



City of Eagle Point

Planning Commission

Meeting Agenda

September 20, 2022

1. CALL TO ORDER – 6:00 P.M.
2. AUDIENCE QUESTIONS OR COMMENTS RE ITEMS NOT ON THE AGENDA
3. CONSENT CALENDAR
 - 3.1 Presentation of Meeting Minutes of July 19, 2022.
4. PUBLIC HEARINGS
 - 4.1 Planning Application #22-08:SPR (EPHS FFA Arena)
Public hearing to consider a request for an agricultural arena and classroom building with associated parking on a 2-acre portion of the Eagle Point High School campus.
5. NEW BUSINESS
 - 5.1 Community Development Department Update
6. ADJOURN

AGENDA AND MEETING PACKETS ALSO AVAILABLE ON WEBSITE (www.cityofeaglepoint.org)

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).



City of Eagle Point

Planning Commission

REGULAR MEETING MINUTES
July 19, 2022

1. CALL TO ORDER – 6:00 P.M.

Chair Mihocko called the meeting to order at 6:00 P.M.

Commission Members Present: Scott Craun, Diane Mihocko, Millie Wewerka, Travis Henson (via phone). Dennis Godfrey and Mike Smail were both absent

City Council Liaison Present: Kevin Walruff.

Staff Members Present: Mike Upston, Community Development Director and Devon Linebaugh, Meeting Secretary.

Audience Members and Guests: members of the public and press.

2. AUDIENCE QUESTIONS OR COMMENTS RE: ITEMS NOT ON THE AGENDA

There were no audience questions or comments.

3. CONSENT CALENDAR

3.1 Presentation of Meeting Minutes of May 17, 2021.

Chair Mihocko announced the Consent Calendar. There were no questions or comments. Vice Chair Millie Wewerka moved to approve the Consent Calendar. Commissioner Scott Craun offered a second. There was no discussion following the motion. Roll Call: Scott Craun, yes; Dennis Godfrey, absent; Travis Henson, yes; Diane Mihocko, yes; Mike Smail, absent; Millie Wewerka, yes. The motion passed.

4. PUBLIC HEARING(S)

4.1 Planning Application No. 22-06:SUB
Stonewater Extension Subdivision

Public hearing to consider an application to subdivide and develop the property at 11686 Highway 62 in the R-2 Multi Family Residential zoning district.

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Chair Mihocko opened the public hearing at 6:04 P.M.

Chair Mihocko asked if any Commissioners were familiar with the location of the project. Commissioners Wewerka, Craun, and Mihocko stated that they were. Mike Upston provided an overview of the proposed project, location, and decision-making criteria. Mr. Upston explained the relationship between this project and the adjoining project to the south in public hearing item 4.2. The staff recommendation was for approval of the application.

Chair Mihocko asked if Commissioners had questions for Staff. Hearing none.

Chair Mihocko asked if the applicant would like to make a presentation. Mr. Alan Harper with Ausland Group, representing the applicant explained the challenges with this infill project and how they have worked to mitigate them. Mr. Harper offered to answer any questions.

Chair Mihocko asked if any Commissioners had questions for the applicant. Millie Wewerka and Scott Craun both asked for clarification on how they plan to mitigate the addressing challenge. Mr. Harper explained the plan would be to assign 'A' and 'B' per unit and share a house number.

Chair Mihocko asked if any members of the audience would like to offer testimony for the application. Hearing none.

Chair Mihocko asked if any member of the audience would like to offer testimony against the application. Chris Jackson, resident of Eagle Point, expressed concerns with traffic impact with this being a high-density development. Mr. Jackson also inquired about where Stonewater was going to come out onto DeAnjou. Mr. Upston explained the desire and need for higher density subdivisions to offer our community more affordable housing options. Mr. Harper expressed that the applicants team shares the same concerns and plans to do what they can to mitigate challenges such as slowing through traffic. Kevin Walruff asked for clarification on the location Stonewater will go through. Mr. Upston confirmed that it will come back out on DeAnjou.

Chair Mihocko asked for a motion to close or continue the hearing. Vice Chair Wewerka made a motion to close the hearing. Commissioner Craun seconded the motion. Roll call: Millie Wewerka, yes; Scott Craun, yes; Dennis Godfrey, absent; Travis Henson, yes; Diane Mihocko, yes; Mike Smail, absent. The motion passed.

The hearing closed at 6:30 P.M.

Chair Mihocko asked for a motion on the application. Vice Chair Wewerka made a motion to accept the staff recommendation and Commissioner Craun made a second. Roll call: Scott Craun, yes; Dennis Godfrey, absent; Travis Henson, yes;

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Millie Wewerka, yes; Diane Mihocko, yes; Mike Smail, absent. The motion passed.

4.2 Planning Application No. 22-03:SUB
343 N De Anjou Subdivision

Public Hearing to consider a request to subdivide and develop the property at 343 N. De Anjou Avenue in the R-2 Multi Family Residential zoning district.

Chair Mihocko opened the public hearing at 6:32 P.M.

Chair Mihocko asked if any Commissioners were familiar with the location of the project. Commissioners Wewerka, Craun, and Henson stated that they were. Mike Upston provided an overview of the proposed project, location, and decision-making criteria. Mr. Upston explained the relationship between this project and the adjoining project to the north in public hearing item 4.1. The staff recommendation was for approval of the application.

Chair Mihocko asked if Commissioners had questions for Staff. Hearing none.

Chair Mihocko asked if the applicant would like to make a presentation. Michael Boffing, applicant, expressed that there was not much more that he could offer beyond what Mr. Harper had presented but would be happy to answer any questions. Commissioner Wewerka asked about off street parking. Mr. Upston explained that there would be 2 off street parking spacing required per unit.

Chair Mihocko asked if any audience members wished to offer testimony in favor of the application. Hearing none.

Chair Mihocko asked if any audience members wished to offer testimony against the application. Hearing none.

Chair Mihocko asked if Staff had any additional comments. Hearing none.

Chair Mihocko asked for a motion to close or continue the hearing. Commissioner Craun made a motion to close the hearing. Vice Chair Wewerka seconded the motion. Roll call: Diane Mihocko, yes; Mike Smail, absent; Millie Wewerka, yes; Scott Craun, yes; Dennis Godfrey, absent; Travis Henson, yes. The motion passed.

The hearing closed at 6:43 P.M.

Chair Mihocko asked for a motion on the application. Commissioner Craun made a motion to accept the staff recommendation and Commissioner Henson made a second. Roll call: Dennis Godfrey, absent; Travis Hanson, yes; Diane Mihocko,

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yes; Mike Smail, absent; Millie Wewerka, yes; Scott Craun, yes. The motion passed.

5. NEW BUSINESS

5.1 Community Development Department update.

6. REPORTS FROM COMMISSIONERS

None.

7. REPORTS FROM STAFF

None.

8. ADJOURN

Meeting adjourned at 6:54 P.M.

Devon Linebaugh, Meeting Secretary

ATTEST:

Diane Mihocko, Chair

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

AGENDA STATEMENT

Item Number: 4.1

Meeting Date: September 20, 2022

ITEM TITLE: Public hearing to consider a request for an agricultural arena and classroom building with associated parking on a 2-acre portion of the Eagle Point High School campus. (Planning Application #22-08:SPR, EPHS FFA Arena)

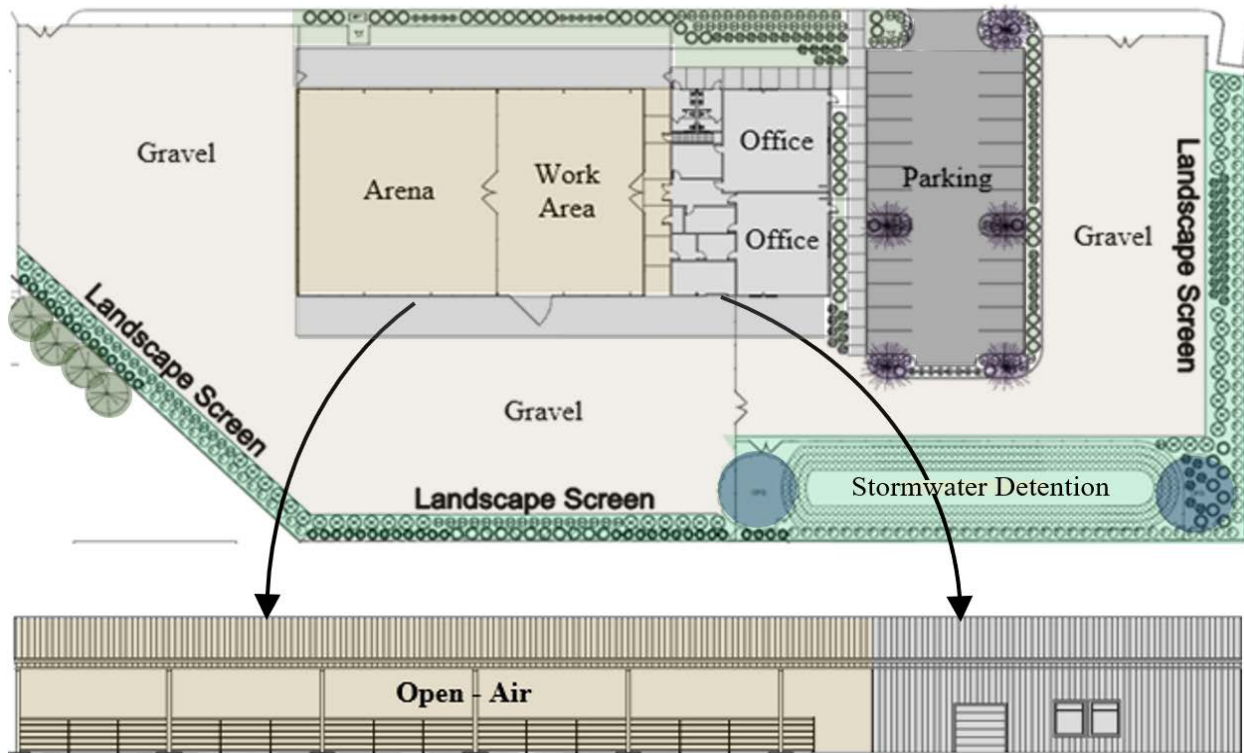
Applicant: Daniel Horton, Horton Architecture Inc.

Owner: Eagle Point School District No. 9

Submitted By: Mike Upston, Community Development Director, (541) 826-4212, ext 111

I. PROJECT SUMMARY

This development proposal at Eagle Point High School is comprised of three parts as illustrated on the color drawing below: 1) a small open air arena and animal work area, 2) office spaces, and 3) an associated parking area. The project site will be surrounded by a landscaped perimeter of trees and shrubs to provide screening for the neighbors and to make it more attractive from within. This facility will improve the school's existing agricultural/FFA program and provide better opportunities for hands-on training.



II. LAND USE APPROVAL REQUIREMENTS

Site Plan & Landscape Approval

Eagle Point Municipal Code (EPMC), Chapter 17.60 establishes the Site Plan and Landscape Approval process applicable to new development. The purpose of site plan review is to promote the orderly and harmonious development of the City, and to stabilize land values and improve the community economy. An additional purpose is to help prevent impairment or depreciation of land or building values by creating structures, additions, or alterations which have inadequate attention to site planning or landscaping as it affects adjacent property, community goals and adopted plans. EPMC Section 17.60.040.E provides the standards that must be met in order to approve a Site Plan Review; see discussion under Section III of this report. EPMC 17.60.050.A – F establishes the basic requirements that must also be met by all new developments or alterations of existing development; these are discussed under Section IV of this report.

Conditional Use Permit

EPMC Section 17.28.030 provides Planning Commission authority to consider a Conditional Use Permit for certain uses not permitted outright and which may need to mitigate potential impacts to neighbors. EPMC Chapter 17.84 establishes the review and decision-making parameters for Conditional Use Permits, the purpose of which is to determine whether or not a proposed use is compatible with the existing or permissible uses on surrounding land and to stipulate conditions to help ensure its compatibility. EPMC 17.84.050 establishes the findings that must be met in order to approve a Conditional Use Permit, and those are discussed under Section V of this report.

III. STANDARDS FOR SITE PLAN AND LANDSCAPE APPROVAL

EPMC Section 17.60.040.E.1-5 provides the standards which must be met in order to receive Site Plan and landscape Approval. These are discussed below.

1. That the site plan conforms with the general plans and ordinances of the City in terms of location and general development standards and all provisions of this title. EPMC 17.60.040.E.1

FINDING: The site plan conforms to all relevant Comprehensive Plan goals and policies, as well as all applicable development standards and provisions of the zoning regulations as conditioned with this approval.

2. That the site plan adequately provides for pedestrian safety and general welfare of facility users. EPMC 17.60.040.E.2

FINDING: Sidewalks are provided throughout the project, as shown on the site plan on page 1 of this agenda statement.

3. That the project will satisfactorily take care of the traffic it generates by means of adequate off-street parking, access points and additional street right-of-way improvements. EPMC 17.60.040.E.3

FINDING: Southern Oregon Transportation Engineering was retained to provide a trip generation assessment for this proposed 16,000 square foot facility. The school district states that it will serve as an accessory use to the high school, similar to a sports field,

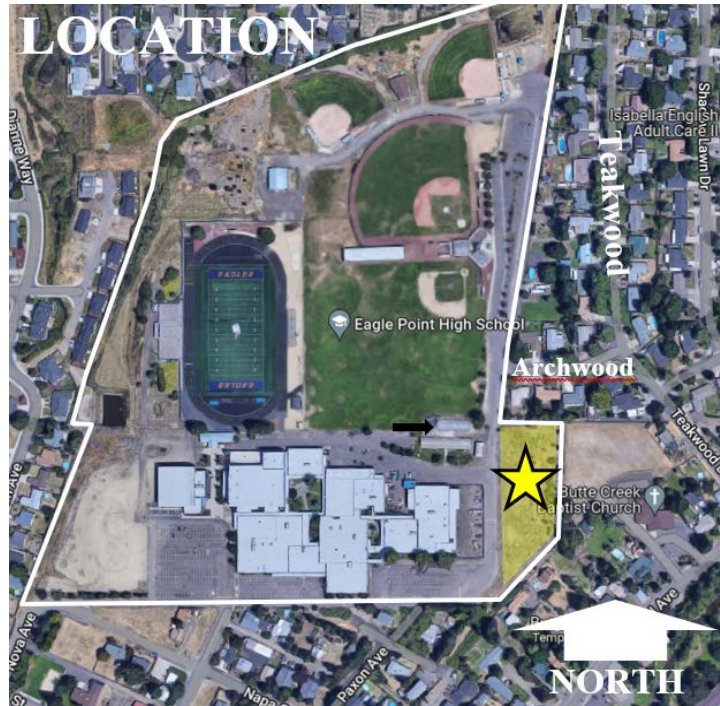
gymnasium, culinary classroom, theater, or shop area, and that any special events or after school programs will be seasonal and random.

The Institute of Transportation Engineers Trip Generation Manual provides trip generation rates for a broad array of use types. Land Use 525 - High School was determined by the traffic engineer to be the best match for an agricultural education facility at a high school. Rates are provided for two independent variables, which include "students" and "employees". Since the facility is not intended to prompt an increase in student enrollment or faculty, no increase in traffic is expected. The trip generation assessment letter is available in the City's project file.

Twenty-four paved parking spaces and a gravel stock trailer parking area are proposed north of the building, as shown on the site plan on page 1 of this agenda statement.

4. That the project will be compatible with adjacent developments and will not adversely affect the land uses or character of the area. EPMC 17.60.040.E.4

FINDING: The new building to be placed where indicated with a yellow star on the two images at right is a steel frame structure with a majority left open (no walls) at the working area/arena on the south end. The north end is for enclosed classrooms, offices, and restrooms. The eave height will be 14 feet with a height of 24 feet at the ridge. This is an appropriate style, compatible with the existing school buildings and structures here. In addition, a landscape buffer planted with trees and shrubs will be established along the property lines adjacent to existing residential rear yards and church property.



5. That the project will take into consideration natural hazards found to exist on or adjacent to the development site. EPMC 17.60.040.E.5

FINDING: There are no known natural hazards on or adjacent to the site.



IV. BASIC REQUIREMENTS FOR SITE PLAN AND LANDSCAPE APPROVAL

EPMC Section 17.60.050. A – F establishes the basic requirements for all new developments or alterations of existing development. These are discussed below.

A. Landscaping and Screening. EPMC 17.60.050.A

FINDING: As shown on the applicant's site plan on page 1 of this agenda statement, a landscape buffer is proposed along the north, east, and south boundaries of the project area for visual separation and aesthetic treatment between the project and adjacent neighbors.

The proposed parking area will have landscape islands and perimeter landscaping, a storm water treatment area will contain varied landscaping and new landscaping will be provided between the proposed building and the existing school.

Plant material selection has been made to be natural to the area and will be irrigated with an automatic irrigation system.

B. Street Frontage Improvements. EPMC 17.60.050.B

FINDING: The proposed project does not front on a public street, therefore the requirements in this subsection are not applicable.

C. Street Access. EPMC 17.60.050.C

FINDING: Adequate vehicular and pedestrian access points are provided as shown on the site plan on page 1 of this agenda statement.

D. Solar Access, Light, Air and Shade. EPMC 17.60.050.D

FINDING: The building's generous setback from the property line will result in no shadows being cast on adjacent properties. The building's ridge height of 24 feet is set back from the north property line 156 feet and, according to the architect, the shadow cast on the day of the year when the sun is lowest in the sky (to the south on December 21) will be approximately 40 feet to the north. Further, planters with trees and shrubs meet the requirement of this subsection that at least 10% of a project site be landscaped, in addition to required periphery landscaping. Last, the building's windows and overhangs meet the requirements of this subsection, with windows on the east, north, and west sides of the building and large roof overhangs on the east and west sides.

E. Engineering. EPMC 17.60.050.E

FINDING: Site engineering will be included in the plan set submitted for building permits. In addition, recommended conditions of approval are included in Section X of this agenda statement to address specific engineering items associated with the project.

F. Storage and Trash. EPMC 17.60.050.F

FINDING: Trash will be kept in a metal-sided enclosure on the east side of the proposed building under the 15 foot overhang. Waste removal will be by Southern Oregon Sanitation as provided throughout the City.

V. DECISION CRITERIA FOR CONDITIONAL USE PERMIT APPROVAL

EPMC Section 17.84.050.A – D establishes the criteria that must be met to receive approval of a Conditional Use Permit. These are discussed below.

A. That the conditional use is in conformance with the letter and intent of the comprehensive plan and zoning ordinance. EPMC 17.84.050.A

1. **Comprehensive Plan.** The proposal conforms with the following Eagle Point Comprehensive Plan goals and policies:

Chapter III – Land Use Element: To provide a long-range guide for the physical development of the city that maximizes the community’s livability.

FINDING: The high school is a long-established land use within the City, and has traditionally included agricultural studies in its curriculum including hands-on activities associated with FFA. The proposed facility at this new location on school grounds will provide an improvement of an existing use type. The improved program and activities will serve as an asset to the students who will benefit from it, and to the broader community which benefits from quality education, especially when it includes hands-on learning.

Chapter VII – Transportation Element/Transportation System Plan, Chapter 2, Section B - Arterials, Collectors and Local Streets, Policy 15: Land use decisions shall include consideration of their impact on existing and planned transportation facilities, protection of safety & function of transportation facilities.

FINDING: Providing this facility on school property not only keeps it where the educational activities are already happening, it also avoids a situation where a new facility is placed off-campus thereby resulting in increased vehicle trips, wasted time going back and forth, and numerous other operational and logistical challenges.

Chapter XIII – Citizen Involvement Element: To provide opportunities for citizen involvement throughout the City’s planning process.

Policy 3: The City shall continue to emphasize the public hearing process during land use decision making. All hearings shall be well advertised and open to all affected citizens.

Policy 4: The City shall continue to maintain public availability of planning related proposals and reports.

Policy 5: The City shall continue to notice affected agencies and organizations of specific planning related activities, proposals, and reports.

Policy 6: The City shall coordinate land use actions with affected agencies.

FINDING: The City of Eagle Point has an adopted citizen involvement program based upon the policies noted above. The program includes complete and open public information and involvement based on public notice procedures and public hearings. This development application is being processed consistent with that program and is consistent with the goals and policies of this Element.

2. Zoning Ordinance. The proposal conforms to the following requirements of the Eagle Point Municipal Code:

Legal Notifications. All notifications and advertisements have been made in satisfaction of the legal requirement to hold a public hearing on this application.

Land Use Regulations. All applicable requirements of the Eagle Point Municipal Code will be met prior to issuance of construction permits.

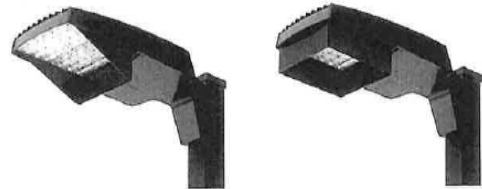
FINDING: The proposed development complies with all legal notification and applicable development requirements of the Eagle Point Municipal Code.

B. That the potential positive impacts outweigh the negative impacts of the conditional use as it relates to the public health, safety and general welfare of the area. EPMC 17.84.050.B

FINDING: The proposed development will make good use of an underutilized area on the high school campus and provide more of educational opportunities. The positive impact of furthering primary education is beneficial to the community's public health, safety, and welfare.

The physical impact to the surrounding area will be minimized by separation distances and landscape buffering. In addition, an existing well-constructed 6 foot chain link fence between the proposed project and adjacent uses will provide continuing security of the area.

Last, pole lighting will be limited in height and utilize cut-off shields to minimize glare cast toward nearby residences. The external glare shield and 360 full visor shown at right are attachments that help direct light to a specific area and minimize overflow.



C. That the conditional use property and buildings are adequate in size and shape to accommodate said use, and all yard spaces, walls and fences, parking, loading, landscaping, and other features are to standards required by this Ordinance. EPMC 17.84.050.C


FINDING: The proposed educational building on a 2 acre site provides more than adequate yard space as well as fencing, parking, loading, landscaping, setbacks, building height, lot coverage, etc. all meeting Eagle Point's code requirements.

D. That the conditional use relates to streets and highways adequate to width and pavement type to carry the quantity and kind of traffic generated by the proposed use. EPMC 17.84.050.D

FINDING: Minimal additional traffic will be generated by the addition of this educational facility as it will serve the current student population and not cause an increase in enrollment. Existing streets and driveways are of adequate width and pavement type to continue to accommodate vehicles and pedestrians.

VI. CONCLUSIONS

1. The application was declared complete.
2. The proposal is consistent with the Comprehensive Plan.
3. As conditioned, the proposal complies with the Zoning regulations.
4. All legal notifications have been satisfied with respect to the application.
5. Concerns expressed by affected agencies have been mitigated.

APPROVED FOR SUBMITTAL: 
Aaron Prunty, City Administrator

VII. STAFF RECOMMENDATION

Staff recommends that the Planning Commission adopt the Findings and approve the application with the recommended conditions of approval.

VIII. PLANNING COMMISSION OPTIONS:

1. Adopt the Findings and approve the application with the recommended conditions of approval; or,
2. Adopt the Findings and approve the application with revisions to the project and/or recommended conditions; or,
3. Deny the application; or,
4. Postpone action to a time specified providing additional information is required and the applicant or their representative agrees to such postponement.

IX. RECOMMENDED CONDITIONS OF APPROVAL

1. Construction Plans

The drawing set submitted to the City for a building permit shall include engineered grading, drainage, landscaping, irrigation, lighting, and utility plans.

2. Storm Drainage System

- An on-site storm drainage system design to accommodate at least a 10-year storm event shall be included in the civil engineering plans submitted to the City for review.
- Detained storm water shall be backed into the detention area using a control structure.
- Detention volume may be calculated based on a pre-development storm runoff vs. post-development storm runoff scenario, or at the maximum release rate of 0.25 cfs/acre.
- Storm drainage detention design and calculations will be reviewed as part of the construction plan review process by the City Engineer.
- The detention area shall be owned and maintained by the property owner.
- Any proposed storm drainage easements crossing private property shall be submitted to the City for review as part of the civil engineering drawings.
- The detention pond shall be kept free of all forms of waste, including animal waste.

3. Water System

An engineered water system shall be designed in accordance with the Oregon State Health Division, the Uniform Plumbing Code, Fire District 3, and City requirements.

4. Sanitary Sewer System

A sewer system shall be designed and approved in accordance with applicable requirements of Rogue Valley Sewer Service (RVSS), Department of Environmental Quality, and Uniform Plumbing Code. The following guidance & requirements were provided by RVSS in their project review comment letter dated June 23, 2022 (available in the project file at City Hall):

- The high school site is served by a connection to the public sewer near the end of Platt Avenue. The sewer drainage system on the property is a private system and RVSS does not have information on where the pipes are located.
- The connection of the new building to the sewer system will require a permit from RVSS which will be issued upon payment of related SDCs.

5. Utility Undergrounding & Easements

All new utilities shall be undergrounded, and all ground surfaces finished prior to building occupancy. Any utilities not located within the public right of way will require 10-foot-wide public utility easements. When utilities are combined, easements shall typically be 20 feet wide and allow at least 5 feet from the centerline of pipe to edge of easement and 10 feet between utilities.

6. Fire District 3 Requirements

The following requirements were provided by Fire District 3 in their project review comment letter dated June 28, 2022 (available in the project file at City Hall):

- Existing fire hydrants as indicated on Horton Engineering drawing 1 of 3 dated June 14, 2022 satisfy water supply requirements.
- The north and south gates shall be widened from two 6-foot gates to two 10-foot gates each for apparatus access. See Oregon Fire Code Section D103.5.
- Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.
- Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction.
- Design and installation shall meet the Oregon requirements of the International Fire, building, Mechanical Codes and applicable NFPA Standards.

7. DEQ 1200-C Permit

Projects over 1 acre are required to receive a 1200-C Erosion and Sediment Control permit from DEQ. A copy of said permit shall be provided to the City prior to building permit issuance. Erosion control measures per DEQ must be in place prior to commencement of site work.

Continued →

8. Exterior Lighting

There shall be no stadium lights or similarly tall, bright lighting fixtures on the project site.

All exterior free-standing and building-mounted lights shall have cut-off shields to minimize light and glare cast toward neighboring residences.

9. Overnight Boarding Prohibited

There shall be no overnight boarding of animals.

10. Commercial Use Prohibited

The facility shall be used solely for purposes related to student education. There shall be no commercial use of any kind including, but not limited to, rodeos, shows and similarly intensive events drawing large numbers of people, traffic, and noise.