

# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

**EAGLE POINT PLANNING COMMISSION**  
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON

**April 16, 2013**

## REGULAR MEETING MINUTES

### 1. CALL TO ORDER – 7:00 P.M.

Chairman Collins called the meeting to order at 7:00 p.m.

Commission Members Present: Suzi Collins, Sharon Coupe, Bernard Grossman, Kevin Walruff, Diane Mihocko, Steve Hunter, Millie Wewerka and Council Liaison Kathy Sell.

Commission Members Absent: None.

Staff Members Present: Robert Miller, Public Works Director; Mike Upston, Principal Planner; and Sara Miller, Planning Aide.

Guests: Jerry Zieman, Budget Committee; and members of the public.

### 2. FLAG SALUTE.

Chairman Collins led the flag salute.

### 3. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA.

There were no audience questions or comments.

### 4. INTRODUCTION OF CITY COUNCIL LIAISON.

Mike Upston, Principal Planner, introduced Councilor Kathy Sell. He explained that the City Council decided that the Planning Commission should have a Council Liaison. There was discussion between staff and the commissioners regarding the role of a liaison to the Planning Commission.

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### 5. ELECTIONS OF CHAIRMAN AND VICE-CHAIRMAN.

Chairman Collins opened nominations for Planning Commission Chair. Commissioner Hunter nominated Suzi Collins for Chair. Vice-Chairman Coupe seconded the nomination. There were no further nominations. Vice-Chairman Coupe moved that Suzi Collins be appointed Chair. Commissioner Hunter seconded the motion. There was no further discussion. Roll call: Steve Hunter, aye; Suzi Collins, aye; Millie Wewerka, aye; Kevin Walruff, aye; Bernard Grossman, aye; Diane Mihocko, aye; Sharon Coupe, aye. Suzi Collins was unanimously appointed as Planning Commission Chair.

Chairman Collins opened nominations for Planning Commission Vice-Chair. Commissioner Walruff nominated Sharon Coupe for Vice-Chair. Commissioner Grossman seconded the nomination. There were no further nominations. Commissioner Mihocko moved that Sharon Coupe be appointed as Vice-Chair. Commissioner Grossman seconded the motion. There was no further discussion. Roll call: Bernard Grossman, aye; Kevin Walruff, aye; Suzi Collins, aye; Steve Hunter, aye; Sharon Coupe, aye; Diane Mihocko, aye; Millie Wewerka, aye. Sharon Coupe was unanimously appointed as Planning Commission Vice-Chair.

### 6. PUBLIC HEARING(S).

Chairman Collins read the opening script and announced the first public hearing.

- 6.1 PA#13-01 (Black Rock Coffee). A public hearing to accept testimony and consider a request for Site Plan Review and Conditional Use Permit approval to allow an approximately 500 square foot drive through coffee bar at 112 West Linn Road in the Heavy Commercial (C-2) zoning district.

Applicant/Agent: Tom Robinson  
Owner: Lavar Hansen, Eagle Point Mini Storage LLC

Chairman Collins asked if anyone felt that the Planning Commission did not have the right to make a decision on the matter. There were no comments. There were no conflicts of interest or ex parte contacts declared by commission members. The commissioners had visited the site, several commissioners noted that the existing building was an eyesore and should be cleaned up.

Mr. Upston presented the staff report from the meeting packet. He showed drawings of the proposed plan from the staff report. He reviewed the site plan review and conditional use standards and conditions for site approval. He noted that the application was complete and all legal notifications had been made. All concerns expressed by Oregon Department of Transportation (ODOT) and Jackson County had been mitigated. Staff recommends that the findings be adopted and the application approved with conditions outlined in the staff report.

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Vice-Chairman Coupe noted that she visited the site and observed several cars coming from different directions and anticipates that there could be a traffic conflict. She suggested that a stop sign might be needed. Mr. Upston noted that the access road was private property and wouldn't have a city stop sign, but something could be mentioned in the conditions.

Vice-Chairman Coupe asked if there were unnatural hazards associated with the property. Mr. Upston explained that the property owner will need to get a permit to demolish the existing house and staff will review all of those issues during the permit review.

Chairman Collins called for the applicant presentation. Tom Robinson, 7495 Webber Rd., Central Point, Oregon, approached the commission and explained that he worked hard to ensure that the proposal would not have any negative impacts. He explained that all of the city suggestions were incorporated into the proposal, and all of the surrounding businesses are complimentary to the proposal. He noted that the design and landscaping will be tasteful and up and coming. The traffic impact study had been completed and the findings were favorable for the location.

Several commissioners discussed the private access with Mr. Robinson, and Mr. Robinson explained that there would not be parking on the private street. Mr. Upston noted that it would be up to the property owner to post 'No Parking' signs. He will follow up with the traffic engineer on the project.

Commissioner Wewerka wants to ensure that the walk up window will be ADA compliant. Mr. Robinson assured her that it would.

Council Liaison Sell asked if Mr. Robinson had spoken with the LDS Church regarding the project. Mr. Robinson explained that he met with a church bishop about the project, and he knows that Lavar Hansen had discussed the project with the LDS Church as well.

Chairman Collins asked if there was testimony in favor of, or opposed to, the proposal. No further testimony was given.

Chairman Collins asked if the approval body wished to continue or close the hearing. Vice-Chairman Coupe moved that the hearing be closed. Commissioner Mihocko seconded the motion. There was no further discussion. Roll call: Millie Wewerka, aye; Suzi Collins, aye; Kevin Walruff, aye; Diane Mihocko, aye; Sharon Coupe, aye; Bernard Grossman, aye; Steve Hunter, aye. The motion passed unanimously.

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Chairman Collins called for a motion on the application. Vice-Chairman Coupe moved that the commission adopt the findings and approve the application with recommended conditions. Commissioner Walruff seconded the motion. There was no further discussion. Roll call: Diane Mihocko, aye; Millie Wewerka, aye; Sharon Coupe, aye; Suzi Collins, aye; Steve Hunter, aye; Kevin Walruff, aye; Bernard Grossman, aye. The motion passed unanimously.

- 6.2 PA#12-09 (Quail Point Partition). A public hearing to accept testimony and consider a request for approval of a Minor Partition to divide an existing 40 acre parcel into two parcels at 1323 Alta Vista Road in the Single Family Low Density (R-1) zoning district.

Applicant/Agent: Cris Galpin  
Owner: Amblegreen LLC

Chairman Collins asked if anyone felt that the Planning Commission did not have the right to make a decision on the matter. There were no comments. There were no conflicts of interest or ex parte contacts declared by commission members. Vice-Chairman Coupe had notified neighbors about the meeting but did not discuss the application with them. The commissioners had visited the site, no comments were noted.

Mike Upston presented the staff report. He showed drawings of the proposed partition located on the corner of Alta Vista and Robert Trent Jones Jr. Blvd. He explained that there was an existing tentative subdivision approval, and the owner wants to create two tax lots to facilitate development. Staff recommends that the findings be adopted and the application be approved with conditions outlined in the staff report.

Commissioner Hunter asked if the infrastructure would be built completely or be built in phases. Mr. Upston noted that the question does not pertain to the partition application, the infrastructure would be addressed during the next public hearing.

Chairman Collins called for the applicant presentation. Cris Galpin, 744 Cardley Ave., Medford, Oregon addressed the commission. Commissioner Grossman asked how many buildable lots would be gained or lost. Mr. Galpin explained that there would not be a change in the number of lots from the original approval, the purpose of the partition is to divide the property between owners. He noted that the large section is owned by one party and the other portion has multiple property owners.

Council Liaison Sell asked the density of the development. Mr. Galpin explained that the zoning was R-1-8, the same as the Golf Course Community.

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Chairman Collins asked if there was testimony in favor of, or opposed to, the proposal. No further testimony was given.

Chairman Collins asked if the approval body wished to continue or close the hearing. Commissioner Walruff moved that the hearing be closed. Commissioner Hunter seconded the motion. There was no further discussion. Roll call: Suzi Collins, aye; Steve Hunter, aye; Sharon Coupe, aye; Millie Wewerka, aye; Bernard Grossman, aye; Diane Mihocko, aye; Kevin Walruff, aye. The motion passed unanimously.

Chairman Collins called for a motion on the application. Commissioner Walruff moved that the commission adopt the findings and approve the application with recommended conditions. Commissioner Grossman seconded the motion. There was no further discussion. Roll call: Bernard Grossman, aye; Kevin Walruff, aye; Diane Mihocko, aye; Millie Wewerka, aye; Steve Hunter, aye; Sharon Coupe, aye; Suzi Collins, aye. The motion passed unanimously.

- 6.3 PA#13-04 (Quail Point Subdivision Amendment). A public hearing to accept testimony and consider a request for approval of a Subdivision Amendment to allow revisions to conditions of the Quail Point Tentative Subdivision approval (Planning Action No. 99/00-20:SUB, City Council July 25, 2000).

Applicant/Agent: Cris Galpin  
Owner: Amblegreen LLC

Chairman Collins asked if anyone felt that the Planning Commission did not have the right to make a decision on the matter. There were no comments. There were no conflicts of interest or ex parte contacts declared by commission members. Vice-Chairman Coupe had notified neighbors about the meeting but did not discuss the application with them. The commissioners had visited the site, no comments were noted.

Mike Upston presented the staff report, as contained in the meeting packet. He explained that this hearing deals with the same parcel as the prior hearing, and showed drawings of the proposal. He noted that the tentative subdivision was approved by City Council in 2000, and went on to review the conditions to be amended. Staff is recommending adoption of findings and approval of the application with conditions.

Commissioner Grossman asked about the change to the 90 percent build out paving requirement. Mr. Upston clarified that the developer is asking that the original condition be amended to allow final asphalt to be in place prior to final plat approval.

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Commissioner Mihocko asked how curb cuts would be handled. Mr. Galpin explained that the curbs would be constructed at the time of road construction, complete with curb cuts. The cuts are typically laid out garage to garage, as best suited for the property.

Commissioner Wewerka asked Mr. Upston about the proposed path to be built by Mr. Galpin as part of the project. Mr. Upston explained that the city would take ownership for the strip of property, the paperwork has already been submitted to city.

Commissioner Hunter asked if construction would begin with Phase 1. Mr. Galpin noted that phases don't need to be constructed in numerical order, but would be done so that streets are not being constructed through an existing subdivision. He noted that the phase lines are placed by intersections for emergency service access.

Commissioner Wewerka referenced the Quail Point plat plan and noted that there is also an Old Waverly Way in Greenmoor Estates. She asked if the two streets would line up between the two subdivisions. Mr. Galpin explained that the plat had been changed to match the street configuration of Greenmoor Estates.

Commissioner Hunter asked if Quail Point would have a park as part of the development. Mr. Galpin noted that Quail Point would not have a park, as he has donated much more parkland than was required for the Golf Course Community, in addition to paying Park System Development Charges (SDC's).

Chairman Collins asked if there was testimony in favor of, or opposed to, the proposal.

John Dowdy, 816 St. Andrews Way, Eagle Point, Oregon approached the commission. He noted that he has a question, but was not necessarily opposed to the project. He explained that the Quail Point streets will run into the Eagle Point Golf Community, and asked if there would be architectural requirements for Quail Point subdivision. Mr. Galpin explained that Quail Point would have the same architectural design and standards as the Golf Community. The subdivision will also have CC&R's and a Homeowners Association.

Chairman Collins asked if the approval body wished to continue or close the hearing. Commissioner Mihocko moved that the hearing be closed. Commissioner Wewerka seconded the motion. There was no further discussion. Roll call: Suzi Collins, aye; Millie Wewerka, aye; Kevin Walruff, aye; Steve Hunter, aye; Sharon Coupe, aye; Diane Mihocko, aye; Bernard Grossman, aye. The motion passed unanimously.

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Chairman Collins called for a motion on the application. Vice-Chairman Coupe moved that the commission recommend City Council adopt the findings and approve the application with recommended conditions. Commissioner Walruff seconded the motion. There was no further discussion. Roll call: Steve Hunter, aye; Suzi Collins, aye; Millie Wewerka, aye; Kevin Walruff, aye; Bernard Grossman, aye; Diane Mihocko, aye; Sharon Coupe. The motion passed unanimously.

### 7. CONSENT CALENDAR.

#### 7.1 Presentation of Regular Meeting Minutes of November 20, 2012.

Chairman Collins announced the Consent Calendar and asked for a motion. Vice-Chairman Coupe moved that the Consent Calendar be approved. Commissioner Walruff seconded the motion. There was no further discussion. Roll call: Sharon Coupe, aye; Kevin Walruff, aye; Suzi Collins, aye; Diane Mihocko, aye; Millie Wewerka, aye; Bernard Grossman, aye; Steve Hunter, aye. The motion passed unanimously.

### 8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR.

There were no items considered for removal from the Consent Calendar.

### 9. UNFINISHED BUSINESS.

There was no unfinished business brought before the commission.

### 10. NEW BUSINESS.

There was no new business brought before the commission.

### 11. REPORTS FROM COMMISSIONERS.

Commissioner Wewerka expressed her appreciation that the Zoning and Subdivision Ordinances were available on the website.

Vice-Chairman Coupe reported that she will not be able to attend the May 21, 2013 Planning Commission meeting.

### 12. REPORTS FROM STAFF.

Mr. Upston reported that the commissioners should have received a Statement of Economic Interest that they need to fill out and mail. He explained that the May

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Planning Commission meeting will have Final Orders for PA#12-09 and PA#13-01 on the Consent Calendar. He went on to report that the June meeting will most likely have a public hearing for Greenhills Planned Unit Development. At the request of the applicant the application was placed on hold because they were unsure of the direction they wanted the project to go. Now the project is ready to move forward.

Mr. Upston further reported that the Quail Point subdivision amendments will go before City Council at their next meeting. He noted that staff is available to answer questions.

13. INFORMATION.

13.1 April 2013 City of Eagle Point Newsletter.

The information was presented to the commission and there was no further discussion.

14. ADJOURNMENT.

Chairman Collins announced that the next regular meeting of the Planning Commission is scheduled for May 21, 2013 at 7:00 p.m. in the City Council Chambers.

There was no further business to come before the Eagle Point Planning Commission and Chairman Collins adjourned the meeting at 8:24 p.m.

Respectfully submitted,



Sara Miller, Planning Aide

ATTEST:

  
Suzi Collins, Chairman