



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

EAGLE POINT PLANNING COMMISSION
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON
REGULAR MEETING AGENDA
March 20, 2018

1. CALL TO ORDER - 7:00 p.m.
2. FLAG SALUTE.
3. AUDIENCE QUESTIONS/COMMENTS (Items not on the agenda).
4. CONSENT CALENDAR.
 - 4.1 Presentation of Regular Meeting Minutes of February 20, 2018.
5. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR.
6. PUBLIC HEARING(S).
7. UNFINISHED BUSINESS.
8. NEW BUSINESS.
 - 8.1 Planning Application #18-02:FACADE
Downtown façade improvement grant application, 225 W Main Street
 - 8.2 Planning Application #18-04:FACADE
Downtown façade improvement grant application, 186 Napa Street
 - 8.3 Discussion regarding whether to change the Planning Commission meeting time.
9. REPORTS FROM PLANNING COMMISSION MEMBERS.
10. REPORTS FROM STAFF.
11. ADJOURNMENT.

AGENDA AND COMMISSION 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

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EAGLE POINT PLANNING COMMISSION

17 S BUCHANAN AVE. EAGLE POINT, OREGON

February 20, 2018

REGULAR MEETING MINUTES

1. CALL TO ORDER-7:00P.M.

Chair Collins called the meeting to order at 7:00P.M.

Commission Members Present: Ron Boughton, Suzi Collins, Bernard Grossman, Aaron Prunty, Kevin Walruff, Millie Wewerka and Councilor Kathy Sell.

Commission Members Absent: Dianne Mihocko.

Staff Members Present: Mike Upston, Planning Director and April Strouse, Meeting Secretary.

Audience Members and Guests: Leslie Richardson and friends.

2. FLAG SALUTE.

Chair Collins led the flag salute.

3. ELECTION OF CHAIR AND VICE CHAIR.

Chair Collins called nominations to order for the office of Chairperson. Commissioner Boughton nominated Suzi Collins for Chairperson. Commissioner Grossman made a second. There were no other nominations. Chair Collins requested roll call and April Strouse directed each commission member to state the name of their choice when called upon. The Commissioners voted unanimously to re-elect Suzi Collins as Chairperson.

Chair Collins called nominations to order for the office of Vice Chairperson. Commissioner Grossman nominated Dianne Mihocko for Vice Chairperson. Commissioner Boughton made a second. There were no further nominations. Chair Collins requested roll call and April Strouse directed each commission member to state the name of their choice when called upon. The Commissioners voted unanimously to re-elect Dianne Mihocko as Vice Chairperson.

City of Eagle Point Planning Commission Meeting Minutes
February 20, 2018
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Commissioner Mihocko was absent for this meeting but the following day an email was sent to her and she confirmed her acceptance of the nomination.

4. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA.

There were no audience questions or comments.

5. CONSENT CALENDAR.

5.1 Presentation of Regular Meeting Minutes of December 19, 2017.

Chair Collins announced the Consent Calendar and asked for a motion. Commissioner Walruff moved that the Consent Calendar be approved. Commissioner Prunty made a second. There was no further discussion. The motion passed unanimously by the voting members present.

6. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR.

7. 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.

7.1 Planning Application # 17-13: CUP

Applicant: Leslie Richardson, Richardson Veterinary Clinic
Presented by: Mike Upston, Planning Director

The public hearing was opened at 7:07P.M.

Chair Collins asked if anyone felt that the Planning Commission did not have the right to make a decision on this matter.

None were heard.

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 members visited the site in preparation for the hearing. All Commissioners were familiar with the site. Commissioner Wewerka went by the site in preparation for the meeting and stated her observations.

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

None were heard.

Chair Collins called for testimony opposed to the application.

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None were heard.

Chair Collins requested staff present its report.

Planning Director Mike Upston introduced the proposed Vet Clinic that would be located at 155 Alta Vista Dr, currently a vacant building. The application proposes operating a small animal vet clinic out of Suite A & B (previously joined). Mr. Upston explained to the commissioners that a Conditional Use Permit (CUP) would allow for this type of use in the commercial district and described the criteria needed to approve the use, most existing because of previous commercial businesses. Commissioner Grossman asked Mr. Upston if property owners within Poppy Village had been notified of the proposed vet clinic located at the entrance to the residential community. Mr. Upston confirmed that all legal notifications were made. Leslie Richardson re-iterated her intended use for the vet clinic. The Commissioners asked a few questions of Mrs. Richardson regarding specific procedural processes of her business. Commissioners, Mr. Upston and Mrs. Richardson continued to discuss amongst themselves concerns they wanted addressed prior to approval.

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

Chair Collins asked if staff had any final comments.
No additional comments were offered.

Chair Collins called for a motion to close the public hearing.
Commissioner Wewerka made a motion to close the public hearing and Commissioner Prunty made a second. The motion passed unanimously by the voting members present.

The public hearing was closed at 7:41P.M.

Chair Collins called for a motion on the application.
Commissioner Walruff made a motion that the Planning Commission adopt the findings and approve the application for site plan, landscape review with recommended conditions of approval as well as a condition that the facility shall not be used as a non-medical boarding facility. Commissioner Boughton made a second. The motion passed unanimously by the voting members present.

8. UNFINISHED BUSINESS.
None were heard.

9. NEW BUSINESS.

9.1 Staff presentation: Recap of 2017 Planning Department activity.

Mr. Upston gave the commissioners a brief summary of the Recap of 2017 Planning Department document provided in the packet.

10. REPORTS FROM PLANNING COMMISSION MEMBERS.

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10. REPORTS FROM PLANNING COMMISSION MEMBERS.

Commissioner Boughton mentioned he attended the open house that the BLM and Forest Service held in Shady Cove.

11. REPORTS FROM STAFF.

None were heard.

12. ADJOURN.

There was no further business to come before the Eagle Point Planning Commission and Chair Collins adjourned the meeting at 7:58P.M.

Respectfully submitted,

April Strouse, Meeting Secretary

ATTEST:

Suzi Collins, Chair

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

AGENDA STATEMENT

Item Number: 8.1

Meeting Date: March 20, 2018

ITEM TITLE: Planning Action #18-02:Facade. Downtown façade improvement grant application, 225 West Main Street.

Applicant: Ashley Jensen, Love Oregon House
Owner: Dr. Mike Bratland, DDS
Submitted By: Mike Upston, Planning Director (541) 826-4212, ext 111

I. PROJECT DESCRIPTION

Funding assistance is requested as the applicant works on improving 225 West Main Street.

Ashley Jensen, owner of *Love Oregon House* (real estate) and tenant in the prior Eagle Point Irrigation District building, has been working over the past year to completely renovate this building inside and out, and has covered all costs herself so far. Without slowing her pace towards completion, she's now seeking funding assistance.

Below is a bullet-point scope of work. See also the before & during-progress photos in Attachment No. 1 and receipts for the work completed to date in Attachment No. 2.

Scope of Work

- Apply cultured stone siding to the front of the building three feet high with matching ledges and corners. Above that is a pre-painted material in a marigold color.
- Replace the siding with cement board on three sides of the building and paint it blue.
- Install four garage-style doors on the parking lot side of the building. Paint white and provide upgraded hardware to dress up this side facing the Cridental building.
- Install awnings and six decorative lights on the front and parking lot sides of the building.

The estimated cost for this portion of the renovation is \$7,859 for materials plus \$7,500 for labor, totalling \$15,359. Keep in mind that this is just for the work on the building façade (exterior sides), and does not include the extensive interior renovation and new roof.

The applicant is requesting the maximum allowable grant amount of \$5,000. \$25,000 remains in the City's current budget for the Façade Improvement Grant Program.

II. LAND USE APPROVAL REQUIREMENTS

The decision-making process for a Downtown Façade Improvement Grant is established in Resolution No. 2016-24. This application type involves a discretionary decision by the Planning Commission after receiving a staff recommendation, and there is no opportunity for appeal.

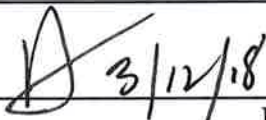
III. STANDARDS FOR GRANT APPROVAL

1. The project will enhance the exterior condition of the business.
2. The project will restore the historic character of the building.
3. The project will revitalize the distinctiveness and integrity of this downtown structure.

FINDING: This project is giving new life to a building which could more easily have simply been demolished. The extensive improvements are doing significantly more than just enhancing the exterior appearance of the building; they are making the whole building useful again. Further, when completed, the building's distinctiveness and character will have been fully revitalized in a fresh and historically appropriate style.

IV. CONCLUSIONS

1. The application was declared complete.
2. The proposal is consistent with the Comprehensive Plan.
3. As conditioned, the proposal complies with Resolution No. 2016-24.

APPROVED FOR SUBMITTAL:  3/12/18
Henry Lawrence, City Administrator

V. STAFF RECOMMENDATION

Staff recommends that the Planning Commission adopt the Findings and approve the application for a Downtown Façade Improvement Grant with the recommended conditions of approval.

VI. PLANNING COMMISSION OPTIONS:

1. Adopt the Findings and approve the application for a Downtown Façade Improvement Grant with the recommended conditions of approval; or,
2. Adopt the Findings and approve the application for a Downtown Façade Improvement Grant with revisions; 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.

VII. RECOMMENDED CONDITIONS OF APPROVAL

The following items must be 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: Before & During-Progress Photos
- Attachment No. 2: Receipts for Work Completed To Date

ATTACHMENT NO. 1

Before & During-Progress Photos



Subject building at 225 Main Street, Downtown



Building as Purchased



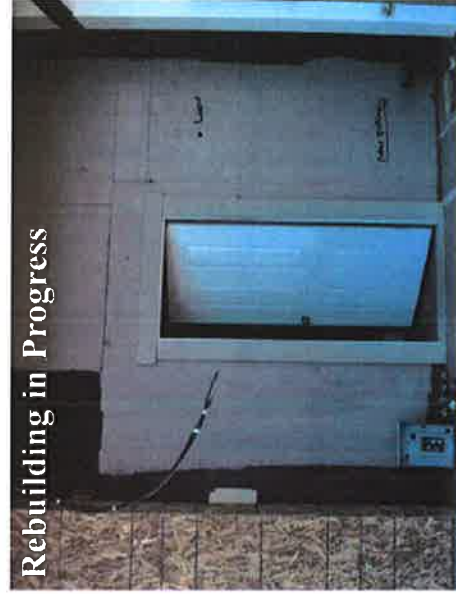
New Plywood Sheathing and Roof



New Garage-Style Doors



Housewrap Over Plywood



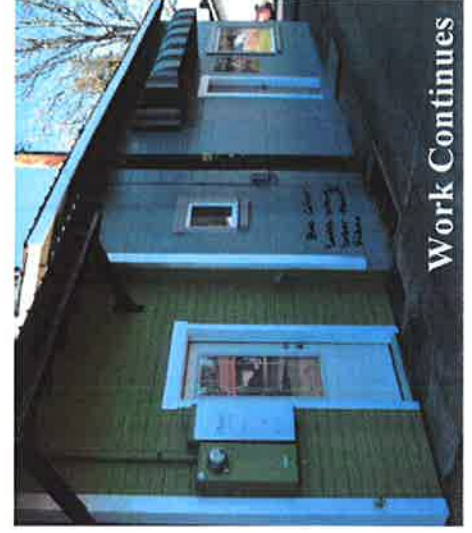
Rebuilding in Progress



Light



Completed Portion



Work Continues



Cultured Stone

ATTACHMENT NO. 2

Receipts for Work Completed To Date

CUSTOMER	
LACED BY	
TAKEN BY	ROLS
ORDERED	1/29/2018
INSTRUCTIONS	
SALES REP	
JTHM	
PROMISED	
2/23/2018	

ALLIED BUILDING PRODUCTS
 3830 CRATER LAKE AVE
 MEDFORD, OR 97504-8741
 Phone: (541) 779-4571 | Fax: (541) 779-4766

TICKET # 18509830-00 SO

SHIP W/SE	MEDF	PAGE#	1 of 1
DOCUMENT	Order Acknowledgement		
SHIP VIA	Our Truck		
PRINTED			
CUST W/SE	MEDF	STAGING	

CUSTOMER
 (183279)
 GENERIC CASH CONTR MEDF
 3830 CRATER LAKE AVE
 MEDFORD, OR 97504

SHIP TO
 Ashley Jensen
 225 West main St
 541-324-2620
 EAGLE POINT, OR 97524

ORDER ACKNOWLEDGEMENT

*** DO NOT SHIP FROM THIS DOCUMENT ***
 CANCELLATION DATE: NONE

Line	Product and Description	Qty Ordered	Qty B.O.	Qty Shipped	Qty UOM	Unit Price	Price UOM	Amount Net
1	93224393 ALLURA PRIM TRAD CEDAR LAP SDG 8.25"X12' 5/16"	100	0	100	PC	5.95	PC	595.00
2	18509830-002 8.25" X 12' Allura Trad Marigold PO#9060649 Lnf# 1 medf	42	42	0	PCS	13.50	PCS	567.00
3	** Special Order Item - No Returns ** 18509830-003 1 Gal Touch Up Kit Marigold PO#9060649 Lnf# 2 medf ** Special Order Item - No Returns **	1	1	0	Gal	80.38	Gal	80.38

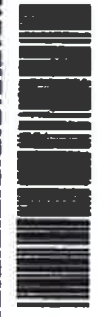
** Siding for Storage*

Order Subtotal	\$1,242.38
Fuel Charge	\$80.00
Order Total	\$1,322.38
Available to Ship Total	\$675.00
Balance Due	\$1,322.38

By signing below I am verifying the above product details, pricing, specifications, quantities, accessories and sizes for purchase. I am aware that some or all of these products are a special order. I have checked the order and found it to be correct. I am aware that this order will not be placed until signed and understand that returns or exchanges are not allowed for special orders.

COMPANY: _____ with authority to bind the company
 SIGNATURE: _____ DATE: _____
 PRINTED NAME: _____

*****Do Not Write Below This Line*****



Order Acknowledgement

#2

TICKET # 18509713-00 SO

ALLIED BUILDING PRODUCTS
 3630 CRATER LAKE AVE
 MEDFORD, OR 97504-9741
 Phone: (541) 779-4571 | Fax: (541) 779-4786



Cultural Stone

PLACED BY	
TAKEN BY	RAMP
ORDERED	1/29/2018
SALES REP	JTHIM
PROMISED	2/16/2018
INSTRUCTIONS	

CUSTOMER
 (183279)
 GENERIC CASH CONTR MEDF
 3630 CRATER LAKE AVE
 MEDFORD, OR 97504

SHIPTO
 Ashley Jensen
 225 West Main St
 541-324-2620
 MEDFORD, OR 97504

ORDER ACKNOWLEDGEMENT

*** DO NOT SHIP FROM THIS DOCUMENT ***
 CANCELLATION DATE: NONE

SHIP W/SE	MEDF	PAGES	1 of 1
DOCUMENT	Order Acknowledgement		
SHIP VIA	Our Truck		
PRINTED			
CUST W/SE	MEDF	STAGING	

Line	Product and Description	Qty Ordered	Qty S.O.	Qty Shipped	Qty UOM	Unit Price	Price UOM	Amount Net
2	43254440 ELDOR RUSTIC LEDGE CNR 7LF/8X SAWTOOTH	3	3	0	BOX	69.65	BOX	208.95
3	43254444 ELDOR RUSTIC LEDGE FLAT 10SF/8X SAWTOOTH	15	15	0	BOX	68.45	BOX	1026.75
4	43258316 ELDOR ACC-7109 WAINSCOT CNR 90DEG 8X8 EARTH ** "EARTH" WAS FORMERLY CALLED "MOCHA" **	4	0	4	PC	11.30	PC	45.20
5	43268333 ELDOR ACC-7014 WAINSCOT STRAITZ.5X32X18.5 EARTH ** "EARTH" WAS FORMERLY CALLED "MOCHA" **	30	0	30	PC	9.95	PC	298.50
6	31172547 AMERIMIX S: 400 TYPE S PREBLENDED MORTAR 80LB/BS	15	0	15	BAG	6.00	BAG	90.00
7	31340016 FORTIFIB SUPER JUMBO TEX 80 GRID D 40"X72' 240SF	1	0	1	RL	13.25	RL	13.25
7	31140010 2.5 GALV WIRE LATH REG DIAMOND MESH 27"X36" ***** REGULAR *****	10	0	10	PC	5.95	PC	59.50

Order Subtotal	\$1,742.15
Fuel Charge	\$90.00
Order Total	\$1,822.15
Available to Ship Total	\$586.45
Down Payment	\$1,822.15
Balance Due	\$0.00

Master Card: 1822.15

American Industrial Door LLC
 6022 Table Rock Road
 Central Point, OR 97502
 Phone: (541) 664-5555 Fax: (541) 664-5556
 OR Lic. 58160 CA Lic. 857100



3

Estimate

Date	Estimate #
1/31/2018	40879

Name / Address
Jensen, Ashley 225 W. Main St Eagle Point, OR 97524

Job Site
Storage Doors

Terms	Rep	Customer Phone	Order Date	E.T.A.
50% Down 50% On C..	Troy	541-324-2620	1/12/2018	

Description	Qty	Rate	Total
Provide And Install In A Prepared Opening			
Three (3) 10' x 8' Wayne Dalton 9100 Series White Sonoma Panel Insulated Steel Sectional Overhead Door w/Full Seal, 12" Radius Track	3	1,015.00	3,045.00
One (1) 8' x 8' Wayne Dalton 9100 Series White Sonoma Panel Insulated Steel Sectional Overhead Door w/Full Seal, 12" Radius Track	1	795.00	795.00
Three (3) Hinge & Handle Set- Aspen Hardware	4	75.00	300.00
Four (4) Outside Keyed Locks	4	60.00	240.00

American Industrial Door LLC is not responsible for working condition of existing operator.

Total **\$4,380.00**

We propose to furnish all materials and perform all labor necessary to complete this job. Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. Price subject to change after 30 days. Electrical connections and painting to be performed by others.

Signature _____

Submitted By _____

INVOICE

GROVER Electric and Plumbing
Supply



2902 North Pacific Hwy
Medford, OR. 97501
(541) 773-7577

MB79240

Page 1 of 1

Date: February 01, 2018

Sold To:
NON-CHARGE ACCOUNT

4.

Electric Exterior
Lighting

Sold By: PAM

PO/Job

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	BOX 28 82 82 55 SOUTHWIRE - 250 FOOT BOX 12-2 WITH GROUND	69.30	69.30
1	EACH H15116-96 B1-96 Misc/Closeout - HI LITE PORCH	214.50	214.50
1	EACH COLL508K CANARM LTD - PORCH BLK/CLAR GLASS USES 2-100 MEDIUM MAX	55.89	55.89
1	EACH B10WACORB CANARM LTD - RIM ANGLE LIGHT ALUMINUM WITH ORB FINISH USES 1	109.46	109.46
1	EACH LED22531 ABP DESIGNERS - PORCH AGED BRONZE PATINA CLEAR SEEDY GLASS 13 WA	139.84	139.84

1 MISCELLANEOUS 588.99
 SHOP
 SUB TOTAL 588.99
 TAX1 0.00
 TOTAL 588.99
 6 2 187 02/01/2018 04:23:40 PM
 CREDIT CARD 9221 588.99
 CHANGE 0.00

Phone Order Pam

SubTotal 588.99
 Tax 0.00
 Total 588.99

The "Reduction of Lead in Drinking Water Act" (S.3874) requires all piping, fittings and fixtures sold or installed after January 4, 2014 providing water for human consumption be certified lead free.

Save this Invoice for Refunds or Adjustments
 For Details go to www.GroverElectric.com



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

AGENDA STATEMENT

Item Number: 8.2

Meeting Date: March 20, 2018

ITEM TITLE: Planning Action #18-04:Facade. Downtown façade improvement grant application, 186 Napa Street.

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

I. PROJECT DESCRIPTION

Funding assistance is requested as the owners continue their work to improve 186 Napa Street. They've been working over the past year and have so far covered all costs themselves. They've renovated the entire interior and a portion of the exterior including removal of a shed, fencing, failing trees and shrubs, and broken concrete. They've installed a new walkway and patio with a seat wall, asphalt in the front and rear parking areas, parking wheel stops, fencing, and a portion of the building façade. They're now seeking funding assistance before proceeding with the rest of the project. Below is a bullet-point scope of work. See also the before & during-progress photos in Attachment No. 1 and contractor bids & materials for the work in Attachment No. 2.

Side facing Napa Street

- Remove all three windows and replace two of them. The two new windows will be placed slightly higher on either side of the front door for a more uplifting and inviting look.
- Remove vinyl siding and replace with Hardy Plank, including new housewrap and insulation.
- Install corbels at each side, top front of building.
- Replace the front door.
- Install trim around windows and door.
- Prime and paint exterior of siding, trim and door.
- Install wall-mounted lights.
- Rebuild the porch cover in a similar style but with more character.
- Install new gutter and downspouts for replaced porch cover.
- Potentially install a commercial-quality bike rack.

Sides facing Platt Street and the Alley

- Remove vinyl siding and replace with Hardy Plank, including new housewrap and insulation.
- Install service windows and counters in the wall facing Platt Street.
- Install a window for air circulation in the wall facing the alley.