



FRIDAY LETTER

SEPTEMBER 4, 2015

ADMINISTRATION

City Recorder

On September 8th, the City Council will hold a public hearing during its regular meeting in the matter of a request for the reactivation of, and amendment to, Final Order #02/03-31:SUB/PUD/CUP (Cottonwood Village Subdivision) to allow modifications to the original approval applicable to the undeveloped portion of the project site. Following the Public Hearing, a Resolution will be presented for the Council's consideration to authorize the reactivation and amendment to the Final Order on this matter. Under Old Business, the Council will discuss local regulation of legal marijuana and under New Business there will be Resolutions for consideration including:

- Authorizing an Intergovernmental Agreement in Support of a Community Development Block Grant from the 2015 Community Development Block Grant Program administered by the Oregon Business Development Department, Infrastructure Finance Authority; and
- Approving a job description and salary range for a Permit Technician.

Upcoming Meetings:

City Council – September 8 – 7:00 p.m. – City Hall

Economic Development Commission – September 14 – 6:00 p.m. – City Hall

Planning Commission – September 15 – 7:00 p.m. – City Hall

City Council – September 22 – 7:00 p.m. – City Hall

Parks and Recreation Commission – September 28 – 7:00 p.m. – City Hall

PUBLIC NOTICE OF VACANCIES: The City of Eagle Point is currently accepting applications for persons interested in serving on 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.

FINANCE

It is hard to believe we are starting the third month of the new fiscal year already. We are receiving the last of the revenues and expenditures for 2014/2015. Some of these are usually rather slow to come in. As we work to finish up 2014/2015 we are well on our way into 2015/2016. We have many of our 2015/2016 projects already under way.

Although we are only in the first quarter of the new fiscal year, I have already started the very preliminary budget for 2016/2017. We have already started looking at projects for the upcoming years and will be revisiting our long range projections to make any necessary adjustments to the 2014/2015 and 2015/2016 fiscal years in the projections. We do monitor the projections throughout the year so there are no surprises at the end of the year. Once we have made those adjustments we will once again be looking at those years beyond 2015/2016 to ensure that our 10 year projections are updated and accurate.

Staffing

We are advertising the position of Permit Technician and Account Clerk. Applications were slow to start coming in but now they are coming in everyday. The positions are open until filled but we will do a first review of applications on September 14, 2015. We will keep accepting applications after that in case we don't find applicants with the needed experience in the first round.

Other Items

Staff has been working with YMCA to set dates for upcoming recreation programs and the After School Program. Now that we have the necessary information staff has made copies of the flyers. Our staff will deliver the flyers to all of the schools so that they are available for the first week of school. We have also started receiving applications for fall programs.

It has been a very busy month or two with people moving in and out of homes. This is typically true in the month of August as families prepare for school to start. There have also been quite a few utility lien searches requested. Lien searches are requested by the title company every time a property is sold and every time there is a refinance of a property. Some of the homes that have been vacant for a long period of time and were lost in the 'lost in foreclosure' black hole have finally started to appear on the market. A few homes that were vacant for a long period of time have been purchased and now have occupants. This is very positive for the neighborhoods.

Auditors and year-end

Auditors will return October 12 – October 15 to finish the audit field work. Staff is preparing and reconciling reports as required in the audit process. We are also in the process gathering all of the documents and examples for their arrival.

POLICE

Centennial Plaza

In case you haven't driven by Centennial Plaza recently, you will notice that there are a set of younger teenage kids enjoying the park and just having fun. I think the word is out that it is a good place to be and "hang-out" with your friends since the police have excluded two drug dealers. It could be that the new "No Smoking" signs in place has resulted in a type of clientele going somewhere else (across the street maybe?) to smoke. On some days it seems that the kids have vacated the park and migrated to Mattie Brown. At least for now it seems that the new exclusion ordinance has shown positive results.

Drug Houses

We continue to work hard on a few drugs houses by visual monitoring and attempting to identify "users" that frequent them. If the housing is a rental, then we use a landlord notification form to inform them of any activity where the police were called to the residence. We have developed a good partnership with a new probation and parole officer named Vincente Gutierrez who is willing to accept phone calls on any of his probationers that we come into contact with and issue a detainer if necessary. Some probationers have conditional release agreements that allow LE and Probation/Parole into the residences they live in and make sure they are in compliance with post release conditions. Our officers are working hard to reduce the amount of drug-dealing with in neighborhoods.

We also have a nuisance abatement process that provides civil and legal penalties for residence that have received more than three serious calls for service in a thirty-day period. We occasionally employ what is called a "knock-n-talk" where officers have information about drug dealing and we knock and try to get the owner to answer the door and see if we can convince the owner to give us consent to "look around" for evidence of drug dealing. Most often they do not allow us inside, the intent is to let them know that we are aware of drug complaints and we will be watching them. Now that marijuana is legal we have lost an essential law enforcement tool that would have provided a "reason" to investigate illegal activity involving illegal drugs.

Chief Thompson

PARKS AND RECREATION

The next regular meeting of the Parks and Recreation Commission is scheduled for Monday, September 28, 2015 at 7:00 p.m. in City Council Chambers. Agenda and packet information is 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.

Work continues on the Parks and Recreation Master Plan Update.

PUBLIC WORKS

Maintenance and Operations

The Public Works crew continued painting of curbs, stop bars, and parking lots. The parking lot restriping included City Hall, Judge Stewart House, and Lucas Park. Larger arrows were used at City Hall for clarity.



Monthly water samples were taken. Street sweeping was completed. Asphalt patching was completed under contract for water breaks at Pumpkin Ridge and Vista Park Drive.

2015 Street Projects

Seal Coat

The seal coat project has been completed for the summer. Project payments and final closeout will complete efforts.

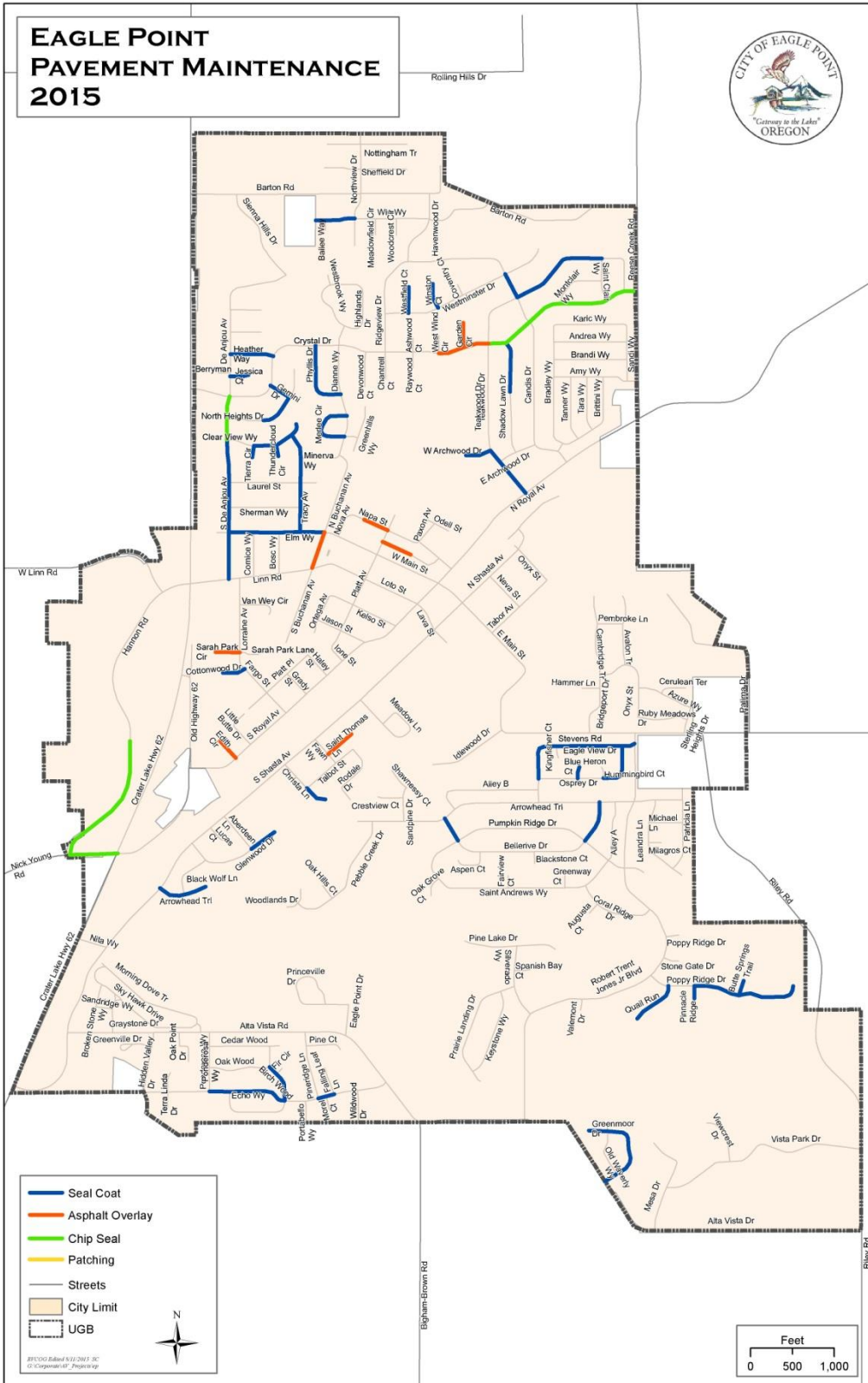
Chip Seal

Jackson County is scheduled to chip seal Crystal Drive, Hannon Road, and Nick Young Road on Wednesday, September 9, 2015. The modified chip seal, contracted by the City, is planned for early September.

2015 Paving

The 2015 Paving project was awarded to Copeland Paving, Inc. The paving includes Crystal Drive from West Wind Circle to Teakwood Drive, Edith Circle, Sarah Park Circle, Garden Circle, St Thomas Lane, a section of Napa Street and the Main Street Alley east of Platt Avenue, and South Buchanan from Main Street to Linn Road. The project is scheduled to start in early September. This year's paving project continues to target the roads rated as "Very Poor" condition from the 2012 Pavement Management Program Budget Options Report. South Buchanan Avenue rates in "Poor" condition.

EAGLE POINT PAVEMENT MAINTENANCE 2015



2015 Pavement Management Program

Downtown Lighting

The plans for the downtown lighting project were completed. The project is scheduled to be advertised the week of September 7, 2015. Nine lights (LED) were ordered to match the decorative lights downtown. The project will complete decorative streetlights on both sides of Main Street from Bob Moore Park and the Old Fire Station to Platt Avenue. Streetlight delivery is approximately 11 weeks away.

Elm Way Sidewalks

Plans are being finalized for the Elm Way Sidewalk project. The project proposes a sidewalk from Tracy Avenue to De Anjou Avenue on the south side of Elm Way, and from Tracy Avenue to Buchanan Avenue/Main Street on the north side of the street to match existing pedestrian circulation from the intersection. A crosswalk is planned at the Tracy/Elm intersection.

Laurel Street Storm Improvements/Tracy Storm

Plans are being finalized to construct a storm system from Laurel Street, extending down Tracy Avenue, to Elm Way. The concrete ‘valley’ gutters will be removed at Laurel Street and Sherman Way. Currently there is no storm system on Tracy Avenue, Sherman Way, or Laurel Street.

Crystal/Teakwood Storm

Plans are being finalized to improve the drainage at the Crystal/Teakwood intersection, extending to the existing storm system on Teakwood Drive. The concrete ‘valley’ gutters will be removed, and the intersection repaved.

South Shasta Avenue Improvements

The **South Shasta Avenue Improvements** project was awarded to Knife River Materials. Additional details on the project schedule will be provided in future reports. The majority of construction is expected to be completed fall of 2015, weather permitting.

USDA Water System Improvements

The contract for Engineering Services was formally approved by USDA with all signatures. An analysis on the types of tank construction (concrete, bolted steel, and welded steel) was completed by Civil West Engineering Services. A presentation, including options for the new dome, is scheduled for the September 22, 2015 City Council meeting.

Development

Development Review continued for Idlewood.

2015/16 Projects and Grants

The Eagle Point Parks Foundation has pursued grants for several park projects and future opportunities. The Eagle Point Parks Foundation submitted grants to the Carpenter Foundation for the Lucas Park Restroom project and Mattie Brown Park Gazebo.

Medford Water Commission

The City of Eagle Point, in addition to the other cities served by Medford Water Commission, are continuing to review and discuss the Commission’s most recent Cost of Service Study. MWC initially proposed a 42% increase in wholesale costs to Eagle Point, and the other cities served by MWC: Talent, Phoenix, Jacksonville, Central Point, and potentially Ashland

(emergency use). A study session was held by Medford Water Commission where each point was presented and discussed on August 12, including a separate letter from the City of Ashland. The consultant, HDR Inc., evaluated the letters, providing a response on September 3. The small cities group met on September 4 to review the comments. A coordinated response will be provided to MWC at the September 9, 2015 MWC study session.

DEVELOPMENT SERVICES

Building and Development

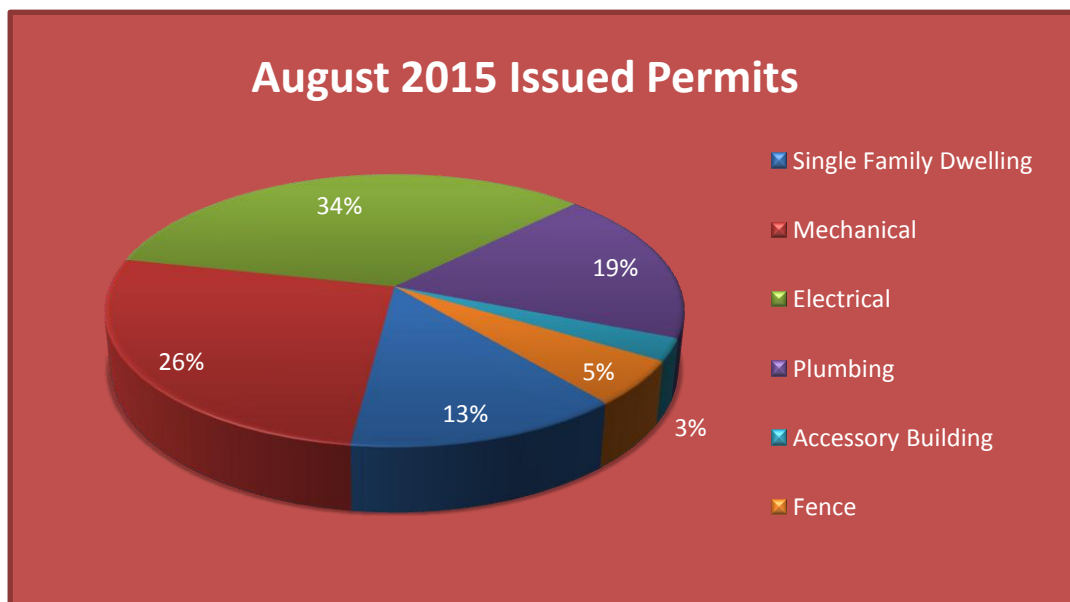
September 1-3, 2015 we received 7 new permit applications, issued 1 permit and worked on more than 25 additional permits. Permits currently in review or waiting to be issued include:

- Several single family dwelling permits.
- Several mechanical permits.
- Several electrical permits.
- Several plumbing permits.

A few of the things that have kept us very busy the last two weeks include:

- Permit inquiries, fee estimates, and permit processing.
- Property history inquiries.
- Providing coverage and backup for the front counter/utility department.
- Preparing the city newsletter.
- Cross-training with other employees.
- Creating/updating Eagle Point Building Department procedures.
- Assisting Code Enforcement with property research.
- Planning and building archive filing.
- Planning Commission meeting preparation.

End of month reports for August 2015 have been completed and sent to other jurisdictions and agencies. August 2015 totals included 38 permits issued, 29 applications received, three planning applications received, and a total of \$80,665.16 in fees received.



Issued permits included:

- 5 Single Family Dwellings
- 10 Mechanical Permits
- 13 Electrical Permits
- 7 Plumbing Permits
- 1 Accessory Building Permit
- 2 Fence Permits

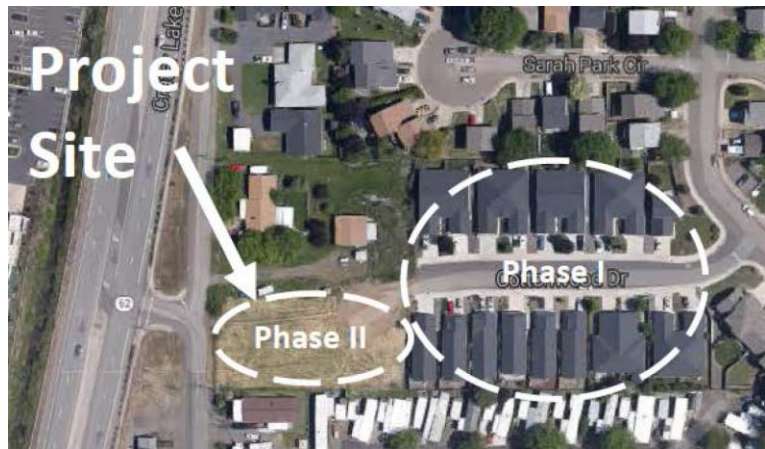
Planning Commission

The next Planning Commission meeting is scheduled for Tuesday, September 15, 2015 at 7:00 p.m. in City Council Chambers. Agenda and packet information is distributed to commissioners and available on the City website one week prior to the meeting. For up to date meeting packets, agendas and minutes, check out the Planning Commission page of the city website.

COTTONWOOD PHASE II

The Planning Commission voted at their August 18th meeting to recommend that the City Council reactivate the original approval for this project (Final Order #02/03-31:SUB/PUD/CUP - Cottonwood Village Subdivision), with specified amendments.

The City Council is scheduled to take final action on September 8th. A decision of approval would allow modifications to the original approval applicable to the undeveloped portion of the project site, which is identified as map 361W03BD, tax lot 13101, on Cottonwood Drive in the R-3 Multi-Family Medium Density zoning district.



More detail is in the materials provided for the Planning Commission's 8/18/15 hearing, as well as the City Council's upcoming 9/8/15 hearing (available from the City now).

ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission is scheduled to meet Monday, September 14 at 7pm in the City Council Chambers at City Hall. Agenda items include:

Old Business

- Economic Development Strategy Implementation – Action Item 5.B: Review the calendar of community events and discuss what the commission can do to encourage and support additional events hosted by groups other than the city.
- Economic Development Strategy Implementation – Action Item 5.E: Update on possible electronic reader board sign along Highway 62.

New Business

- Economic Development Strategy Implementation – Action Item 5.E: Discussion regarding Highway 62 beautification.
- Economic Development Strategy Implementation – Action Item 2.F: Inquiry as to what prompted businesses to locate within Eagle Point.
- Economic Development Strategy Implementation – Action Item 5.D: Conversation regarding the preservation and promotion of historic resources in the Town Center.

PLANNING COMMISSION

The Planning Commission is scheduled to meet Tuesday, September 15 at 7pm in the City Council Chambers at City Hall. Agenda items include:

- A resolution proclaiming the month of October 2015 as Community Planning Month in the City of Eagle Point. The resolution proclaims October as Community Planning Month in the City of Eagle Point in conjunction with the celebration of National Community Planning Month, and it recognizes the contributions made by the professional planning community and regional planners, as well as members of planning commissions, and extends the City’s appreciation for the continued commitment to public service by these professionals and citizen planners.



- A discussion concerning possible amendments to the Eagle Point Zoning Ordinance to establish administrative authority to reactivate and extend certain expired planning actions. Staff will be recommending that reactivation and extension of expired site plan and landscape approvals, conditional use permits, and variances which are proposed to be developed without significant deviation from their original approval be processed administratively without a public hearing, whereas review of applications to reactivate and extend the life of such projects proposing to deviate from their original approval should still be required to undergo review by the Planning Commission in a public hearing.

- A discussion concerning possible amendments to the Eagle Point Zoning Ordinance to provide allowances for electronic message signs. Over the past year or so, the Economic Development Commission has discussed the possibility of establishing an electronic message sign proximate to Highway 62 to announce community events. As for all other signs, provisions for these signs would be included within Chapter 17.68, Sign Regulations of the Eagle Point Zoning Ordinance. There is also interest in



preserving Eagle Point's small-town scale and community character. Therefore, if electronic messaging signs were to be allowed, there would need to be certain parameters within which they could be approved.

EAGLE POINT EVENTS – LOOKING AHEAD

Below is listing of events likely to happen in 2016. The details provided are the best information we have at this early stage. As these events draw nearer, the actual dates, places and times will be updated.

Exotic Dessert Auction, Eagle Point High School Cafeteria, 203 Platt Street, co-sponsored by the Eagle Point Community Association and Skills USA (Saturday March 12, 2016 at 7pm)

Easter Egg Hunt, Faith Christian Center, 585 Nick Young Rd in Eagle Point, sponsored by the Eagle Point Community Association (Saturday March 27, 2016 at 12:30pm)

Vintage Fair, Butte Creek Mill, 402 N. Royal Ave in Eagle Point, sponsored by the Eagle Point/Upper Rogue Chamber of Commerce (Saturday May 14, 2016 at 9am)

Eagle Point Community Day of Service, sponsored by the City of Eagle Point (Spring/TBD)

Tour de Eagle Point Bike Ride, begins at Harnish Wayside Park & Visitor Center, 128 Old Hwy 62 in Eagle Point, sponsored by the City of Eagle Point (Saturday June 11, 2016 at 9am)

Peddler's Fair & Pioneer Town Tour, Eagle Point's Historic District, 202 N. Royal Ave, sponsored by the Butte Creek Mill and Eagle Point Museum (Saturday June 11, 2016 at 12pm/noon)

4th of July in Downtown Eagle Point - Breakfast, Fun Run, Music, Parade, Vendor Booths, Fireworks Show, sponsored by the Eagle Point Community Association (Monday July 4, 2016 all day)

Music at the Mill, Butte Creek Mill, 402 N. Royal Ave in Eagle Point, sponsored by Friends of the Library (Saturday August 13, 2016 at 6pm)

Eagle Point Street Dance, Main Street in Downtown Eagle Point, sponsored by the City of EP (Saturday August 20, 2016 or Saturday Sept 10 at 6:30pm)

D-9 Foundation Annual Benefit Weekend: Dinner/Auction and Golf Tournament, sponsored by School District 9 Foundation (Dinner & Auction: Saturday September 10, 2016 at 5pm, Golf Tournament: Sunday September 11, 2016 at 8am)

Little Butte Creek Watershed Festival at Harnish Wayside Park & Visitor Center, 128 Old Hwy 62 in Eagle Point, sponsored by the Little Butte Creek Watershed Council (Saturday September 10, 2016 at 10am)

Harvest Festival at Harnish Wayside Park & Visitor Center, 128 Old Hwy 62 in Eagle Point, sponsored by the City of Eagle Point (Monday October 31, 2016 all day)

Veteran's Day Celebrations, Veteran's Park @ EP Covered Bridge and at the National Cemetery, sponsored by various groups (Friday November 11, 2016 all day)

Gobble Till You Wobble, Butte Creek Mill, 402 N. Royal Ave in Eagle Point, sponsored by the Butte Creek Mill (Saturday November 12, 2016 at 12:30pm)

Eagle Point Christmas Around Town: Tree Lighting at Bob Moore Park on Main Street downtown, followed by free stuffed animals and candy from Santa Claus at the Ashpole Community Center, sponsored by the Eagle Point Community Association (Friday December 2, 2016: Tree Lighting at 7pm)

Santa's Christmas Shop: Clothes and wares for struggling families (pay what you can), Eagle Point Grange Hall at corner of Shasta Ave & Main St, sponsored by the Chamber of Commerce (typically open for about 2 weeks before Christmas, 10am – 4:30pm)