



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

## EAGLE POINT PLANNING COMMISSION

17 BUCHANAN AVENUE SOUTH, EAGLE POINT, OREGON

### REGULAR MEETING MINUTES

**May 17, 2011**

#### **1. CALL TO ORDER.**

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

Commissioners present: Sharon Coupe, Trenton Douglas, Steve Hunter, Kevin Walruff and Bryan Coppedge.

Commissioners absent: Suzi Collins and Rachel Chartier.

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

#### **2. FLAG SALUTE.**

Commissioner Coppedge led the flag salute.

#### **3. ITEMS NOT ON THE AGENDA.**

There were none.

#### 4. PUBLIC HEARINGS.

- 4.1 A public hearing to accept testimony and consider the allowance of additional height (14' total) for a commercial business sign adjacent to Highway 62, pursuant to Article IVA, Section 4A.100-EP Zoning Ordinance.

Applicant: Complete Care Chiropractic (Dr. Thaddeus Gala)

Vice-Chairman Coupe presented the public hearing and read the opening script. A copy of the script was signed by the Vice-Chairman at the conclusion of the meeting and is on file with the Planning Department.

Vice-Chairman Coupe asked if anyone felt the Planning Commission did not have the right to make a decision on the matter. No comments were given.

No conflicts of interest or exparte contacts were declared by Commission members.

All Commissioners had visited the site, no comments were noted.

Bunny Lincoln presented the staff report and reviewed the application, the applicant is asking to have additional height above the eight feet allowed in the Ordinance in order to make the sign 14 feet tall. She explained that the code allows additional height up to 20 feet for signs adjacent to Hwy 62 with approval from the Planning Commission. It was noted that the sign could not flash, blink or emit varying intensity of light or color per EPZO Article IV-A.070 D-Prohibited signs; therefore, the reader board on the sign would have manually removable letters.

Commissioner Hunter asked the height of the Premier West Bank sign for height reference. Staff believed that the bank sign was the 20 feet allowed by the Planning Commission.

The applicant was not in attendance to make a further presentation as they agreed with the staff report, findings and conditions.

Vice-Chairman Coupe asked the Commissioners if they had questions for Staff. There were no further questions.

No further testimony was offered either in favor or opposed to the application.

No further comments were offered by Staff or Commission members. Vice-Chairman Coupe called for a motion to continue or close the hearing. Commissioner Douglas moved that the hearing be closed. Commissioner Coppedge seconded the motion. There was no further discussion. Roll call: Bryan Coppedge, aye; Kevin Walruff, aye; Steve Hunter, aye; Sharon Coupe, aye; Trenton Douglas, aye. The motion passed unanimously.

Vice-Chairman Coupe called for a motion on the allowance for additional sign height. Commissioner Coppedge moved that the Commission approve the additional sign height with conditions and adopt the findings of fact. Commissioner Douglas seconded the motion. There

was no further discussion. Roll call: Steve Hunter, aye; Trenton Douglas, aye; Kevin Walruff, aye; Bryan Coppedge, aye; Sharon Coupe, aye. The motion passed unanimously.

**5. CONSENT CALENDAR.**

**5.1 Minutes of Previous Meeting – February 15, 2011.**

Vice-Chairman Coupe 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: Sharon Coupe, aye; Kevin Walruff, aye; Bryan Coppedge, aye; Trenton Douglas, abstain; Steve Hunter, aye. The motion passed with four ayes.

**6. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR.**

There were no items removed from the Consent Calendar.

**7. UNFINISHED BUSINESS.**

There was no unfinished business to come before the Commission.

**8. NEW BUSINESS.**

There was no new business to come before the Commission.

**9. REPORTS FROM PLANNING COMMISSION MEMBERS.**

Commissioner Hunter reported that he has had many customers since opening his bookstore on Main St. He noted that quite a few customers come from other businesses on Main St. such as the daycare center and walk down to the bookstore, which is one of the main goals of downtown revitalization, to draw customers downtown to all of the businesses. David Hussell agreed, noting that the City has made it a priority to facilitate downtown revitalization to encourage people to stay in the area.

**10. REPORTS FROM STAFF.**

**10.1 Discussion - Future Planning Issues/Information.**

Bunny Lincoln reported that the Regional Problem Solving (RPS) process was holding hearings before the County Commissioners, and once the hearings were completed Eagle Point would begin the Urban Growth Boundary (UGB) expansion process. She explained that there would be one or two joint workshops between the Commission and City Council on the expansion. She briefly reviewed the process and commented that it had the potential to be very lengthy, politically charged process. Staff emphasized that Eagle Point has much less commercial zoning than a city of this size should have. It was noted that the upcoming changes need to meet community expectations and serve the needs of the community. There was discussion regarding what lands were needed in the UGB area expansion and the various types of uses that will be

needed. Bunny Lincoln explained that roughly 500 acres was needed to comply with 20 year growth regulations, and some areas brought in would have specific zoning designations attached to them. Commissioner Hunter asked if the UGB expansion process would assign uses to properties brought in. Staff explained that the Commission would need to master plan the zoning as part of the expansion but wouldn't designate the specific businesses allowed. Vice-Chairman Coupe asked if there was a timeline for the UGB process. Staff explained that the process would take a couple of years from start to finish. It begins with a local approval process, which is then approved by Jackson County, and sent to the State for final approval.

Commissioner Hunter asked if the Commissioners should abstain from outside contact on the topic of expansion since they would be making decisions during the hearings. Bunny Lincoln explained that the hearings would be legislative, rather than quasi-judicial, so it was expected that the Commissioners would discuss the matter with others. She noted that it would be prudent for the Commissioners to keep track of dates and content of discussions they felt had the potential to become an issue, or where they felt pressured by someone to reach a certain decision.

David Hussell reported that signage was quickly becoming an issue within the City, and there was a need for the sign code to be amended. He noted that the Chamber of Commerce was interested in working with Staff to review the sign code to ensure it meets the contemporary needs of businesses within Eagle Point, given that most of the codes were put in place 20-30 years ago. He emphasized the need for balance between adequate signage to advertise a business and too much signage that becomes sign clutter and a nuisance to the community.

Staff reported that a new website would be online by the fall, giving the Commissioners individual webpages where they would sign in and have access to all packet information and other documents electronically. David Hussell noted that City Council was currently using their assigned electronic spaces successfully.

David Hussell explained the guidelines that the Commissioners needed to follow regarding email correspondence with each other, for both City assigned and private email accounts. He explained that Commissioners shouldn't have specific discussions through email with each other because it would be a violation of open meetings law. Commissioners are allowed to have email conversations or present questions to Staff, and Staff can send emails addressing questions that may be pertinent to all Commissioners. He advised the Commissioners to be careful what is said in emails pertaining to Planning Commission business as it is all public information.

Bunny Lincoln reported that the 4<sup>th</sup> of July Committee was currently looking for volunteers and business sponsors.

There was discussion regarding the Eagle Point Hardware store progress. Staff reported that RA Murphy Family LLC and RA Murhpy Construction had taken over the project and were acting as owner and contractor with construction underway. Bunny Lincoln explained that RA Murphy Construction decided not to partition the property, as had been planned previously.

**11. INFORMATION.**

No further information was brought before the Commission.

**12. NEXT MEETING.**

Vice-Chairman Coupe announced that the next meeting of the Planning Commission would be determined at a later date.

**13. ADJOURNMENT.**

There was no other business to come before the Planning Commission and Vice-Chairman Coupe adjourned the meeting at 7:52 pm.

Respectfully submitted,

  
Sara Miller, Planning Aide

ATTEST;  
  
Sharon Coupe, Vice-Chairman