



FRIDAY LETTER

FEBRUARY 19, 2016

ADMINISTRATION – HENRY LAWRENCE, CITY ADMINISTRATOR

City Administrator

Thank you to the Council for meeting this week in an extra study session. We made progress on two fronts: reviewing the System Development Projects that are planned for the next 20 years, as well as looking at funding options to continue the momentum with our annual pavement management program. There is still more work to do on both of these issues. Since the Council Goal setting for fiscal year 2016-2017 was not completed at that meeting, we will continue that discussion at the February 23 regular Council meeting.

City Recorder, Cindy Hughes, CMC

At the February 23rd City Council meeting, the City Council will deliberate authorizing a Settlement Agreement with C.A. Galpin regarding credits for System Development Charges. In addition, proposals for the Eagle Point Spray Park will be considered, and the Council will also review and establish goals for the 2016-2017 Fiscal Year.

Upcoming Meetings:

City Council – February 23 – 7:00 p.m. – City Hall
Economic Development Commission – March 7 – 6:00 p.m. – City Hall
City Council – March 8 – 7:00 p.m. – City Hall
Planning Commission – March 15 – 7:00 p.m. – City Hall
City Council – March 22 – 7:00 p.m. – City Hall
Parks and Recreation Commission – March 28 – 7:00 p.m. – City Hall

Public Notice of Vacancies: The City of Eagle Point is accepting applications for persons interested in serving on the Parks and Recreation Commission, or the Economic Development Commission. Applications may be obtained online at www.cityofeaglepoint.org or picked up at Eagle Point City Hall, 17 Buchanan Avenue South, Eagle Point, Oregon. For additional information, please contact Cindy Hughes, City Recorder, at 541-826-4212 ext. 106.

PARKS AND RECREATION – ROBERT MILLER, PUBLIC WORKS DIRECTOR

Parks and Recreation Commission

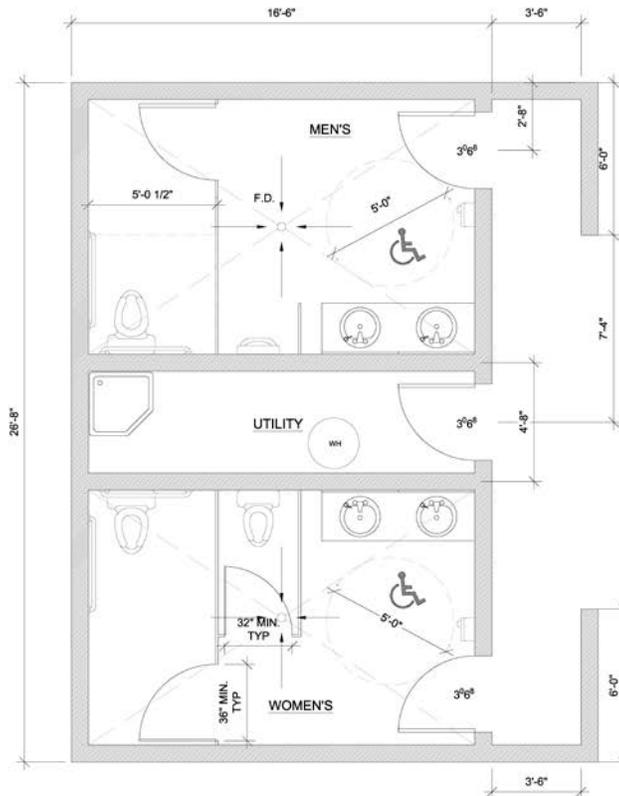
The Parks and Recreation Commission will not be holding a meeting in February, as staff is waiting to receive additional information needed for agenda items. The next meeting is scheduled for March 28, 2016 at 7:00 p.m. in City Council Chambers. Agenda and packet information will be distributed to commissioners and available on the City website the Friday prior to the meeting. Check the Parks and Recreation Commission page of the city website for up to date meeting packets, agendas, minutes, and to find out the new and exciting things in the works for Eagle Point Parks and Recreation.

Parks and Recreation Master Plan

Staff continued revisions to the Eagle Point Parks and Recreation Master Plan. RVCOG is preparing revisions to maps included. Discussion on the plan will pick up with the Parks and Recreation Commission at their March 2016 meeting.

Lucas Park Restrooms

The Ford Foundation met with staff and Eagle Point Parks Foundation for the Lucas Park Restroom project. Design of the restrooms continued with ZCS Engineering. Groundbreaking is anticipated in March of 2016.

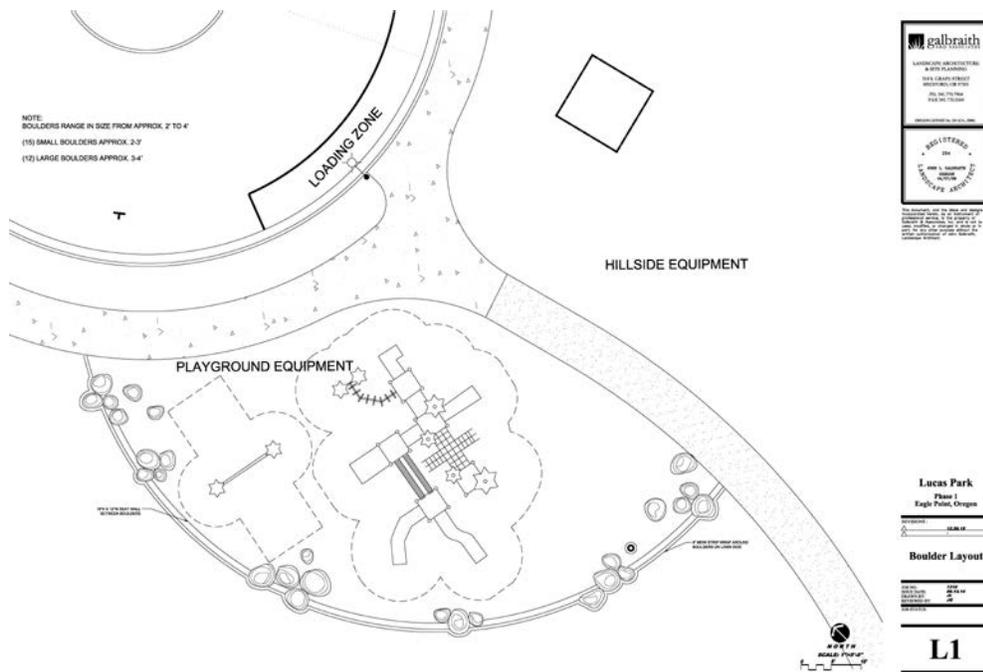


Eagle Point Spray Park

Two proposals were received for the Eagle Point Spray Park. The proposals are scheduled to be discussed at the February 23, 2016 Council meeting.

PUBLIC WORKS – ROBERT MILLER, PUBLIC WORKS DIRECTOR

Maintenance and Operations Public Works continued construction of the Lucas Park Main Playground. The lighting was repaired for lights out at Centennial Plaza, Loto Street Bridge, City Hall sign, and at City Hall.



Capital Improvement Projects for 2015/16

Water System Improvements

Design of the **USDA Water System Improvements** continues. Review of the 95% plans and the specifications continues by staff. A consensus was provided by the City Council for the landscape plan prepared by John Galbraith, a green color for the tank, and the matte finish for the low profile dome as presented by Civil West Engineering Services. Advertising of the project is scheduled for early March of 2016, pending review by USDA, Oregon Health Authority Drinking Water Division, and the City.

E. Main Street/Stevens Road Improvements

Coordination continued on the grant for the E. Main Street/Stevens Road Improvements with ODOT and OBEC. OBEC is preparing the Scope of Work for the project to begin design of the improvements along Stevens Road.

Development

Public Works continued coordinaton on the **Eagle Crest Overlook**, providing comments and attendance for the Planning Commission. Building review and approval continued by Public Works.

Other Efforts

Grants

Planning and coordination continues on the **Little Butte Park Trail**, to be submitted to the Oregon Parks and Recreation Department in March of 2016.

Water System Peak Hour Working Group

RH2 continued coordination with Medford Water Commission staff on the peak hour discussion. The cities are coordinating to determine how to minimize impacts and reduce overall costs.

Upper Rogue Tennis Court

Staff continued coordination between the School District and Upper Rogue Tennis Court group on the desired project.

Capital Improvement Plan

Staff provided the first draft of the capital improvement plans for Storm, Water, Parks, and Streets. The list of projects forms the foundation for future planning, grant, and funding discussions. All of the plans were presented and discussed at the Special Study Session on February 17, 2016.

2016 Pavement Maintenance

Staff initiated review of potential projects and cost estimates for the future 2016, 2017, and 2018 Pavement Maintenance Programs.

DEVELOPMENT SERVICES – MIKE UPSTON, PLANNING DIRECTOR

Building and Development

Weekly Report:

February 5-18, 2016 we received 38 new permit applications, issued 15 permits, and worked on a number of additional permits.

Permits currently in review or waiting to be issued include:

- Several single family dwelling permits.
- Several mechanical permits.
- Several electrical permits.
- Several plumbing permits.
- Alteration/addition permits.
- A pool permit
- Fence permits

We continue to be very busy with the following:

- Training the new Permit Technician.
- Permit inquiries, fee estimates, and permit processing.
- Property history inquiries.
- Cross-training with other employees.
- Updating Eagle Point Building Department procedures.
- Planning and Building archive filing.
- Assisting Code Enforcement with property research.
- Field inspections.
- Public Record Requests

PLANNING COMMISSION

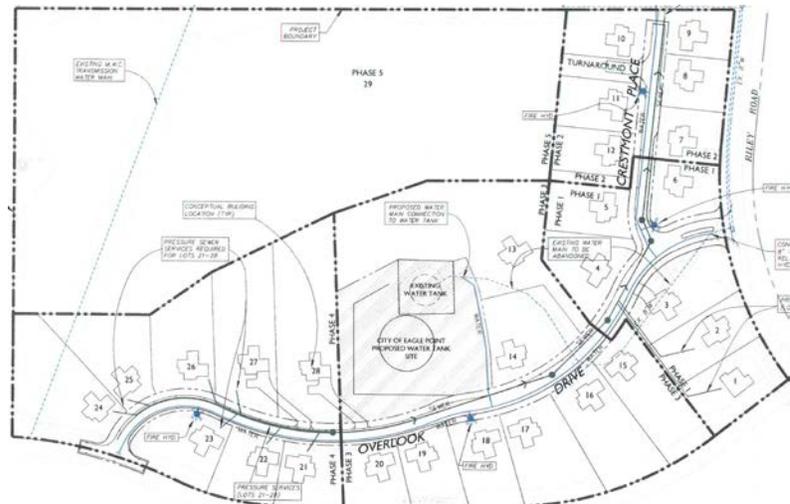
The next regular meeting of the Planning Commission is tentatively scheduled for Tuesday, March 15, 2016 at 7:00 p.m. in City Council Chambers. Agenda and packet information is distributed to commissioners and available on the City website the week prior to the meeting. For up to date meeting packets, agendas and minutes, check out the Planning Commission page of the city website.

On February 16th the Planning Commission conducted a public hearing on Eagle Crest Subdivision – a proposal to rezone, subdivide and develop a roughly 15 acre portion of the 24.19 acre property off Riley Road, north of Vista Park Drive.

The consolidated Planning Application consists of requests to: 1) change the Eagle Point Comprehensive Plan and Zoning Map designations on a roughly 15 acre portion of the subject

property that is currently split-zoned Residential Farm and Single Family Residential (R-1-12) to a split designation of R-1-12 and R-1-10; 2) subdivide the property into 29 tax lots; 3) obtain a Conditional Use Permit to apply Planned Development flexibility to the street design, lot depth and street lighting; and 4) obtain Site Plan and Landscape Approval, which is required for all new developments in Eagle Point other than those limited to one single family home.

The Commission approved the Planned Development, Conditional Use Permit, and Site Plan & Landscape Approval, and is recommending City Council approval of the map change and tentative subdivision. The Council will consider this matter in its own public hearing at its March 8th meeting.



ECONOMIC DEVELOPMENT COMMISSION

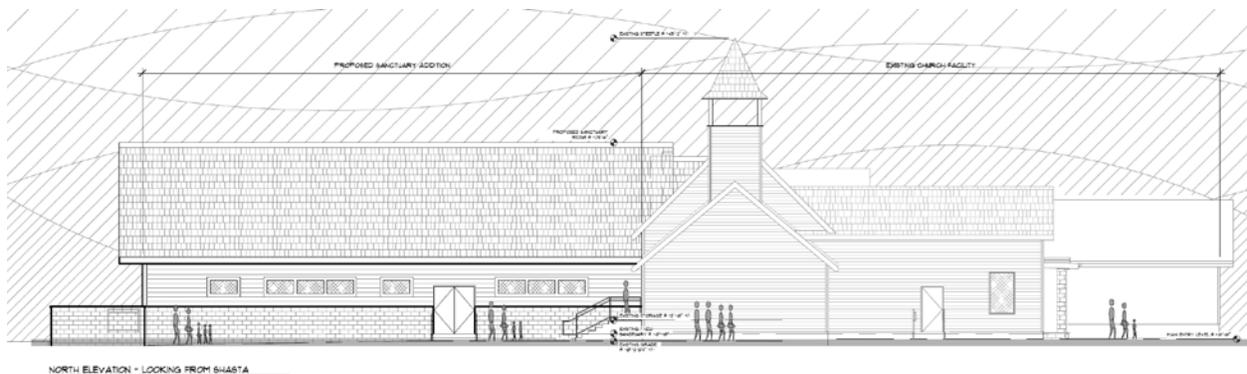
The Economic Development Commission is scheduled to meet next on Monday, March 7th to conduct the following business:

- **Activity within Action Item 1.C-D of the Economic Development Strategy**
The Commission will continue discussion from their February meeting about inviting groups and organizations to commission meetings to share development opportunities & challenges.
- **Activity within Action Item 2.F of the Economic Development Strategy**
Following up from their initial report at the Commission's February meeting, Commissioners Parsons and Tilley will check-in on additional interviews they've completed with businesses regarding what prompted them to locate in Eagle Point.
- **Activity within Action Item 5.E of the Economic Development Strategy**
Staff will provide an update on in-house research being done to understand the range of location options and costs for a possible City electronic reader board sign along Highway 62.
- **Activity within Action Item 2.I of the Economic Development Strategy**
The Commission will discuss making preparations for a rescheduled version of the cancelled Jan 9th Annual Economic Forum.
- **Economic Development Strategy Implementation**
Goal setting for the remainder of 2016 and selection of Economic Development Strategy Action Items to work on which are relevant to the established goals.

MAJOR PROJECTS IN DEVELOPMENT REVIEW

Eagle Point Community Bible Church Expansion

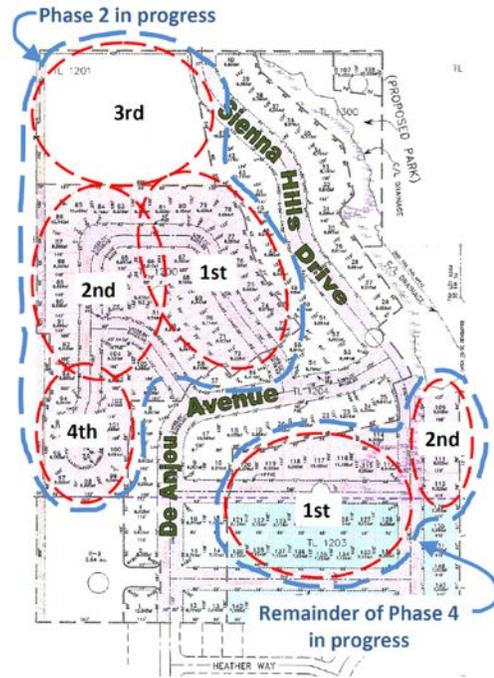
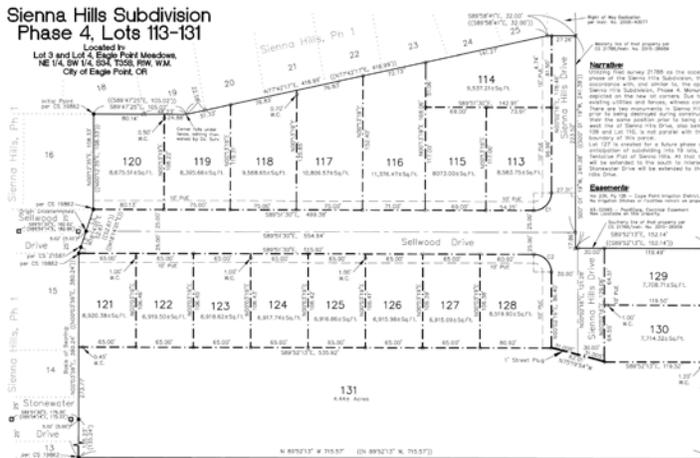
The Planning Commission approved a Site Plan Review at their meeting on January 19th to allow an approximately 5,700 square foot expansion of this church at 27 South Shasta Avenue for a new sanctuary as depicted on the left portion of the drawing below. A building permit has now been issued for the first phase of development which involves relocating and renovating a small area within the existing building in order to make way for demolition and eventual construction of the addition.



Sienna Hills Subdivision/ Phases 2 and 4

Phases 2, 5, 6 & 7: Civil engineering work (grading, infrastructure, etc) continues on site in advance of Final Subdivision Plan submittal to the city. “Phase 2 in progress” on the map at right actually captures four of the original subdivision phases.

Phase 4: Building permit review and issuance for single family home construction on these new lots continues as applications are received by the City.



MONTHLY MEETING OF THE ROGUE VALLEY METROPOLITAN PLANNING ORGANIZATION, TECHNICAL ADVISORY COMMITTEE

Each month staff attends the regularly-scheduled meeting of the Rogue Valley Metropolitan Planning Organization’s Technical Advisory Committee (RVMPO TAC) to discuss and make recommendations on regional land use and transportation matters. The February meeting included the following activity:

Strategic Assessment Final Report

ODOT and DLCD provided an overview of the completed Strategic Assessment Final Report. The report summarizes the purpose, scope, and key findings from an analysis of the region’s adopted land use and transportation plans prepared using ODOT’s Regional Strategic Planning Model, and is intended to inform local officials and policy makers as they update land use and transportation plans, and help evaluate whether to conduct additional work, such as more detailed “scenario planning.” After discussion, the TAC forwarded a recommendation of acceptance to the Policy Committee.



Draft 2016-2017 Unified Planning Work Program

The TAC discussed proposed dues for FY 2016-17 and suggestions for changes to the draft Unified Planning Work Program (UPWP), and will prepare to make a recommendation in April. The UPWP provides a framework for the coordination of transportation planning efforts within the region, incorporating all transportation planning and supporting comprehensive planning activities in the Metropolitan Area.

Transportation Needs Assessment for Traditionally Under-Served Populations

In 2014, the Policy Committee had recommended a Transportation Needs Assessment be completed as a Title VI/Environmental Justice work task. The purpose of the assessment is to help the region identify gaps, barriers, needs, and potential disproportionate investment in the transportation system for what are identified as “traditionally underserved populations” (low income, minorities, seniors, and young persons). Staff reviewed the report and the TAC discussed recommendations for use of this information and next steps.

