### 5.1 Presentation of Regular Meeting Minutes of June 21, 2016.

Chair Collins announced the Consent Calendar and asked for a motion. Vice Chair Mihocko moved that the Consent Calendar be approved. Commissioner Mannenbach seconded the motion. There was no further discussion. Roll call: James Mannenbach, aye; Diane Mihocko, aye; Kevin Walruff, aye; Suzi Collins, aye; Ron Boughton, aye; Bernard Grossman, absent; Millie Wewerka, absent. The motion passed with five affirmative votes.

### 6. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR.

There were no items considered for removal from the Consent Calendar.

### 7. UNFINISHED BUSINESS.

There was no unfinished business brought before the commission.

### 8. NEW BUSINESS.

There was no new business brought before the commission.

### 9. REPORTS FROM PLANNING COMMISSION MEMBERS.

Commissioner Boughton reported attending the FEMA meeting in Shady Cove that was held to explain new flood mapping. He noted that the new mapping would not affect Eagle Point adversely, but did have a significant impact on Shady Cove properties.

Vice Chair Mihocko announced that the Lucas Park Grand Opening was scheduled for October 1<sup>st</sup>.

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August 16, 2016

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10. REPORTS FROM STAFF.

Mr. Upston reported that he had provided a comprehensive planning report at the last commission meeting. He further reported that the Eagle Point bike ride and street dance had been successful events, and staff was already looking ahead to next year.

Mr. Miller noted that he provides a comprehensive Public Works report twice a month in the Friday Letter, and commission members are welcome to contact him with any questions about the report or other projects.

11. INFORMATION.

11.1 August 2016 City of Eagle Point Newsletter.

There was no discussion on the information item.

12. ADJOURNMENT.

There was no further business to come before the Eagle Point Planning Commission and Chair Collins adjourned the meeting at 8:08 p.m.

Respectfully submitted,

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Sara Miller, Meeting Secretary

ATTEST:

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Suzi Collins, Chair

**BUSINESS OF THE PLANNING COMMISSION  
EAGLE POINT, OREGON**

**AGENDA STATEMENT**

**Item Number: 8.1**

**Meeting Date: October 18, 2016**

**ITEM TITLE:** Planning Action #16-05:Facade. Request for a Downtown Façade Improvement Grant in the amount of \$5,000 at 172 West Main Street in the Retail Commercial (C-1) zoning district of the Town Center.

Applicant: Aaron and Peggy Schulz  
Owner: Aaron and Peggy Schulz  
Submitted By: Mike Upston, Planning Director (541) 826-4212, ext 111

**I. PROJECT DESCRIPTION**

This proposal is to update the outdated and worn façade of 172 West Main Street (refer to Attachment No. 1) as depicted by the materials provided in Attachment No. 2.

There are only three buildings on Main Street constructed of brick and having an “historic”, pre-1900’s appearance. Further, most buildings on Main Street were built between 1940 and 1970, with a range of mid-century architectural styles. Therefore, the applicant is proposing a more current style for the façade renovation. The decision was made to enhance what was originally constructed rather than changing the building to look like it was built prior to its actual time.

The proposal involves removing the current front facade down to the original concrete block, adding two feet of height to the front and part way along both sides of the building, and applying a stucco finish. Then, the front and sides will be painted the body color shown in Attachment No. 2 (see photo of “Jackson Street”). The windows and door will then be trimmed-out with 1"x4" boards which will be painted the dark color shown in the photo, and then a narrower board will be layered over over the window trim and painted an accent color so the windows stand out.

The proposed awning will be constructed of wood, run the length of the building front, and be set about 2 – 4 inches above the windows. The awning’s ceiling will be constructed of hardy panel, painted a light color, and will house four recessed lights. The awning will be constructed with wood trusses and trimmed out with hardy panels at the ends and front edge so it’s enclosed. The ends and trim will be painted same color as the other trim, and the awning will be topped with the Classic Copper metal shown in Attachment No. 2.

The total estimated cost is \$13,000, and the applicant is requesting the maximum allowable grant amount of \$5,000. Contractor bids for the work are provided in Attachment No. 3.





## **VII. RECOMMENDED CONDITIONS OF APPROVAL**

The following items must be completed/addressed prior to issuance of construction permits.

### **1. Contractor Bids**

Bids for all work to be performed by a contractor, and not already provided with the grant application, shall be provided to, and approved by, the City.

### **2. Cost Estimate**

A complete cost estimate for all work associated with this project shall be provided to, and approved by, the City.

### **3. Code Compliance**

All building and site improvements shall conform to the standards of City of Eagle Point Zoning Ordinance and adopted construction codes.

### **4. Municipal Taxes**

The property shall be up to date on all municipal taxes.

### **5. Grant Approval Agreement**

The applicant shall sign the Façade Improvement Grant Approval Agreement.

## **ATTACHMENTS:**

- Attachment No. 1: Existing Condition
- Attachment No. 2: Proposed Work
- Attachment No. 3: Contractor Bids

# **ATTACHMENT NO. 1**

## **Existing Condition**



Subject building at 172 West Main Street, Downtown



# **ATTACHMENT NO. 2**

## **Proposed Work**



**Cool Roof Metal Roofing Color Sample Chart**

 Brown	 Gray	 Desert Brown
 Charcoal	 Forest Green	 Blue
 Classic Copper	 White	 Green
 Red	 Sandstone	 Patina

# **ATTACHMENT NO. 3**

## **Contractor Bids**

**prime stucco, inc.**

CCB# 181156  
508 S. Modoc Ave  
Medford, OR 97504  
(541) 821-6913, Fax (541) 773-5691

August 30, 2016

**TO:**  
Aaron/Peggy Schulz

**JOB:**  
Commercial Building Remodel  
172 W. Main St  
Eagle Point, OR 97524

**DESCRIPTION OF WORK: two-coat exterior stucco**

Exterior lath to include double layer vapor barrier as needed, self-furred stucco wire, j-metal, weep, fasteners, and corner aid as needed.

There is NO DEMO work provided for in this proposal. All demo work is to be done by others prior to the start of work by prime stucco inc.

Brown coat to be Western One Kota (or equivalent) and plaster sand mixed to manuf. specs and hand applied.

This proposal DOES NOT include any window/door. There are NO exterior soffits provided for in this proposal.

Finish coat to be Parex Stucco (or equivalent) in a finish style sample provided by the owner. Color is to be chosen by owner/others.

All scaffold and equipment necessary to provide the work described above will be provided by prime stucco inc.

**\*Cost for completion of the above work: \$6,980.00**

**\*Payment Schedule: 40% due upon completion of exterior lathing  
30% due upon completion of exterior brown coat  
30% due upon completion of exterior finish coat**

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor signature \_\_\_\_\_ Date \_\_\_\_\_

**\*(prime stucco, inc. reserves the right to re-bid this project after 30 days in response to changes in labor and material costs)**







### PUBLIC MEETINGS

#### October 2016

3rd  
Economic Dev. Meeting 6:00 pm

5th  
Municipal Court 5:30 pm

11th  
City Council Meeting 7:00 pm

18th  
Planning Com. Meeting 7:00 pm

20th  
Municipal Court 9:00 am

24th  
Parks & Rec Com. Meeting 7:00 pm

25th  
City Council Meeting 7:00 pm

#### November 2016

2nd  
Municipal Court 5:30 pm

5th  
YMCA Town Hall 11:00 am

7th  
Economic Dev. Meeting 6:00 pm

8th  
City Council Meeting 7:00 pm

15th—Tentative  
Planning Commission 7:00 pm

17th  
Municipal Court 9:00 am

22nd  
City Council Meeting 7:00 pm

No Meeting Scheduled  
Parks & Rec Meeting 7:00 pm

All meeting agendas and materials are posted on the City's website at:  
[www.cityofeaglepoint.org](http://www.cityofeaglepoint.org).

Agendas are also posted on the bulletin board in the lobby at:

City Hall  
17 S. Buchanan Ave  
Eagle Point, OR 97524  
For questions regarding City meetings, contact  
Cindy Hughes,  
City Recorder at

### GRAND OPENING CELEBRATION AT LUCAS PARK OCT. 1, 2016 12 P.M. to 3:30 P.M.

This event celebrates the opening of Lucas Park at 751 S Shasta Ave. It is also a fundraiser for the Eagle Point Parks Foundation, a 501©(3) public benefit non-profit charity which helps to fund parks projects for the City of Eagle Point. This celebration will include children's games, a new playground to try out, demonstration of our newest walking trails, music by *Rewind*, food vendors, and a raffle/donation table. Our sponsors are Pacific Power and People's Bank. Partners include the City of Eagle Point, the Eagle Point Parks Foundation, Eagle Point Hardware, Chamber of Commerce, Dogs for the Deaf, volunteers from the Eagle Point Women's Club and other community supporters.

For more information contact Wyn Lewis, Eagle Point Parks Commissioner, at [wynlewis0286@gmail.com](mailto:wynlewis0286@gmail.com).



#### Afterschool Program

We are excited to be offering the afterschool program again this year. We have had a large number of registrations and at this time have a waiting list. The YMCA is working hard to accommodate all of the needs for afterschool care so do not hesitate to contact the Rogue Valley Family YMCA to be placed on the list.

Volleyball 3<sup>rd</sup> – 6<sup>th</sup> grade & Flag Football 1<sup>st</sup> – 2<sup>nd</sup> grade  
Games will begin October 1<sup>st</sup> and the season will run through mid November.

Registration for Afterschool Program and Youth Sports are available at City Hall or Rogue Valley YMCA. Keep an eye out for upcoming programs, next up will be Basketball with sign ups beginning mid November and games run January 2017 – March 2017. For more information please call City Hall 541-826-4212 or YMCA 541-772-6295. You can also visit [www.cityofeaglepoint.org](http://www.cityofeaglepoint.org) or [www.rvymca.org](http://www.rvymca.org).



### Fall 2016 Youth Programs

### CITY OF EAGLE POINT ANNUAL LEAF PICKUP

THE CITY OF EAGLE POINT WILL CONDUCT ITS ANNUAL LEAF PICKUP NOVEMBER 14 - DECEMBER 16, 2016. PICKUPS WILL NOT OCCUR BEFORE OR AFTER THESE DATES.

- **BAGGED LEAVES ONLY** – CREWS ARE NOT ABLE TO PICK UP BAGS CONTAINING OTHER DEBRIS. PLEASE DO NOT INCLUDE: LIMBS, BRUSH, PRUNINGS, LAWN CLIPPINGS, GARBAGE.
- **BAGGED LEAVES MUST WEIGH LESS THAN 40 LBS TO BE PICKED UP**
- **PLEASE DO NOT PLACE BAGS IN THE STREET** – ALL BAGS SHOULD BE PLACED BEHIND THE CURB CLOSE TO THE STREET FOR PICKUP. BAGS CANNOT BE COLLECTED ON PRIVATE PROPERTY.
- **PLEASE DO NOT BLOW LEAVES INTO THE STREETS**

THE CITY CANNOT SPECIFY THE EXACT DATE LEAVES WILL BE PICKED UP ON A PARTICULAR STREET. PROGRESS MAY BE AFFECTED BY WEATHER, LEAF VOLUMES AND OTHER TIME DEMANDS PLACED UPON THE PUBLIC WORKS DEPARTMENT. PLEASE DO NOT TELEPHONE THE CITY FOR PICKUPS. ANY PERSON WISHING TO OBTAIN BAGGED LEAVES FOR MULCH MAY REQUEST THEM BY PHONING THE PUBLIC WORKS SHOP AT 826-4212 EXT 138. PLACEMENT OF LEAVES IN THE PUBLIC RIGHT OF WAY INCLUDING CURB OR SIDEWALK AREA DURING TIMES OTHER THAN THOSE SPECIFIED AS PICKUP DATES IS A VIOLATION OF CITY ORDINANCE.



### Oregon Drive Less Challenge October 1-15

Discover healthy, green travel options for work, school and play that can save you money and time, plus add some fun to your daily routine. Join the Oregon Drive Less Challenge Oct. 1-15. Burn calories instead of gas by biking to work, or walking to the store. Divide the ride and the cost by carpooling or vanpooling. Every trip counts for better health, happiness and livable communities. Win weekly and grand prizes for logging your trips during the challenge at [DriveLessConnect.com](http://DriveLessConnect.com).

### 2016 Harvest Festival at Harnish

Ghosts, bats, cobwebs! Come to a safe trick-or-treating zone, geared towards younger children. There will be games, prizes, and picture taking opportunities for parents. Come dance the Monster Mash with us at the Harnish Wayside Visitor Center on October 31 from 5:30 p.m. to 7 p.m. Costumes are encouraged! Best of all, treats and activities are FREE! The park is located on the corner of Highway 62 and Old Highway 62.

### Winter Hours and Closures

As winter approaches, there are a few changes around town. Park restrooms will be closed and winterized to prevent frost damage, typically between October and November. Winter hours will begin for both the Eagle Point Museum and Harnish Wayside Visitors Center starting October 1st:

Eagle Point Museum - Open Friday, Saturday and Sunday 11-4 p.m.  
Harnish Wayside Visitors Center - Open Friday, Saturday and Sunday 10-4 p.m.