



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

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

1. CALL TO ORDER - 7:00 p.m.
2. FLAG SALUTE.
3. ELECTION OF CHAIR AND VICE CHAIR.
4. AUDIENCE QUESTIONS/COMMENTS (Items not on the agenda).
5. CONSENT CALENDAR.
  - 5.1 Presentation of Regular Meeting Minutes of December 19, 2017.
6. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR.
7. PUBLIC HEARING(S).
  - 7.1 Planning Application #17-13:CUP  
Richardson Veterinary Services
8. UNFINISHED BUSINESS.
9. NEW BUSINESS.
  - 9.1 Staff presentation: Recap of 2017 Planning Department activity.
10. REPORTS FROM PLANNING COMMISSION MEMBERS.
11. REPORTS FROM STAFF.
12. ADJOURN.

*AGENDA AND COMMISSION PACKETS ALSO AVAILABLE ON WEBSITE*

[www.cityofeaglepoint.org](http://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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## OREGON

EAGLE POINT PLANNING COMMISSION

17 S BUCHANAN AVE. EAGLE POINT, OREGON

December 19, 2017

### 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, Diane Mihocko, Aaron Prunty, Kevin Walruff, Millie Wewerka and Councilor Michael Stanek.

Commission Members Absent: Bernard Grossman

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

Audience Members and Guests: Dan Horton of Horton Architecture.

2. FLAG SALUTE.

Chair Walruff 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 Lang Duplexes

Applicant: Dan Horton of Horton Architecture

Presented by: Mike Upston, Planning Director

The public hearing was opened at 7:01P.M.

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December 19, 2017.

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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.

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 but did not make any effort to view the site ahead of the meeting,

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.

None were heard.

Chair Collins requested staff present its report.

Planning Director Mike Upston introduced the proposed Lang duplexes. The application proposes three duplex buildings and parking at 25 Onyx Street on land just under one-acre with an existing dwelling that will remain. The proposed buildings will be two-story and will be located in the R-3 multi-family residential zone. The City will swap a small swatch of property with the current land owner that will benefit both party's access and usable space. Commissioner Boughton asked if parking requirements are being met in the proposal. Mr. Upston clarified that each dwelling has two parking spaces and there would be overflow for parking located on the site; street parking would not be permitted. Councilor Stanek inquired if the existing trees located on the lot would be preserved. Mr. Horton indicated they would save as many trees as possible but would be removing smaller less established trees.

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

The public hearing was closed at 7:17P.M.

Chair Collins called for a motion on the application.

Commissioner Prunty 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 forward a recommendation to City Council to approve the public and

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private land exchange. Commissioner Boughton made a second. The motion passed unanimously by the voting members present.

5. CONSENT CALENDAR.

5.1 Presentation of Regular Meeting Minutes of October 17, 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 THE CONSENT CALENDAR.

None were heard.

7. UNFINISHED BUSINESS.

None were heard.

8. NEW BUSINESS.

None were heard.

9. REPORTS FROM PLANNING COMMISSION MEMBERS.

None were heard.

10. REPORTS FROM STAFF.

Mr. Upston gave an update to the ongoing projects throughout the City.

11. ADJOURN.

There was no further business to come before the Eagle Point Planning Commission and Chair Collins adjourned the meeting at 7:38P.M.

Respectfully submitted,

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April Strouse, Meeting Secretary

ATTEST:

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Suzi Collins, Chair

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

**AGENDA STATEMENT**

**Item Number:** 7.1

**Meeting Date:** February 20, 2017

**ITEM TITLE:** Planning Action #17-13:CUP (Richardson Veterinary Clinic). Request for approval of a veterinary office in the Poppy Village commercial center at 155 Alta Vista Road.

**Applicant:** Leslie Richardson  
**Property Owner:** Davis Family Trust  
**Submitted By:** Mike Upston, Planning Director (541) 826-4212, ext 111

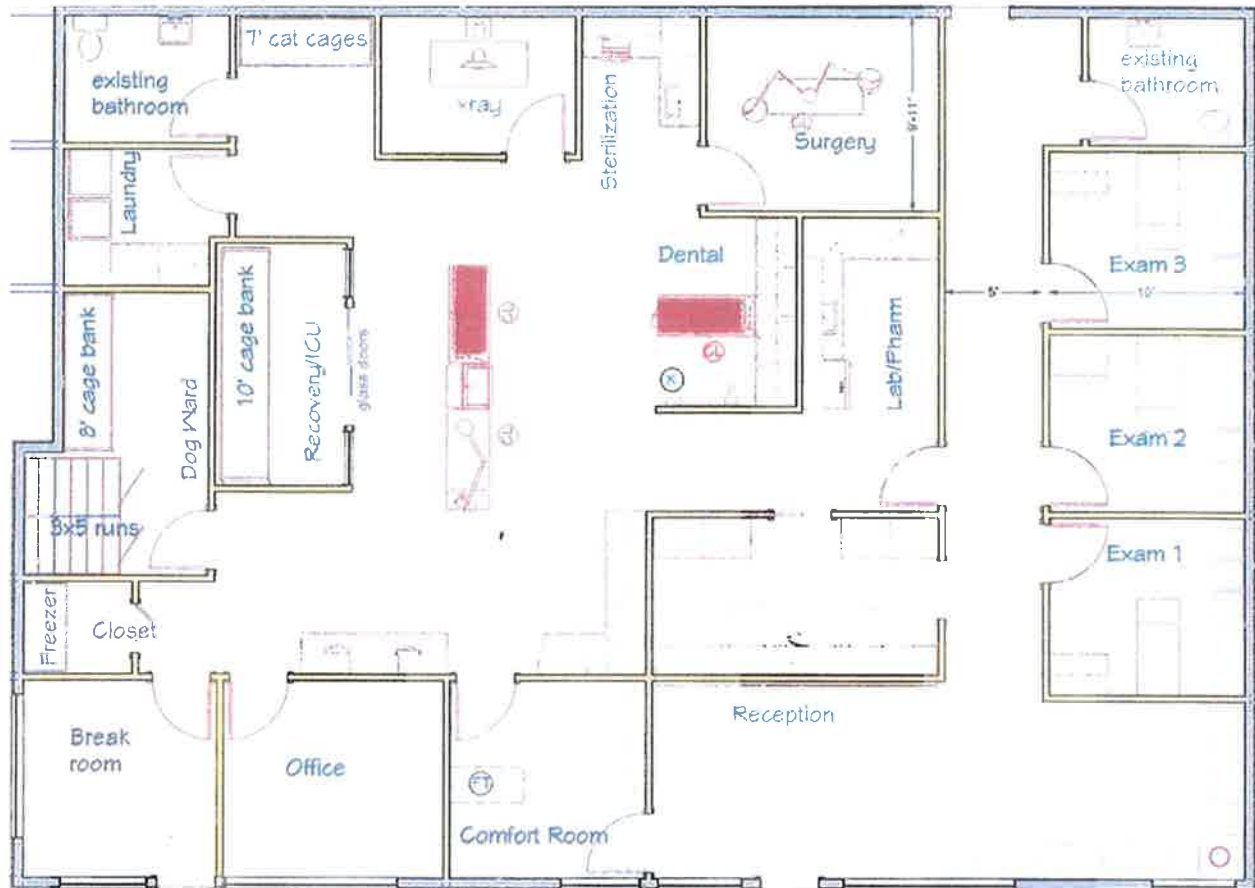
**I. PROPOSAL, BACKGROUND & PROPERTY OVERVIEW**

This proposal is to operate a veterinary office in vacant tenant space formerly occupied by Providence Physical Therapy in the middle building shown below at the Poppy Village commercial center.





Richardson Vet Service is a mobile veterinary clinic that is now looking to establish a home base at this location. Interior tenant improvements would be made to accommodate a small animal clinic primarily serving dogs, cats and other pets, as depicted in the floor plan below. The application states that the clinic may also be used for occasional surgeries for small ruminants such as goats and sheep that cannot be handle through the mobile service.



The only change proposed to the exterior of the building is a new door at the back wall of the building for these animals to enter, and for dog walking. To avoid noise from dog barking, the applicant states that no outside runs will be established. Instead, dogs will be individually walked and cleaned up after as necessary. Further, an existing fence on the property line shields the view of the back of the building from the adjacent residences.

The applicant states that the clinic will have up to three veterinarians and five employees. Hours of operation are proposed to be 8am – 7pm Monday – Friday, and eventually Saturday 9am – 2pm.

The series of three buildings that make up the commercial center were constructed in the early 2000's to provide neighborhood-serving commercial services to the planned Poppy Village residential subdivision, Eagle Point Golf Community, Echoes of the Ponderosa subdivision, and other nearby neighborhoods.

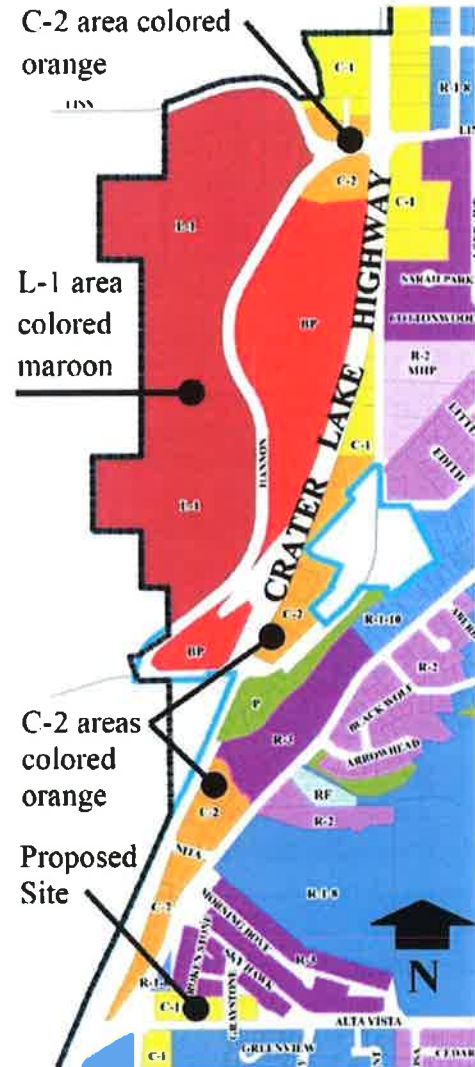
## II. LAND USE APPROVAL REQUIREMENTS

### Conditional Use Permit

Eagle Point Zoning Ordinance (EPZO), Chapter 17.28 establishes permitted buildings and uses within the C-1 Retail Commercial zoning district, and EPZO Section 17.28.030 provides Planning Commission authority to consider a Conditional Use Permit for certain buildings or uses, including veterinary clinics, which are not permitted outright within the C-1 Retail Commercial zoning district.

Note that veterinary clinics are permitted outright within areas zoned C-2 Heavy Commercial and L-1 Limited Industrial shown on the map at right. Those areas include the Eagle Landing and Creekside commercial centers on the east side of Highway 62, the HanSen Center and adjacent C-2 zoned area on the west side of Highway 62, and all of the property zoned L-1 on the west side of Hannon Road.

EPZO Chapter 17.84 establishes the review and decision-making process for Conditional Use Permits, the purpose of which is to determine whether or not a proposed use is or could be compatible with the existing or permissible uses on surrounding land. An additional purpose is to stipulate conditions to help ensure that a proposed use will be compatible with the surrounding uses. EPZO Section 17.84.050 establishes the findings of fact that must be met in order to approve a Conditional Use Permit, and those are discussed under Section III of this report.



## III. DECISION CRITERIA FOR CONDITIONAL USE PERMIT APPROVAL

### A. That the conditional use is in conformance with the letter and intent of the Comprehensive Plan and Zoning Ordinance. EPZO 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 Land Use Element of the Comprehensive Plan provides the framework for the Zoning Districts that have been adopted by the City. The subject property has a land use designation of Commercial on the Comprehensive Plan Map, which is intended to implement the Comprehensive Plan's vision for this property as a neighborhood-serving business node. The proposed veterinary service is consistent with this vision and generally compatible within its context of neighborhood-serving commercial uses.

**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 continue to 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 state requirements and locally-adopted 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. Public notices for this proposal were mailed to nearby property owners, published in the local newspaper and posted on the City's website. As of the date this agenda statement was written, no written or verbal public comments were received.

**2. Zoning Regulations. The proposal conforms to the following requirements of Eagle Point's zoning regulations:**

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

Development Standards. All applicable development standards in Eagle Point's zoning regulations will be met prior to issuance of construction permits.

**FINDING:** The proposed development complies with all legal notification and applicable development requirements of Eagle Point's zoning regulations.



**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. EPZO 17.84.050.B**

**FINDING:** The applicant believes that providing this service at this location will be of great benefit to the community since the nearest clinics are several miles to the north and south of the city. However, the sound of barking is often anticipated as an issue for vet clinics. To mitigate this issue, the proposed project will be a small, indoor-only clinic. It will have limited holding space such that only seriously ill and animals recovering from surgery would remain overnight, with five dogs and five cats maximum. No outside runs or kennels are proposed, nor boarding. This approach minimizes the potential for noise which could be a nuisance to neighboring businesses and residents of the Poppy Village neighborhood which lies immediately behind this building, as show below.



**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. EPZO 17.84.050.C**

**FINDING:** The tenant space is roughly 2,800 square feet, which is adequate for the proposed clinic. No changes are proposed to the size or location of the existing building, parking lot, fence or landscaping.

The existing parking lot has 34 spaces dedicated to this building, which has always been more than enough to serve the businesses therein, and is expected to be more than adequate with the proposed veterinary clinic. The parking regulations contained within the city's zoning code do not address veterinary clinics, but because the use is similar to medical offices, those rates were applied in the parking calculation.



## **EAGLE POINT PLANNING DEPARTMENT 2017 OVERVIEW**

The Planning Department is the oversight entity for all matters related to land use within the City. It is responsible for the administration of state, county, and local land use policies and regulations as they relate to preservation and quality development of the properties lying within the city limits and the urban growth boundary. The department formulates plans for the development and management of all land within the City's boundaries, typically analyzing land use compatibility as well as economic, environmental and social trends. In developing plans for the community (whether commercial, residential, light industrial, natural or recreational), a wide array of issues are considered such as sustainability, air pollution, traffic congestion, crime, land values, legislation and zoning regulations. In doing this, the department interacts closely with other local and regional entities to ensure Eagle Point's continued involvement in Southern Oregon's overall socio-economic success.

This department is also responsible for current and long-range planning. Current planning includes processing land use applications for compliance with the comprehensive plan, zoning and subdivision regulations. Long-range planning involves making decisions about when, where and how the city will grow in the years ahead, assuring that adequate public facilities will be available to serve new development and, above all, making sure Eagle Point's quality of life is preserved for future generations.

As is common in small organizations, the Planning Department is stretched to provide a wide array of functions, which makes prioritization of tasks critical. Each year we filter through a lengthy list of goals and operational requirements, and carefully select what's most important amongst the many things that we all strive to accomplish for this town. City planning work here occurs across a broad range of specialties, including land use planning, transportation planning, environmental planning, economic development, housing and community development, neighborhood planning, growth management, historic preservation and heritage planning, parks and open space planning, and urban design – some more than others depending on fluctuating community priorities and issues.

The Department approaches the planning of our built environment from various viewpoints. For instance, in planning for a neighborhood commercial center, our perspective will focus on economic development as we consider locations that are economically viable and would benefit from a steady flow of potential customers. Looking at land use planning through an urban design lens focuses our view on making a neighborhood center 'livable', including how to ensure safety in design, design guidelines for developers, and so forth. Focusing on infrastructure and transportation planning, our attention centers on how best to provide the infrastructure needed for community health and growth, as well as the planning and implementation of public transportation facilities.

In larger cities, or those that generate higher revenues, these components of work are divided amongst teams (or divisions) within the department. In Eagle Point, which serves a relatively small but growing population and operates on a limited budget, the wide range of planning work is handled by the Planning Director under general oversight of the City Administrator.

Fiscal Year 2017-2018 saw a continuation of the increasing work load experienced by the Planning Department during the previous three years, particularly related to residential subdivisions and infill. Eagle Point continues to be highly sought after by families and seniors as a place with safe, attractive and affordable homes, and all of the amenities important to those seeking a quality suburban place to live. The City's clean and attractive neighborhoods, parks, recreation facilities, shopping and leisure options are expected to bring continued growth to our once rural small town which has been in a steady pattern of urbanization since the mid-1990's, except for the roughly 5-year recession and recovery period of 2007 - 12.

City planning work within a local jurisdiction is commonly broken down into *Long Range Planning* and *Current Planning*. In addition, *Internal Initiatives* and work with the *Community Development Commission* add to the scope of work in Eagle Point's Planning Department. Activity occurring under each of these areas is summarized on the following pages.

### **Long Range Planning**

Long Range Planning involves taking a broad, somewhat futuristic view of the City's needs. Its primary focus is on maintaining consistency for how land is used with the City's Comprehensive Plan, which is one of the most valuable tools the City has in creating and maintaining a vision for what it wants to be. It also involves establishing development standards and regulations, and keeping them up to date.

The Comprehensive Plan, originally adopted in 1982, is a vision for achieving a healthy and vibrant city over a long period - commonly about 20 years into the future from the time of its adoption. It carries out the State's growth management priorities as applied to the local level, with the participation of individual citizens, community groups, and appointed/elected officials. It covers Land Use, Transportation, Economic Development, Environment, Housing, Parks and Open Spaces, and other elements that are critical for a community to be livable.

Long-range planning also develops ordinances intended to implement the Comprehensive Plan such as the Zoning Ordinance and the Subdivision Ordinance. Eagle Point's Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance have not been thoroughly updated since they were created, so staff is looking 2 - 5 years out for ways to do some updates, particularly as planning begins for future expansion into the City's recently-established urban reserve areas. This work typically takes at least a couple of years to complete, and involves significant cost, community involvement, and coordination with local, state, and regional governments.

While the purpose of long range planning is to help create a cohesive, attractive and healthy community that its citizens are proud to call home, a single city's planning operations cannot operate in a vacuum. So the staff also works closely with Jackson County, nearby cities, state agencies, and regional planning organizations to identify and address issues of regional importance. In addition, when the staff are wearing their long-range planning hats, they are monitoring and making recommendations about responding to pending and new legislation, case law, and other factors that may shape the City's planning activities, as well as working on emerging issues.

## **Long range planning highlights for FY 2017-18:**

- Staff has continued its work, along with other city planners throughout the valley, on developing procedures for expanding our respective urban growth boundaries (UGB's). Key components of UGB expansion are: 1) Conceptual planning within urban reserve areas, 2) UGB expansion, and 3) annexation of the expansion area(s) from Jackson County. If growth continues at a moderate rate, the conceptual planning stage in this process for Eagle Point may occur as soon as the next 5 years or so.
- As future outward growth is anticipated, we have also been focusing on opportunities to improve upon what is already built. This includes ensuring quality infill development, adding parks and open space areas, and improving pedestrian and bicycle access throughout the City.
- A Regional Housing Strategy is being developed with other cities and the county. The project will focus on increasing efficiency of land use in residential development, along with strategies to encourage development of a wider variety of housing options including affordable workforce housing.
- We will continue to participate in long range transportation planning as a voting member of the Rogue Valley Metropolitan Planning Organization's Technical Advisory Committee. Among the benefits of involvement are federal and state funding sources for local roadway construction and improvements which target transportation efficiency and air quality improvement.
- The Economic Development Strategy, adopted by the City Council in 2013, will continue to serve as a guide for our economic development efforts. This currently includes looking at opportunities on city-owned property, such as the downtown parcel between Main and Loto Streets where the old fire station building is. Refer to the Economic Development section below for more information about the Economic Development Strategy.
- Work with the Federal Emergency Management Agency and Department of Land Conservation and Development on evaluation of the Upper Rogue River has been completed. Outcomes of that project included surveying, hydraulic modeling and updating of maps to better-identify flood hazard areas and develop better-informed mitigation measures.

### **Current Planning**

Current Planning involves looking at things from more of a ground-level, day-to-day perspective. The underlying goals are to promote economic vitality, mitigate the sometimes adverse impacts of development, and promote cost-effective and efficient delivery of planning services. Planning staff administers Eagle Point's zoning and subdivision regulations, which implement the community vision as articulated in the city's Comprehensive Plan. This is largely accomplished through the management and processing of land use applications submitted for new development in the City. Staff works closely with developers and property owners to ensure that new development complies with the city's land use policies and regulations. Staff also serves as a liaison between applicants and the reviewing entities, providing project analysis and recommendations, presenting these at public meetings, and assisting the applicants through this review and decision-making process.



A significant portion of each day is dedicated to assisting residents, the general public, real estate and development professionals, and a wide range of other people with a variety of questions and needs. This assistance is provided for anyone who comes to City Hall or contacts us over the telephone or email. This is one of the most visible things we do, and doing it well is critical to ensuring that we have the public trust and their assurance that we are working on their behalf. This is a top priority that takes precedent over most of the other work we do. Regardless of what we are doing – whether it's working on items for an upcoming City Council or commission meeting, preparing for a community event, or reviewing a development or land use application, etc. – staff makes a genuine effort to put those things on pause when someone comes in seeking for our assistance. On the days when this activity is high, less progress may be made on other tasks. But we believe in the importance of this role and strive to do it well.

Another service provided by this department is the review of land development applications, particularly amongst the development community, other reviewing entities and involved agencies, and affected property owners. This work varies routine projects such as single-family development, property line changes, and tenant improvements to projects with more complexity such as subdivisions, conditional use permits, and site plan reviews. It also involves ensuring compliance with applicable zoning and/or subdivision regulations and development standards. This commonly includes coordinating with other local, state, and federal government agencies to address their respective requirements which typically include environmental protection, flood control, and transportation and air quality impacts. One of the Planning Department's priorities is to meet with developers early so that issues can be anticipated and addressed quickly and completely, so that land use actions may be consistently delivered in a timely fashion.

Getting an early jump on proposed development or other land use matters also helps the Planning Director ensure that the entire management team is notified. This enables other departments to anticipate how a development proposal will affect their operations, as well as how best they may provide an appropriate level of assistance along the way. As the City sees its remaining acreage built-out, coordination both internally and externally are key to ensuring that the quality of development enjoyed in the past few decades continues.

Depending on the nature of the project, it may be subject to administrative review and approval by the Planning Director, or required to go before the Planning Commission and/or City Council for a public hearing and decision. For instance, smaller site plan proposals, boundary line adjustments, signs, and construction permit applications are handled administratively, whereas decisions on larger site plan proposals and sign applications, along with partitions, conditional uses, and variances (to name just a few) are processed through the Planning Commission with a thorough analysis and recommendation provided by the Planning Director. (Note that the Planning Commission is the only local commission having land use decision-making authority.) These are quasi-judicial, discretionary planning actions that involve public hearings and the making of findings as to whether or not a proposed use of land is consistent with certain City policies and requirements.

Proposals affecting the city more broadly, such as subdivisions, planned unit developments, zoning amendments, and comprehensive plan amendments, are decided on by the City Council, with land use analysis and a recommendation passed from the Planning Director through the Planning Commission.