



CITY OF EAGLE POINT

"Gateway to the Lakes"

OREGON

EAGLE POINT PLANNING COMMISSION

17 BUCHANAN AVENUE SOUTH, EAGLE POINT, OREGON

REGULAR MEETING MINUTES

February 15, 2011

1. CALL TO ORDER.

Chairman Collins called the regular meeting of the Eagle Point Planning Commission to order at 7:00 p.m.

Commissioners present: Suzi Collins, Bryan Coppedge, Sharon Coupe, Kevin Walruff and Steve Hunter.

Commissioners absent: Rachel Chartier and Trenton Douglas.

Staff present: David Hussell, City Administrator; Bunny Lincoln, Principal Planner; Sara Miller, Planning Aide.

City Councilman Bill Fierke was also present.

2. FLAG SALUTE.

Commissioner Walruff led the flag salute.

3. ITEMS NOT ON THE AGENDA.

Chairman Collins introduced new Commission member Kevin Walruff. She noted that Rachel Chartier had also been appointed to the Commission, however was ill and regrettably unable to attend the meeting.

4. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN.

Chairman Collins announced the election of Planning Commission Chairman. Vice-Chairman Coppedge nominated Suzi Collins for re-election of Chairman. Commissioner Hunter seconded the motion. No other nominations were heard and Commissioner Coupe moved that the nominations for Chairman be closed. Commissioner Hunter seconded the motion. There was no discussion and the vote was called on the motion of Suzi Collins for Chairman. Roll call: Bryan Coppedge, aye; Kevin Walruff, aye; Steve Hunter, aye; Sharon Coupe, aye; Suzi Collins, aye. The motion passed unanimously.

Chairman Collins announced the election of Planning Commission Vice-Chairman. Vice-Chairman Coppedge nominated Sharon Coupe for the position of Vice-Chairman. Chairman Collins seconded the motion. Commissioner Hunter nominated Bryan Coppedge for re-election of Vice-Chairman. Commissioner Coupe seconded the motion. There were no other nominations heard and Vice-Chairman Coppedge moved that the nominations be closed. Commissioner Hunter seconded the motion to close the nominations. Roll call: Steve Hunter, aye; Suzi Collins, aye; Kevin Walruff, aye; Bryan Coppedge, aye; Sharon Coupe, aye. The motion passed unanimously. The first nomination for Sharon Coupe for Vice-Chairman had been moved and seconded, there was no further discussion and the vote was called. Roll call: Sharon Coupe, aye; Kevin Walruff, aye; Suzi Collins, aye; Bryan Coppedge, aye; Steve Hunter, abstain. The motion passed with four yeases and one abstain. By majority vote Sharon Coupe was elected Vice-Chairman and there was no need for a vote on the second motion.

5. PUBLIC HEARINGS.

There were no public hearings to come before the Commission.

6. CONSENT CALENDAR.

6.1 Minutes of Previous Meeting – January 18, 2011.

Chairman Collins called for a motion on the Consent Calendar. Commissioner Coppedge moved that the Consent Calendar be approved. Commissioner Hunter seconded the motion. There was no further discussion. Roll call: Kevin Walruff, aye; Suzi Collins, aye; Steve Hunter, aye; Sharon Coupe, aye; Bryan Coppedge, aye. The motion passed unanimously.

7. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR.

There were no items removed from the Consent Calendar.

8. UNFINISHED BUSINESS.

There was no unfinished business to come before the Commission.

9. NEW BUSINESS.

9.1 2011 Planning Commission Orientation-Process & Procedures.

Bunny Lincoln welcomed City Councilman Bill Fierke to the Commission orientation. She began the orientation by referencing the flow chart provided in the packets, explaining city government structure and the functions of those listed. The Comprehensive Plan Map was shown and reviewed, following was discussion of the Urban Growth Boundary and those properties not yet annexed. David Hussell noted that the population of Eagle Point has virtually doubled since the late 1990's.

Ms. Lincoln continued with her presentation, outlining the zoning that a city must provide such as residential, commercial, industrial, manufactured home parks, public land for schools and open space, reservoirs and public infrastructure. There was discussion as to the benefits of a business park district versus a commercial or light industrial district. The discussion moved to the topic of property taxes and how the tax structure works. David Hussell explained that Jackson County Assessor's office facilitates property taxes and disperses portions allocated to agencies such as cities, fire districts, etc.

Mr. Hussell explained that Eagle Point has one third of the commercial zoning that a city of this size should have, resulting in significantly fewer businesses than other cities. The process facilitated by Regional Problem Solving (RPS) is working to bring more balance to that problem along with others. There was discussion of a common practice that took place 15+ years ago in Eagle Point and other cities in the state where high density residential zones were allowed to be rezoned as long as it was to a lower density standard than shown on the Comprehensive Plan Map. It was noted by Staff that laws have become stricter, maintaining that zones must be designated as shown in the Comprehensive Plan. There was further discussion of the trend to rezone residential land to commercial land in those areas surrounding commercial land. It was noted that residences located in areas zoned or re-zoned to commercial were considered pre-existing non conformities and were allowed to exist in that use.

Staff gave a brief overview of the types of land use decisions. Some don't go to council for approval unless there is an appeal of the Planning Commission decision. Also, some land use decisions require only administrative Staff review, and don't go before the Planning Commission unless there is an appeal of the administrative decision. Some applications require review by the Site Plan Committee made up of Staff, City Engineer, and a Fire District 3 representative. It was noted that the majority of land use decisions are required to come before the Planning Commission for approval, as outlined in the Land Development Ordinance.

Bunny Lincoln briefly reviewed the Oregon Statewide Planning Goals and Guidelines that all Commissioners received a copy of in their packets. She went on to review the various volumes of reference used in land development reviews and decisions such as the Downtown Plan, Parks Plan, Standard Details, Transportation System Plan, Buildable Lands Inventory, Subdivision Ordinance, Zoning Ordinance, Emergency Management Plan and the City Budget. She also explained that there was an Urban Growth Boundary agreement between Jackson County and Eagle Point to manage areas outside the city limits but inside the urban growth boundary so as

not to negatively impact present or future growth. She went on to briefly review other documents given to the Commissioners, as well as rules and regulations as to how public hearings must be run. Also reviewed was the section on ex-parte contacts and actual and potential conflicts of interest, when it's appropriate to declare each. It was emphasized by Staff that legally a quorum of Commissioners cannot meet outside the environment of a published public meeting to discuss any issue brought before the Commission, and likewise, even if there isn't a quorum of Commissioners a meeting cannot take place that would result in a preconceived decision on any matter. Specifically addressing ex parte contacts, Ms. Lincoln explained that prior to Legislative hearings it's expected that Commissioners will discuss issues with citizens to gain opinions on the decisions to be made. In the case of Quasi-Judicial hearings no prior discussions can take place, especially not with applicants who are bringing an issue before the Commission. She emphasized the importance of the ability of a Commissioner to make an impartial decision without pre-conceived discussion or decisions. She went on to explain that a Commissioner cannot simply declare a conflict of interest because they may feel uncomfortable about making a decision, if no actual conflict of interest exists. The role of a Commissioner is to make decisions, sometimes potentially difficult ones. She explained that should an ex-parte contact happen prior to a Quasi-Judicial hearing, it is imperative that contact be declared by the Commissioner during the appropriate time at the hearing. If that contact were not disclosed, it could become justification for an appeal of the Commission decision, which could potentially end up before the Land Use Board of Appeals. She emphasized that it was always appropriate for Council and Commission members to consult with Staff, such contact was not considered an ex-parte contact.

David Hussell explained that email discussions between Council or Commission members were the same as holding a meeting or discussion in person. He noted that all email contact between Staff/Council/Commissioners was public record and open to public review and scrutiny. The State of Oregon requires that any discussion regarding a public issue be part of a public records search, opening up all emails to that scrutiny. He emphasized the importance of Commissioners' limiting discussions to public meeting settings only. Also, email correspondence should be limited to public, necessary matters with the understanding that they would be part of public record. Bunny Lincoln explained that all Commissioners would be assigned email addresses through cityofeaglepoint.org and there would be laptop computers at each seat for electronically accessing meeting information and packets.

The discussion moved to the topic of Regional Problem Solving (RPS) and Ms. Lincoln reviewed the background and purpose of RPS and how it would affect and guide growth in the area, specifically the Urban Growth Boundary (UGB) expansion. She explained that Commission representatives and Staff had identified areas that would be benefited by growth and then a series of exercises took place that looked at a very large expansion area that was then narrowed down to areas most useful for growth. She added that the UGB expansion process in the future would focus on further narrowing down areas to actually bring into the UGB. It is anticipated to be a highly politically charged process. She emphasized that future planning must be carefully done so as not to undermine existing growth areas, especially the downtown area to ensure it stays a viable section of the city. It was explained that part of the growth process would include nodal developments within the community, with the town center remaining the primary node for Eagle Point.

9.2 Open Discussion-Current/Future Commission Issues & Updates.

Vice-Chairman Coupe asked about the affects the aging population will have on transportation, and emphasized the need for public transportation within the City and surrounding communities. Bunny Lincoln explained that public transportation would be a part of future growth and development.

10. REPORTS FROM PLANNING COMMISSION MEMBERS.

There were no reports from Commissioners.

11. REPORTS FROM STAFF.

Bunny Lincoln gave an update on the Hardware Store project, explaining that it would be developed with the RA Murphy Family Trust owning the land and building the store. She added the land would not be partitioned as had been presented, instead they opted to complete frontage improvements along Hannon Road for the entire length of the existing property. It was expected that Kent Cohee would buy the completed store from RA Murphy FT.

It was reported that Staff had received plans for Hillside Elementary earlier in the day. David Hussell explained that the new school plans would not come back before the Commission since there hadn't been changes to the main aspects of the infrastructure or it's affect on the surrounding neighborhood. None of the changes constituted another public hearing and Staff had the authority to approve the slight modifications administratively.

Bill Fierke reported that he had attended the School District 9 board meeting and it was announced that they hoped to begin construction of Hillside Elementary at the end of March 2011 and were planning for the school to open to students after spring break 2012.

David Hussell reported that the Planning Commission and City Council would be meeting at some point to establish expectations and standards for future development along with the proper procedures for land development approvals. He emphasized the need for standards to be agreed upon so that decisions could be made once applications were presented. Also, Staff needs direction from the Council and Commission in order to administer the agreed upon rules and regulations. Councilman Fierke emphasized that consistency is key. The Commissioners agreed that they need to be consistent on all decisions and need to meet with City Council to ensure everyone is on the same page. Councilman Fierke noted that Council would be having goal setting meetings within the next months and once those were completed it would be appropriate to meet with the Planning Commission.

12. INFORMATION.

No further information was brought before the Commission.

13. NEXT MEETING.

Chairman Collins announced that the next meeting of the Planning Commission would be held March 15, 2010 at 7:00 p.m. in the City Council Chambers.

14. ADJOURNMENT.

There was no other business to come before the Planning Commission and Chairman Collins adjourned the meeting at 9:30 pm.

Respectfully submitted,


Sara Miller, Planning Aide

ATTEST:


Sharon Coupe, Vice-Chairman