



**CITY OF CENTRAL POINT
PLANNING COMMISSION AGENDA
March 2, 2021 - 6:00 p.m.**

I. MEETING CALLED TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Planning Commission members, Tom Van Voorhees (chair), Amy Moore, Jim Mock, Pat Smith, Kay Harrison, Chris Richey, Brad Cozza

IV. CORRESPONDENCE

V. MINUTES

Review and approval of the February 2, 2021 Planning Commission meeting minutes.

VI. PUBLIC APPEARANCES

VII. BUSINESS

- A.** Public Hearing to consider a Conditional Use Permit application to allow the Parks & Public Works Department to operate a Public Facility at 235 South Haskell Street. The 5.19 acre site is within the General Commercial (GC) zoning district in the Transit Oriented Development (TOD) Corrido and is identified on the Jackson County Assessor's map as 37 2W 10AD, Tax Lots 700 & 798. Applicant: City of Central Point Parks & Public Works Department; Agent: S&B James Construction Management.
- B.** Public Hearing to consider a Site Plan and Architectural Review for the construction of a public facility that includes a 7,746 square foot 2-story office building, a 15,000 square foot warehouse, parking for equipment, on-site storage of materials, and landscape areas. The 5.19 acre project site is located at 235 South Haskell Street in the General Commercial (GC) zoning district in the Transit Oriented Development (TOD) Corrido and is identified on the Jackson County Assessor's map as 37 2W 10AD, Tax Lots 700 & 798. Applicant: City of Central Point Parks & Public Works Department; Agent: S&B James Construction Management.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail at: deanna.casey@centralpointoregon.gov.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201.

VIII. DISCUSSION

A.

IX. ADMINISTRATIVE REVIEWS

X. MISCELLANEOUS

XI. ADJOURNMENT

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**City of Central Point
Planning Commission Minutes
February 2, 2021
Meeting Held Via Zoom and in person
Joint Meeting with Jackson County**

I. MEETING CALLED TO ORDER AT 6:10 P.M.

II. ROLL CALL

Commissioners Tom Van Voorhees (chair), Kay Harrison, Amy Moore, Chris Richey, Pat Smith and Jim Mock were present via zoom. Brad Cozza, was present in person. Also in attendance were Community Development Director Tom Humphrey (via zoom), Stephanie Holtey, Planning Director (in person) and Karin Skelton, Planning Secretary (in person).

Jackson County Planning Commission was in attendance.

III. CORRESPONDENCE

IV. MINUTES

(Approval after introductions)

V. PUBLIC APPEARANCES

There were no public appearances.

VI. BUSINESS

A. Public Hearing to consider Resolution No. 887 forwarding a favorable recommendation to the City Council to amend the City of Central Point Comprehensive Plan General Land Use Map (Major) adding roughly 444 acres to the Central Point Urban Growth Boundary (UGB) including portions of Urban Reserve Areas (URAs) CP-2B, CP-3, CP-4D and CP-6A. The proposed Comprehensive Plan Amendment includes a change to the Urban Growth Boundary Management Agreement (UGBMA) adding two (2) new policies. File No. CPA-19001

6:00 P.M.

Community Development Director Tom Humphrey announced the joint meeting welcoming the Jackson County Planning Commission. Introductions were made. The Meeting was called to order at 6:10 p.m.

Kay Harrison made a motion to approve the January 19, 2021 minutes. Chris Richey seconded the motion. ROLL CALL: Kay Harrison, yes; Amy Moore, yes; Brad Cozza, yes; Jim Mock, yes; Chris Richey, yes, Pat Smith, yes. Motion passed.

Charles Bennet of Jackson County read an admonishment outlining the rules for the public hearing. The Commissioners had no conflicts of interest, ex parte contact or bias to declare.

Planning Director Stephanie Holtey stated the purpose of the Urban Growth Boundary Amendment was to add land to the UGB for housing, non-industrial employment, core parks and open space. She said the City is required to establish a 20-year land supply for its urban land needs. These are lands that are potentially eligible to be annexed into city limits. She said to amend the UGB, cities must demonstrate there is a need for the type of urban land being added, and that needed land cannot be provided within the existing UGB. Alternative boundary locations must be compared based a variety of factors. At the conclusion of the comparative analysis, the City and County must both approve amendments to their respective comprehensive plans for a UGB amendment to occur. She stressed that the last time the City of Central Point added land to its Urban Growth Boundary was in 1983. She said the City has been active in encouraging infill development and ADU construction which has helped to postpone the need to expand its UGB.

Ms. Holtey said she has spoken with many people who have questions and concerns regarding the UGB Amendment. She wanted to clarify some common misconceptions. She stated the UGB Amendment will not bring any property into the City. If a property owner wants to annex into the City, they will need to meet specific criteria and submit an application and application fee. There is a process in place to evaluate and approve an annexation request. Until such time as an annexation application is approved, all property will remain under Jackson County jurisdiction and subject to the County's taxes and zoning. Also, the City will not force annexation.

Ms. Holtey stated the UGB Amendment proposal is based on the most recent Portland State University Population Research Center Coordinated Population Forecast for Jackson County. The proposed location is based on state requirements as well as performance indicators in the Regional Plan Element relative to minimum average density, land use and transportation concept plans, and mixed-use/pedestrian friendly areas. Additionally, the proposal includes a text amendment to the Urban Growth Boundary Management Agreement (UGBMA). The UGBMA is part of the Regional Plan Element and sets forth policies and procedures related to the joint management of lands in the UGB. The purpose of the proposed amendment is to assure that prior to annexation, lands will remain rural and the potential of these lands to efficiently accommodate urban land needs remains intact. The first policy states the County will not approve land divisions that create parcels less than 40 acres in size. The second policy restricts any re zoning of properties in the UGB.

As part of the Greater Bear Creek Valley Regional Plan, the City committed to providing for a minimum average gross density of 6.9 units per acre until 2035 and 7.9 units per acre from 2036-2060 for lands newly added to the UGB. At this time, the City's residential zone code has not been updated to meet the minimum average gross density standard in the areas newly added to the UGB. The minimum average density for the 2019-2039 planning period is 7.04 units per gross acre.

Ms. Holtey explained the City's UGB Amendment selects lands from Urban Reserve Areas (URAs) which were established following a decade long process to evaluate and select lands to accommodate future urban growth. Eight URAs were established for the City to consider as first priority lands when expanding the UGB. In recognition of the City's geography and the need to minimize further impacts to high value farm land, the City agreed to the highest average minimum gross density of all communities in the Greater Bear Creek Valley. Although urban development will result in some impacts, these will be a function of the development process and not UGB expansion.

The commissioners clarified that the process of identifying the URAs and planning for future population growth has been a complicated and long term project over quite a number of years. Additionally they discussed the pace of the population growth and the impact the recession had on the City's growth. They agreed the need for additional urban lands was significant.

Ms. Holtey reviewed the conceptual plans which were created for each URA. She said there have been over 40 public meetings held in addition to updating the City's Population Element, Housing Element, Economic Element, Parks Element, Residential Buildable Lands Inventory, and Employment Buildable Lands Inventory. A Traffic Impact Analysis studied 25 existing intersections and 11 proposed intersections.

The Commissioners discussed the importance of designing new development with a mind toward mitigating the impacts of natural disasters such as the recent fires. Ms. Holtey stated that at the time an application for annexation was received, there would be public hearings where those issues could be addressed

Ms. Holtey said the City and County have received written testimony in favor of and in opposition to the proposed UGB Amendment.

Testimony in favor of the proposal addresses:

- Ability of the proposal to address shortage of residential land, which is much more pronounced for the region following the fires last summer;
- Availability of consolidated acreage in CP-6A by an owner group that is eager to annex into the City and support urban development;
- Extensive public process including *robust participation by both city and county residents who may be impacted by the decision.*

Testimony in opposition of the proposal addresses:

- Concern regarding future construction of Boes Park adjacent to the Boes Subdivision in CP-4D due to concerns about traffic safety, homeless camps, and fire danger.
- Concern that the proposed UGB Amendment misuses high quality farm land for development. It is recommended that the UGB Amendment not include land suited for farm use.
- Concerns about traffic and pollution becoming more like California.
- Concern about commercial and high density residential land being proposed and lack of parks and open space shown.
- Opposition to cookie-cutter and unattractive development.
- Concern that urban development will cause noise disturbing the quiet currently experienced in rural areas.
- Impact of proposed high density residential and neighborhood commercial land in CP-6A use on mature native oaks and desire to see this area designated as parks and open space.
- Traffic impacts at Haskell and Pine Street does not appear to have been considered in the Traffic Impact Analysis.
- Concern about fire impacts and the need to consider lessons learned from recent wildfires in California and Southern Oregon.

Charles Bennett of Jackson County expressed appreciation of the work that has gone into the preparation of the application for the UGB Amendment.

Mr. Bennet stated the current UGB was established in 1983 and no residential land has been added in 36 years. The City has submitted substantial findings which adequately address all the criteria required by both City and County. He said in 2011 - 2012 the Greater Bear Creek Valley Regional Plan was adopted & established the 8 URAs. He stressed the proposed amendment includes lands that are within the established URAs. The lands were identified in the locational analysis presented by the City. The amount of land needed is sufficiently assessed by the updated Elements of the Comprehensive plan. He noted there were over 40 public hearings over the last 4 years in regard to the UGB amendment. In addition the Regional Problem Solving Process took over 10 years. He stated the City's location analysis report establishes the rationale for the City's selected boundary location and is consistent with goal 14.

He said that until the UGB is amended and until an annexation request is submitted and approved, the current County zoning will remain in effect.

He stated multiple elements of the City's Comprehensive Plan have been updated to reflect the need to provide for future population growth. The Regional Plan set performance measures which are required to be met by the City. Those measures have been addressed in detail. The UGBMA will be updated in compliance with the Regional Plan.

Mr. Bennet said the County Staff finds the City of Central Point has provided sufficient evidence showing the applicable approval criteria has been satisfied. It is recommended that the Jackson County Planning Commission recommend approval of the proposed UGB Amendment to the Jackson County Board of Commissioners.

(7:25 p.m.) A short break was announced.

(7:35 p.m.) The meeting resumed.

The Public Hearing was opened

Katy Mallams, 2855 Heritage Rd.

Ms. Mallams stated she is opposed to the Urban Growth Boundary Amendment. She said the City of Central Point has been excellent in communicating with residents and obtaining public input. She said her property is located in the County and she is very disappointed that no one from the County has ever reached out to any residents of the UGB area for their input.

She said she opposes the Master Plan that has been proposed for portions of CP-6A and feels there is more concern for future residents than for the impacts of development upon current residents. She said the impacts will be significant. Ms. Mallams stated she felt the County should have some input in the approval of a proposed Master Plan. She added the location of parks and open space should be decided by City staff and not developers. She said the parks and open space could be used to create a buffer between existing homes in her area and the proposed Master Plan development.

Additionally she referenced the conceptual plan for CP-6A and said the area shown as high mix residential contained a lot of mature oak trees and she did not feel this was an appropriate location for commercial or high mix residential zoning.

Judy Ryden, 5646 Gebhard Rd.

Ms. Ryden stated she owns 10 rental units and 6 of them are occupied by single tenants. She thinks the City needs to address more housing for single people, such as accessory dwelling units and apartments.

Dan O'Connor, 670 G St., suite B, Jacksonville

Mr. O'Connor said he represents Naumes Inc. who holds property in CP-3 and is in favor of the UGB Amendment. He said the City made an excellent and thorough presentation.

Larry Martin, 2673 Taylor Rd.

Mr. Martin said he is in favor of the UGB Amendment. He is one of 6 contiguous land owners in CP-6A who are interested in annexing into the City. He said with regard to the concern expressed over the agricultural lands included in the UGB Amendment, during the Regional Problem Solving Process much of the agricultural lands were evaluated and quite a lot of them were excluded from the URAs. During this process there had been a Resource Land Review Committee which helped to make the recommendations regarding impact on agricultural lands. Also the City was required to provide buffers between the Urban Reserve Areas and agricultural lands. He added there had also been an Agricultural Task Force that reviewed the impacts of development on farmlands.

Mr. Martin said the Regional Problem Solving committee reviewed agricultural lands for inclusion in the UGB and the entire process had been intentional with extensive research and sensitivity to agricultural lands.

Jessica Doddington, 3523 Grant Road.

Ms. Doddington said she did not know if her property was included within the UGB amendment area.

Ms. Holtey said she would look that up and let her know.

Erica DeKorte, 2874 Taylor Rd.

Ms. DeKorte said this is the first time she has heard about the UGB Amendment. She was surprised to hear there have been so many meetings and notices. She is opposed to the amendment specifically at the corner of Grant and Taylor where there appears to be commercial property zoning. She expressed appreciation of the rural atmosphere and did not want it to change.

Russell Kockx, 4419 Grant Rd.

Mr. Kockx indicated he was in favor of the UGB Amendment.

Ms. Holtey said she has looked up Ms. Doddington's address and it does not appear to be included in the tax lot inventory so she would not be included in the UGB Amendment.

Ms. Holtey stated the notification area included all tax lots within the UGB Amendment and lots within 750 feet of the area. Copies of notices were posted online on the City's website and there was a notice published in the Newspaper. These notices were joint notices for both the City and Jackson County.

Annamarie Noon, 5646 Gebhard Rd.

Ms. Noon said this was the first time she had heard of this also.

Ms. Holtey said there was no additional correspondence via email received since the beginning of the meeting.

The Public Hearing was closed.

Jackson County Exhibits 1-43 were entered into the record.

Chris Richey of Central Point made a motion to accept the City's exhibits 11 – 18 into the record. Kay Harrison seconded the motion. ROLL CALL: Kay Harrison, yes; Chris Richey, yes; Amy Moore, yes; Jim Mock, yes; Pat Smith, yes; Brad Cozza, yes; motion passed.

The two Planning Commissions discussed the UGB Amendment. Jackson County expressed their appreciation of the work involved in the City's presentation and the detailed supporting documentation. Additionally they appreciated the City's efforts to encourage infill and higher density development in order to utilize the current inventory as effectively and efficiently as possible.

The City Commissioners expressed their desire to provide for various types of housing in order to accommodate a diverse population.

Ms. Holtey clarified that the City and the developers of annexed properties would work together to identify park locations. The land use Element of the Comprehensive Plan will govern the park and open space standards and that would be addressed at the time of a Master Planning process. This would include a public process.

The commissioners questioned staff whether the notification conformed to State Requirements. City and County staff confirmed this met state requirements as evidenced in the record.

The commissioners reiterated the Regional Problem Solving process to identify the URAs had been extensive. They acknowledged the City of Central Point was surrounded by excellent farmland and everything that could be done to minimize impact on agricultural lands had been considered.

Chris Richey of Central Point made a motion to approve Resolution 887 recommending the City Council approve the Major Comprehensive Plan Amendment adding 444 acres to the Central Point Urban Growth Boundary located within the portions of Urban Reserve Areas CP-2b, CP-3, CP-4d and CP 6-A and amending the Urban Growth Boundary Management Agreement per the staff

report dated February 2, 2021. Kay Harrison seconded the motion.

Chris Richey mentioned there has been a lack of housing for quite some time. He said he has witnessed many people who have not been able to purchase homes due to the lack of available housing. He expressed appreciation of the City's concerns regarding the balance of providing housing and preserving valuable agricultural lands.

ROLL CALL: Kay Harrison, yes; Chris Richey, yes; Amy Moore, yes; Jim Mock, yes; Pat Smith, yes; Brad Cozza, yes; motion passed.

Jackson County deliberated on their motion to recommend approval of the UGB Amendment to the board of Commissioners. Motion was approved unanimously.

VII. DISCUSSION

VIII. ADMINISTRATIVE REVIEWS

IX. MISCELLANEOUS

X. ADJOURNMENT

Meeting was adjourned at 8:31 p.m.

Planning Commission Chair

PUBLIC WORKS OPERATIONS CENTER CONDITIONAL USE PERMIT



STAFF REPORT
March 2, 2021

AGENDA ITEM: VII-A (File No. CUP-20002)

Consideration of a Conditional Use Permit application to allow a public facility at 235 South Haskell Street. The 5.12 acre site is within the General Commercial (GC) commercial zoning district in the Transit Oriented Development (TOD) Corridor and is identified on the Jackson County Assessor’s Map as 37S 2W 10AD Tax Lots 700 & 798. **Applicant:** Central Point Parks & Public Works Department; **Agent:** S&B James Construction Management.

SOURCE

Justin Gindlesperger, Community Planner II

BACKGROUND

The Applicant is requesting a Conditional Use Permit for the construction and operation of a public facility for use as the City of Central Point Public Works Operation Center. The property is located at 235 South Haskell Street, near the intersection of Cheney Loop and South Haskell Street. The property is currently undeveloped and the application for Conditional Use Permit is being reviewed concurrently with an application for Site Plan and Architectural Review (SPAR-20013). Specific site development considerations are detailed in that application.

Conditional uses require special consideration because of special attributes and to ensure they are properly located with respect to the surrounding neighborhoods. A public facility is designated a conditional use in the GC zoning district in accordance with section 17.65.070 of the Central Point Municipal Code.

Project Description:

The proposed facility will consist of a 7,746 square foot 2-story office building, an approximately 15,000 square foot warehouse, parking for equipment and machinery and on-site storage of materials. Additional site improvements for the facility include frontage improvements, landscaping and perimeter fencing.

Access:

The project will have two (2) points of access: the main entrance for staff and visitors is along South Haskell Street, which aligns with the intersection of Cheney Loop, and an access is proposed near the northeast corner of the property along Ash Street, which will be used by large trucks, equipment and machinery. Development of the project site requires installation of South Haskell and Ash Streets. Improvements will be reviewed as part of SPAR-20013 and will be required to comply with City of Central Point Public Works construction standards.

Traffic Impacts:

The project is not anticipated to create traffic conflicts due to low traffic volume and separate access provided on Ash Street for larger fleet traffic and South Haskell Street for office and visitor trips. . The threshold to require a Traffic Impact Analysis (TIA) is 25 peak hour trips (PHT) per intersection. The initial phase of development proposes to occupy the first floor of the office building and approximately 11,000 square feet of the proposed warehouse for a total of 16 PHT from the site. Therefore, a TIA is not required at this time. Future development, including development of future phases, will require additional traffic analysis.

Site Design:

The Site Plan (Attachment "A-1") depicts the location of the structures, parking and circulation areas, and areas for stormwater management and landscaping. Per the Applicant's findings, the proposed office building design will complement the existing residential developments across South Haskell Street and ample landscape areas provide a visual buffer to the development. The proposed site design and building designs and will be reviewed for compliance as part of SPAR-20013. Plans for on-site lighting were not included as part of the application. Per site design standards, the lighting for the proposed use shall be directed downward to prevent light from spilling onto adjacent properties or streets.

Neighborhood Compatibility:

The project location is part of the Snowy Butte Station Master Plan area and is adjacent to commercially zoned properties to the north and south (Attachment "A-3"). The commercial properties are bound by South Haskell Street to the west and the railroad right-of-way to the east. There is existing residential development to the west, across South Haskell Street, platted as Phase 2 of Snowy Butte Station. There are several factors that will reduce conflicts of the public facility with the existing residential uses:

- The Project Site is separated from the residential properties by South Haskell Street, classified as a Collector Street. The building situated closest to the residential properties is the proposed office building, which will be designed to comply with the Building Design Standards in CPMC 17.67.070 and the features will complement the residential development.
- Large trucks, equipment and maintenance facilities will be located to the rear of the property, along the railroad right-of-way, at the farthest location on the project site from the residential properties.
- Proposed perimeter landscaping and perimeter fencing provides a visual and sound buffer.
- The area experiences a large amount of traffic noise along South Front Street and the nearby railroad tracks.

Due to the existing noise impacts of the area and proposed mitigation measures, the proposed public facility is not expected to conflict with or adversely impact the existing residential uses.

ISSUES

There are no issues relative to this application.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Central Point Parks & Public Works Department Conditional Use Permit has been evaluated for compliance with the applicable Conditional Use Criteria set forth in CPMC 17.76 and found to comply as conditioned and as evidenced in the Applicant's Findings (Attachment "B").

CONDITIONS OF APPROVAL

None.

ATTACHMENTS

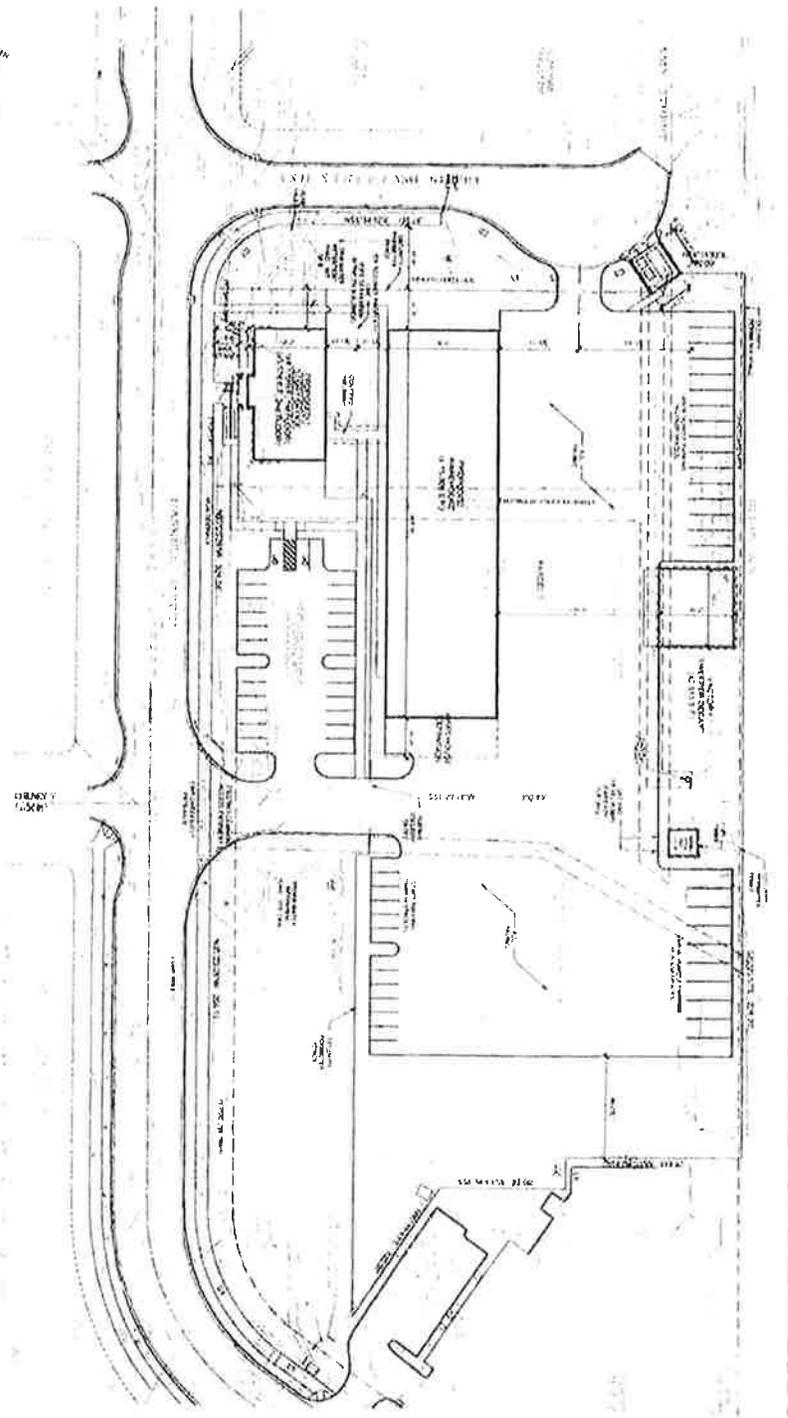
Attachment "A-1" – Site Plan
Attachment "A-2" – Architectural Elevations
Attachment "A-3" – Snowy Butte Station Land Use Plan
Attachment "B" – Applicant's Findings
Attachment "C" – Parks & Public Works Department Staff Report, dated 02-16-2021
Attachment "D" – Rogue Valley Sewer Services Staff Report, dated 02-11-2021
Attachment "E" – Jackson County Fire District No. 3 Staff Report, dated 02-10-2021
Attachment "F" – Resolution No. 888

ACTION

Consideration of Resolution No. 888, Conditional Use Permit for a carwash and 1) approve; 2) approve with modifications; or 3) deny the application.

RECOMMENDATION

Approve Resolution No. 888 Conditional Use Permit for a public facility per the Staff Report dated March 2, 2021, including all attachments thereto.

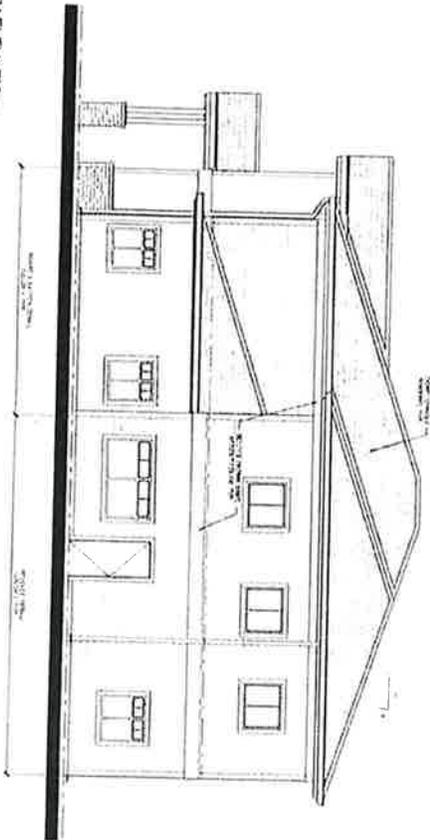


North
 1" = 100'
 A-1 SITE PLAN
 SCALE: 1/8" = 100'

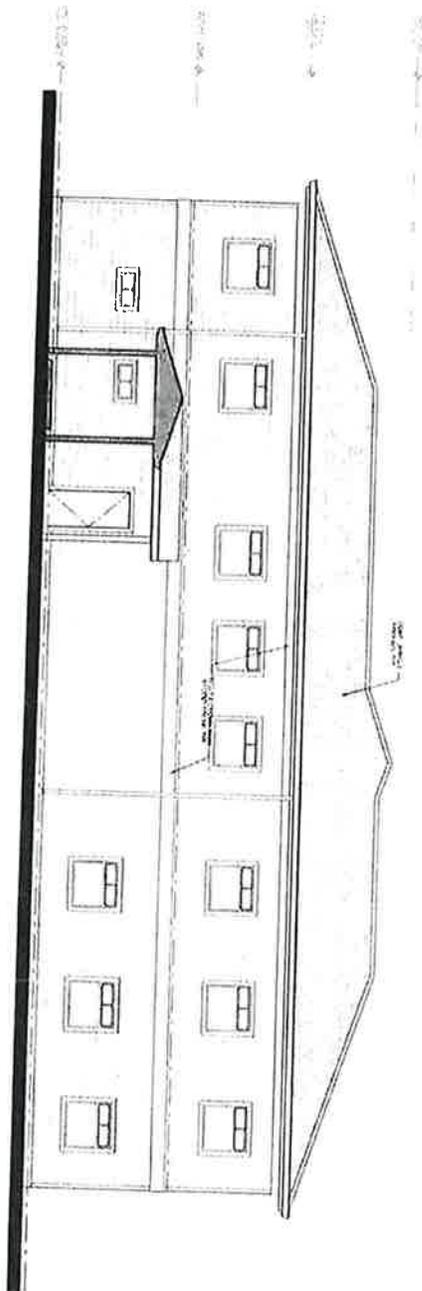
NOTE: IF THIS SHEET IS LESS THAN 30" x 42" IT HAS BEEN REDUCED AND IS NOT TO SCALE

	SB VITEC ENGINEERING & ARCHITECTURE 1000
	PROJECT NO. ... SHEET NO. ... DATE ...
MAINTENANCE FACILITY SITE PLAN REVIEW	A-100

D1 SOUTH ELEVATION



A1 EAST ELEVATION



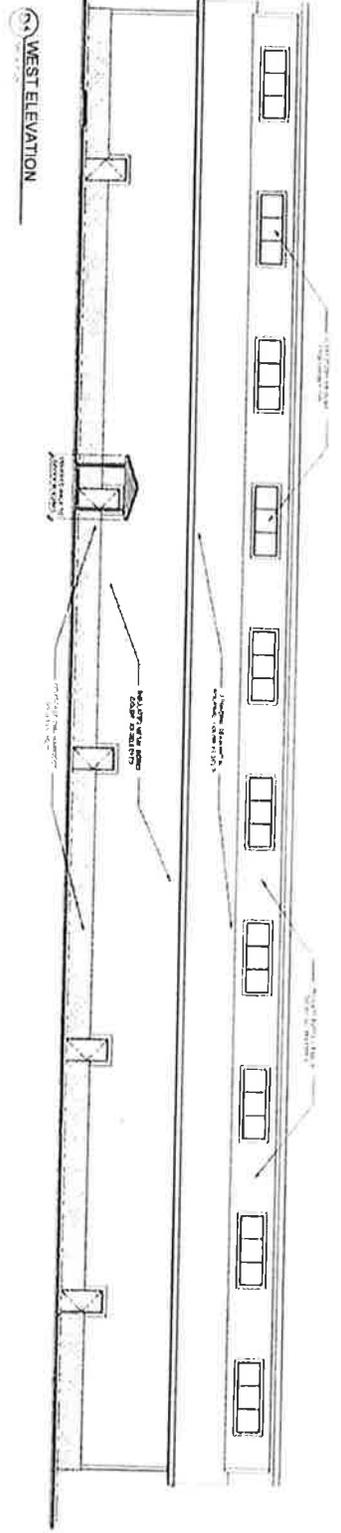
NOTE: IF THIS SHEET IS LESS THAN 30" X 42" IT HAS BEEN REDUCED AND IS NOT TO SCALE

SB JAMES
CONSTRUCTION MANAGEMENT

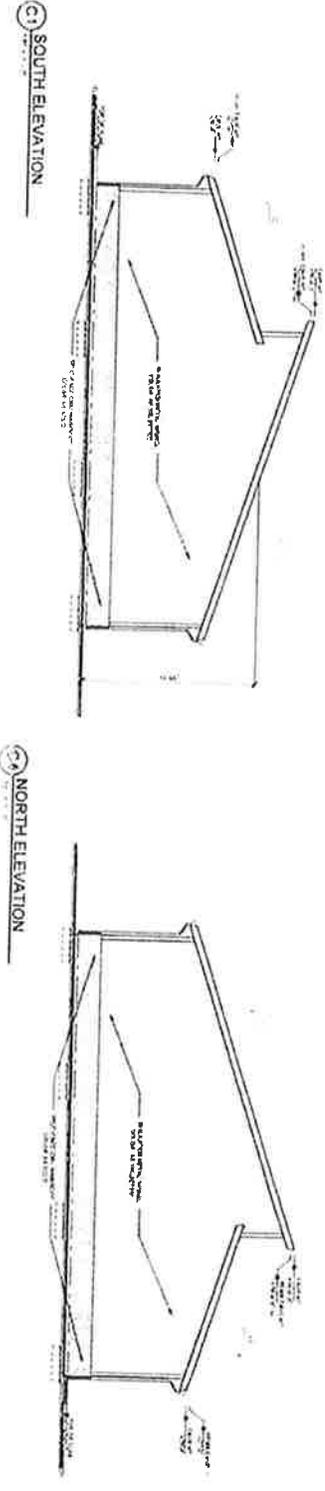
Signature
ARCHITECT

BUILDING A
OFFICE
EXTERIOR
ELEVATIONS

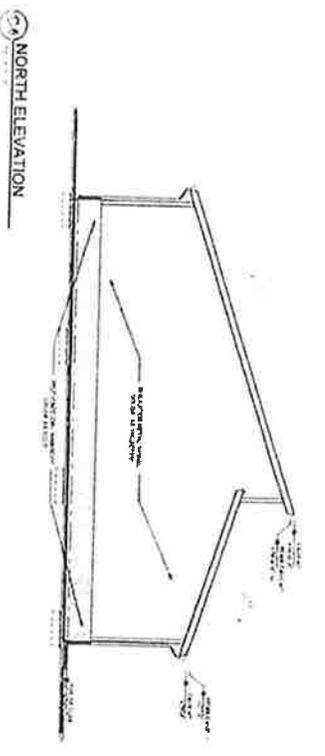
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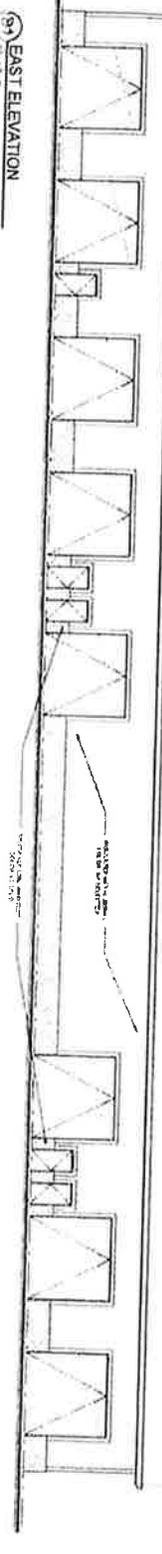
6 WEST ELEVATION



6 SOUTH ELEVATION



6 NORTH ELEVATION



6 EAST ELEVATION

NOTE: IF THIS SHEET IS LESS THAN 30" x 42" IT HAS BEEN REDUCED AND IS NOT TO SCALE

SBI **DAVIES**

ARCHITECTS
 1000 WEST 10TH AVENUE
 SUITE 100
 DENVER, CO 80202
 TEL: 303.733.1100
 FAX: 303.733.1101
 WWW.SBIDAVIES.COM

DESIGNED BY
[Signature]
 DATE: 11/11/11

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	11/11/11
2	ISSUED FOR CONSTRUCTION	11/11/11
3	ISSUED FOR AS-BUILT	11/11/11

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	11/11/11
2	ISSUED FOR CONSTRUCTION	11/11/11
3	ISSUED FOR AS-BUILT	11/11/11

PROJECT: MAINTENANCE FACILITY

DATE: 11/11/11

Craig A. Stone & Associates, LTD.
708 Cardley Avenue, Medford, Or. 97504
(541) 779-0569

Montero & Associates, LLC
802 Nadla Way, Medford, Or. 97504
(541) 779-0771

Galpin LLC - (Applicant)
P.O. Box 8271, Medford, Or. 97504
(541) 779-5346



SNOWY BUTTE STATION



SINGLE FAMILY RESIDENTIAL
3.82 ACRES

TOWN HOMES
4.46 ACRES

COMMERCIAL
2.43 ACRES

LIGHT INDUSTRIAL
8.56 ACRES

MFR
7.36 ACRES

CIVIC
1.94 ACRES

PARKS / OPEN SPACE
3.73 ACRES

TOTAL SITE AREA = 35.79 ACRES
(PER COUNTY ASSESSOR'S PLAT RECORDS)
(EXCLUDING EXISTING RIGHT OF WAYS)

PRELIMINARY PUD PLAN
CENTRAL POINT, OREGON

Exhibit **2.3**
LAND USE PLAN



December 21, 2020

City of Central Point, Community Development Department
140 South Third Street
Central Point, OR 97502

RE: Central Point Public Works Department

FINDINGS OF FACT - CONDITIONAL USE

The following "Findings of Fact" are as required in the Conditional Use process. Specifically, these are discussing the requirements of CPMC (Central Point Municipal Code) Section 17.76.

This projects site is located at 235 South Haskell Street (372w10ad), Central Point, OR. The site(s), consisting of Tax Lots 700 and 798, are zoned as TOD GC / C-4 properties (Transit Oriented Development - General Commercial), with Comprehensive Plan Designation as TOD Corridor. Additionally, these properties are part of the "Snowy Butte Master Plan Development".

Section 17.65 - TOD Districts and Corridors

This project is for development of new buildings for the City of Central Point Public Works Department. Per Section 17.65.040, sub-section C, Civic uses such as government offices are the primary uses intended in this district.

Per 17.65.050, Table 1, Community Services - Public Facilities are listed as a "Conditional Use".

Table 2 (Zoning Standards) lists the following standards for the GC district -

Building Setbacks -

Table with 2 columns: Setback Type and Requirement. Rows include Front (min / max), Corner (min / max), Rear, Max. Building Height, Max. Lot Coverage, and Min. Landscaped Area.

Table 3 (Vehicle Parking Standards) lists the following standards for the GC district -

Civic (Community Services) - Number to be determined as part of Site Plan or Conditional Use Review. Note: This Site Plan has been developed based upon 1) Commercial (Professional Office), and 2) Industrial Service requirements.

Table 4 (Land Uses) lists "Civic - Public Facilities" as a "Conditional Use".

Table 5 (Zoning Standards) lists the same standards as noted in Table 2 above. However, there is a conflict in the listing of the Maximum Lot Coverage. This Table lists maximum as 85%, with Table 2 listing maximum as 100%.

SUMMARY: In review of the Site Plan developed for this project, all standards of this Section comply with the project layout. Refer to Architectural Site Plan.

Section 17.76 - Conditional Use Permits

Per Section 17.76.040, consider the following;

- A. The project site(s) consist of approximately 5.12-acres, with buildings covering approximately 0.6-acres (25,783-sf). The balance of the site(s) area consists of landscaped / existing grounds, asphalt paved vehicle areas, and pedestrian walkways.
- B. This project is bounded to the west by Haskell Street and to the north by Ash Street. The layout is designed with vehicle access to both streets.
- C. Per Section 17.65, this project is allowed in this area due to the listing as "primary use" intended. Further, consider the following;

Office building is situated closest to both streets, and designed to complement the residential structures to west of Haskell Street. Other buildings are setback from both streets, and obscured from view by a wooden fence and landscaping.

City vehicles (large) shall be using the drive access at end of Ash Street, primarily, with staff and visitor vehicles from drive access on Haskell Street.

Buildings are setback from property lines as required in Section 17.65, at a minimum.

Office Building height is designed at approximately 26'-9" average, with high point at 30'-5".

Warehouse building is at approximately 30'-4" average, with high point at 39'-0". Vactor Decant building is at approximately 20'-1" average, with high point at 22'-6".

Fences are designed to be wood slats, with height at 6'-0" as allowed.

Landscaping is designed to meet Municipal Code requirements at a minimum, and as allowed in the Snowy Butte Master Plan Development documents.

Outdoor lighting will be subdued surrounding the office building, and minimal in the fenced yard area.

Signage shall be designed, if desired, to comply with Municipal Code requirements.

- D. Design and operation of this project, and the facilities therein, shall meet codes and local, state and federal requirements existing at this time. This project is designed to meet or exceed the requirements on the project site and surrounding community.
- E. It is our belief that the design of this project meets or exceeds the potential conditions noted in this subsection. In the event that review of this project requires additional conditions for approval, said conditions will be taken into consideration to allow approval for permitting.

Per Section 17.76.060, Expiration, the intent for this project is to have the Site Plan and Architectural Review process proceed at the same time as this Conditional Use Approval process. The Construction Permit documents shall be issued to the Community Development Department immediately to gain the required Building Permit and begin construction as soon as is practicable.

www.sbjames.com | OFFICE: 541-826-5668 | FAX: 541-826-5536 | 8425 Agate Road, White City OR 97503 | CCB 167945

Per Section 17.76.070, Revocation, this is acknowledged. Upon review of the documents, we believe that the approving agency will determine that this project is in full compliance.

Per Section 17.76.080, Appeal, this is hereby acknowledged.

Per Section 17.76.090, Effect, construction documents shall not be issued to the Community Development Department for permitting until after the ten days noted herein.

Per 17.76.110, Mapping, the permit application file number shall be so indicated.

Per 17.76.120, Change of ownership, the Conditional Use permit shall run with the land record.

SUMMARY: It is our belief that after review of this application, the approving agency can and will issue approval to proceed with this project.

Respectfully,



Bruce Dana Kelling, Architect



PUBLIC WORKS STAFF REPORT

February 16, 2021

AGENDA ITEM: Central Point Parks and Public Works Operations Center (CUP-2002 and SPAR-20013)

37S 2W 10AD Tax Lots 700 and 798 –Site Plan and Conditional Use Permit

Applicant: City of Central Point

Agent: S&B James, Inc.

Traffic/Street Details:

The applicant is proposing a 3,500 square foot professional office and a 11,000 square foot warehouse. Per the ITE, professional office generates 1.49 peak hour trips (PHT) per 1,000 square feet and the trip rate for General Light Industrial uses is .98, for a total trip rate of 16 PHT. If calculated as a Utility (ITE Code 170), the rate is 2.40 peak hour trips per 1,000 square feet, or 36.25 PHT. A Traffic Impact Analysis (TIA) threshold is 25 PHT, per intersection. Since there are two points of access from the site to a collector, a TIA is not required for this development.

Existing Infrastructure:

Water: There are existing 12-inch water lines servicing the site.
 Streets: South Haskell Street is Collector and Ash Street is a local street.
 Stormwater: There is an existing 12-inch storm drain line in South Haskell Street.
 Storm Water
 Quality: The applicant is proposing on-site detention in swales in two locations on their site plan.

Background/Issues:

The applicant is proposing a new operations center and warehouse. Public Works has the following issues/notes about the proposed modification and Phase 1 tentative plan.

1. Any phase of development will need to include frontage improvements on Ash and South Haskell Streets, including sidewalks and street trees.
2. There are several easements on the site for power and water, that are not being used, and need to be vacated.

Conditions of Approval:

Prior to Public Works Civil Improvement Plan approval and the start of construction of infrastructure improvements for Phase 1 as modified, the Applicant shall:

1. Stormwater Management Plan – The Applicant shall submit and receive approval for a stormwater management plan from the Public Works Department. The Stormwater Plan shall demonstrate

compliance with the Rogue Valley Stormwater Quality Design Manual for water quality and quantity treatment. Construction on site must be sequenced so that the permanent stormwater quality features are installed and operational when stormwater runoff enters.

2. Erosion and Sediment Control – The proposed development will disturb more than one acre and requires an erosion and sediment control permit (NPDES 1200-C) from the Department of Environmental Quality (DEQ). The applicant shall obtain a 1200-C permit from DEQ and provide a copy to the Public Works Department.
3. Landscape and Irrigation Plans – Applicant shall prepare and gain approval for a landscape and irrigation plan for all public landscape rows before any development occurs.

Prior to the building final, the applicant shall comply with the following conditions of approval:

1. Easement & Right-of-Way Vacation – Applicant shall vacate all unused easements on the site and the unused portions of the right-of-way along Ash Street.
2. Frontage Improvements – Applicant shall complete frontage improvements along South Haskell Street and Ash Street as required per the civil improvements and landscape and irrigation plans approved by the Public Works Department.
3. Stormwater Quality Operations & Maintenance – The Applicant shall record an Operations and Maintenance Agreement for all new stormwater quality features and provide a copy of the recorded document to the Public Works Department.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

February 11, 2021

City of Central Point Planning Department
155 South Second Street
Central Point, Oregon 97502

Re: SPAR 20013/CUP-20002, City of Central Point Maintenance Facility, Map 37 2W 10AD, TL 700 & 798

There is an 8 inch sewer main along Haskell Street and an 8 inch main stubbed to the property at the intersection of Cheney Loop and Haskell Street. There are also 4 inch sewer services stubbed to each tax lot. Sewer service for the proposed development can be had by connecting to the existing sewer services.

Rogue Valley Sewer Services requests that approval of this project be subject to the following conditions:

1. The developer must submit architectural plumbing plans for the calculation of sewer System Development Charges.
2. The developer must obtain a sewer connection permit and pay all related fees to RVSS.

Feel free to call me with any questions.

A handwritten signature in black ink, appearing to read 'Nick Bakke', written over a horizontal line.

Nicholas R. Bakke, PE
District Engineer

Fire District 3 Comments for CUP-20002/SPAR 20013

Central Point Public Works Operations Center.

Fire Apparatus Access

AERIAL APPARATUS ACCESS OFC D105

SECTION D105-AERIAL FIRE APPARATUS ACCESS ROADS

D105.1 Where required. Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

D105.2 Width. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm) in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.

D105.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

FIRE DEPARTMENT APPARATUS ACCESS-GATES OFC 503.1

Access control devices must be approved by Fire District 3. All gates shall have approved locking devices. Manual gates shall have a lock connected to a long length of chain. Automatic gates shall be equipped with an approved emergency services activated opening device.

OFC 503.1; 503.4; 503.5; 503.6

"NO PARKING-FIRE LANE" SIGNS REQUIRED OFC 503.3

Fire apparatus access roads 20-26' wide shall be posted on both sides as a fire lane. Fire apparatus access roads more than 26' to 32' wide shall be posted on one side as a fire lane (OFC D103.6.1). This will include Ash Street

Where parking is prohibited for fire department vehicle access purposes, NO PARKING-FIRE LANE signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in residential areas) and at fire department designated turn-around. The signs shall have red letters on a white background stating "NO PARKING FIRE LANE TOW AWAY ZONE ORS 98.810 to 98.812" (See handout).

Premises Identification and Key Boxes

ADDRESS IDENTIFICATION 2019 OFC Sec. 505.1

Building numbers shall be placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.

Temporary signs shall be installed at each street intersection when construction of new roadways allows passage of vehicles.

MINIMUM ACCESS ADDRESS SIGN 2019 OFC Sec. 505

The developer must provide a minimum access address sign. A pre-approved address sign can also be utilized.

Key Boxes 2019 OFC Sec. 506.1

A key Knox box is required for this facility. Contact FD3 Administrative Office at 541-826-7100 for details and directions.

Fire Protection Water Supply

Water Supply 2019 OFC Sec 507.1

An *approved* water supply in accordance with Section 507 and Appendix B, capable of supplying the required fire flow for fire protection shall be provided to premises on which facilities, buildings or portions of buildings are hereafter constructed.

Fire Hydrants 2019 OFC Sec. 507.5

Fire hydrant systems shall comply with Sections 507.5.1 through 507.5.6 and Appendix C. On-site fire hydrants and water mains may be required by the *fire code official*. Work with the FD3 Fire Marshal's Office to determine specific needs and fire hydrant requirements.

Fire Safety Systems

Automatic Sprinkler Systems 2019 OFC Sec 903

An automatic fire suppression sprinkler system may be required depending upon specific details regarding building use classification, building size and building construction type. Refer to OFC Section 903.1 through 903.6. Consult with FD3 Fire Marshal's Office for questions.

Valves controlling the water supply for *automatic sprinkler systems*, pumps, tanks, water levels and temperatures, critical air pressures and water flow switches on all sprinkler systems shall be electrically supervised by a *listed* fire alarm control unit.

Monitoring. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an *approved* supervising station

Alarms. An approved audible device, located on the exterior of the building in an *approved* location, shall be connected to each *automatic sprinkler system*. Such sprinkler water flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system.

Portable Fire Extinguishers 2019 OFC Sec 906

Portable fire extinguishers shall be selected, installed and maintained in accordance with OFC Section 906 and NFPA 10. Consult with FD3 Fire Marshal's Office for questions.

PLANNING COMMISSION RESOLUTION NO. 888

A RESOLUTION OF THE PLANNING COMMISSION APPROVING A CONDITIONAL USE PERMIT FOR A PUBLIC FACILITY ON LANDS WITHIN THE GENERAL COMMERCIAL (GC) ZONING DISTRICT.

(File No: CUP-20002)

WHEREAS, the applicant has submitted an application for approval of a Conditional Use Permit to develop a 5.12 acre site within the Civic zone with a public facility; and

WHEREAS, on March 2, 2021 the City of Central Point Planning Commission conducted a duly-noticed public hearing on the application, at which time it reviewed the Staff Report and heard testimony and comments on the application; and

WHEREAS, the application has been found to be consistent with the approval criteria applicable to Conditional Use Permits in accordance with Section 17.76 of the Central Point Municipal Code; and per conditions noted in the Staff Report dated March 2, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Planning Commission by Resolution No. 888 does hereby approve the Conditional Use Permit application for City of Central Point Parks & Public Works Department. This approval is based on the findings and conditions of approval as set forth in Exhibit "A," the Planning Department Staff Report dated March 2, 2021, including attachments incorporated by reference.

PASSED by the Planning Commission and signed by me in authentication of its passage this 2nd day of March, 2021.

Planning Commission Chair

ATTEST:

City Representative

**PUBLIC WORKS OPERATIONS CENTER
SITE PLAN AND ARCHITECTURAL REVIEW**



STAFF REPORT
March 2, 2021

AGENDA ITEM: VII-B (File No. SPAR-20013)

Consideration of a Site Plan and Architectural Review application for the construction of a public facility that includes a 7,746 square foot 2-story office building, an approximately 15,000 square foot warehouse, parking for equipment and machinery and on-site storage of materials. The 5.12 acre site is located at 235 South Haskell Street within the General Commercial (GC) zoning district in the Transit Oriented Development (TOD) Corridor and is identified on the Jackson County Assessor's Map as 37S 2W 10AD Tax Lots 700 and 798. **Applicant:** Central Point Parks & Public Works Department; **Agent:** S& B James Construction Management

SOURCE

Justin Gindlesperger, Community Planner II

BACKGROUND

The project area consists of two (2) properties that are located along the east side of South Haskell Street, west of the railroad tracks. The properties were included in the Snowy Butte Station Master Plan in 2003 when the zoning and surrounding development patterns were designated (See Attachment "A-3"). The use of the property for a public facility (Public Works Department Operation Center) is subject to a Conditional Use Permit review and approval (CUP-20002).

Project Description:

The current application is a Site Plan and Architectural Review for the construction of a public facility for use as the Parks & Public Works Department Operations Center that includes a 7,746 square foot 2-story office building, a 15,000 square foot warehouse, parking for equipment and machinery, and on-site storage of materials (Attachment "A-1").

Access/Circulation:

The project will have two (2) points of access: the main entrance for staff and visitors is along South Haskell Street, which aligns with the intersection of Cheney Loop, and an access is proposed near the northeast corner of the property along Ash Street, which will be used by large trucks, equipment and machinery. Improvements along South Haskell and Ash Streets include a 7-foot wide sidewalk and 7-foot wide landscape row adjacent to the project site.

Building Design:

The office building presents a façade to South Haskell Street on the west and a façade to Ash Street on the north. The building design includes an entrance feature that extends approximately 6-feet from the main building wall with a dormer-style roof. The north and west facades provide variations in materials, ample glazing and varied rooflines for variation and

interest in material design. Architecturally, the building complies with the building design standards in CPMC 17.75.042 with changes in vertical and horizontal massing, changes in color, texture and materials (Attachment "A-2").

Parking:

The proposal includes off-street parking to accommodate employees, visitors and large vehicles and equipment used in daily operation of the Department. The parking areas include interior and perimeter landscape improvements to reinforce pedestrian and vehicular circulation, including parking lot entries, pedestrian accessways, and parking aisle.

ISSUES

There are three (3) issues relative to the proposal as follows:

1. **Utility Easements.** Through the review of the project, it was noted that the proposed warehouse will cross an existing 20-foot wide utility easement. Structures are not permitted to utility easements.

Comment: It will be necessary to relocate or vacate the utility easement to avoid conflicts with the proposed structures. Staff recommends Condition of Approval No. 1(a) requiring documentation of the vacation or relocation of the utility easement prior to building permit issuance.

2. **Trash Enclosure.** The trash enclosure is within the right-of-way for Ash Street. In accordance with CPMC 12.20.020(A)(1), garbage collection service areas are not permitted with the right-of-way of public streets.

Comment: Due to the secure nature of the facility, the Applicant has proposed the facility in an accessible location for Rogue Disposal. This portion of the Ash Street right-of-way is not currently developed and is not planned to be utilized for any other purpose. To comply with the standard in CPMC 12.20.020(A)(1), the City will need to vacate the unused portion of the right-of-way or find a suitable location outside the security fence for the facility. Staff recommends Condition of Approval No. 1(b) requiring that the unused portion of the Ash Street right-of-way be vacated and incorporated into project site or provide a revised site plan that depicts the proposed trash enclosure on the project site and outside of the public right-of-way of Ash Street.

3. **Landscape Plan/Design.** The applicant's site plan identifies proposed landscape areas to comply with the standards for frontage landscape requirements along South Haskell Street and Ash Street and parking facility interior and perimeter landscaping standards. The proposed landscape areas comply with the dimensional standards for landscaping provided along the public right-of-way, parking area perimeter landscaping, interior parking lot landscape islands. However, the application did not include a landscape plan that identifies the number, size and location of trees and shrubs specified in the standards.

Comment: In accordance with CPMC 12.36.100(C), street trees must be installed at a minimum of 40-feet between the centers of the trees. The frontage along the west property boundary requires a minimum of 19 street trees and the frontage along the north property line requires a minimum of six (6) street trees. Parking area perimeter requirements are identified in Table 17.75.03, CPMC 17.75.039(G). The parking area along South Haskell Street requires five (5) trees and 24 shrubs. Staff recommends Condition of Approval No. 1(c) requiring submittal of a landscape and irrigation plan demonstrating compliance with design and landscape requirements before building permits are issued.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Parks & Public Works Department Operations Center Site Plan and Architectural Review has been evaluated for compliance with the applicable Site Plan and Architectural Review Criteria set forth in CPMC 17.66 and CPMC 17.72 and found to comply as conditioned and as evidenced in the Applicant's Findings (Attachment "B").

CONDITIONS OF APPROVAL

1. Prior to building permit issuance, the applicant shall:
 - a. Provide documentation that demonstrates the 20-foot utility easement, bisecting Tax Lot 700 east-to-west, is vacated or relocated to avoid conflicts with proposed structures.
 - b. Provide a revised site plan that depicts the location of the proposed trash enclosure entirely on the subject property and outside of the public right-of-way; or initiate a right-of-way vacation of the unused portion of Ash Street. The right-of-way vacation shall be complete prior to final inspection and certificate of occupancy.
 - c. Provide a landscape and irrigation plan that demonstrates compliance with frontage and parking facility landscape requirements, including a minimum of 19 street trees along South Haskell, a minimum of six (6) street trees along Ash Street and a minimum of five (5) trees and 24 shrubs along the perimeter of the parking area facing South Haskell Street.
 - d. Demonstrate compliance with the following conditions listed in the Public Works Department Staff Report (Attachment "C"):
 - i. Submit civil improvement plans to the Public Works Department for the street frontage improvements. The applicant shall use the 2014 revised Public Works Standards and Specifications for all new construction drawings.
 - ii. Submit a stormwater management plan for the entire tax lot demonstrating compliance with the MS4 Phase II stormwater quality standards.

- iii. Any modifications to the site plan necessary to meet stormwater quality requirements shall be subject to CPMC 17.09, Modifications to Approved Plans and Conditions of Approval.
 - iv. Apply for an erosion and sediment control permit (NPDES 1200-CN) and provide a copy to the Public Works Department.
 - v. Pay all System Development Charges and permit fees.
 - e. Demonstrate compliance with conditions of approval provided by the Rogue Valley Sewer Services in a letter dated February 11, 2021. (Attachment “D”).
 - f. Demonstrate compliance with conditions of approval listed in the Jackson County Fire District No. 3 Staff Report submitted on February 10, 2021 (Attachment “E”).
2. Prior to Public Works Final Inspection, the applicant shall demonstrate compliance with the following:
- a. Complete frontage improvements along South Haskell and Ash Streets as required per the civil improvement and landscape and irrigation plans approved by the Public Works Department.
 - b. Complete stormwater management improvements per the Stormwater Management Plan approved by the Public Works Department.
 - c. Record an operations and maintenance agreement for all new stormwater quality features.

ATTACHMENTS

- Attachment “A-1” – Site Plan
- Attachment “A-2” – Architectural Elevations
- Attachment “A-3” - Snowy Butte Station Land Use Plan
- Attachment “B” – Applicant’s Findings
- Attachment “C” – Parks & Public Works Department Staff Report dated 02-16-2021
- Attachment “D” – Rogue Valley Sewer Services Staff Report dated 02-11-2021
- Attachment “E” – Jackson County Fire District No. 3 Staff Report submitted 02-10-2021
- Attachment “E” – Resolution No. 889

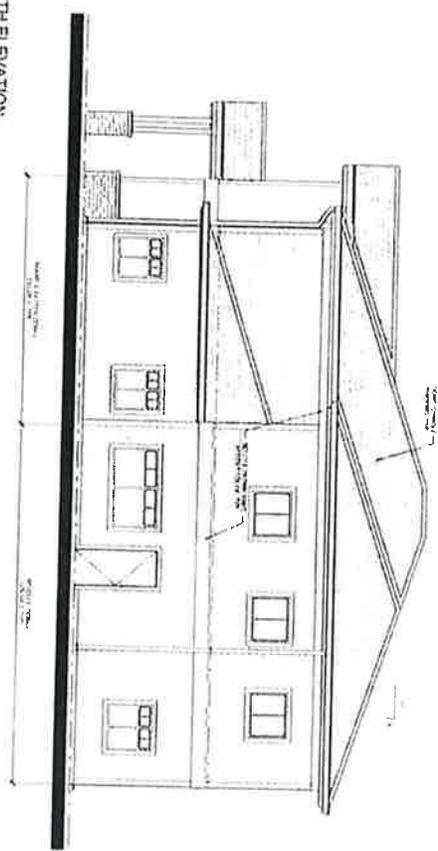
ACTION

Consideration of Resolution No. 889, Site Plan & Architectural Review application for the City of Central Point Parks & Public Works Department and 1) approve; 2) approve with modifications; or 3) deny the application.

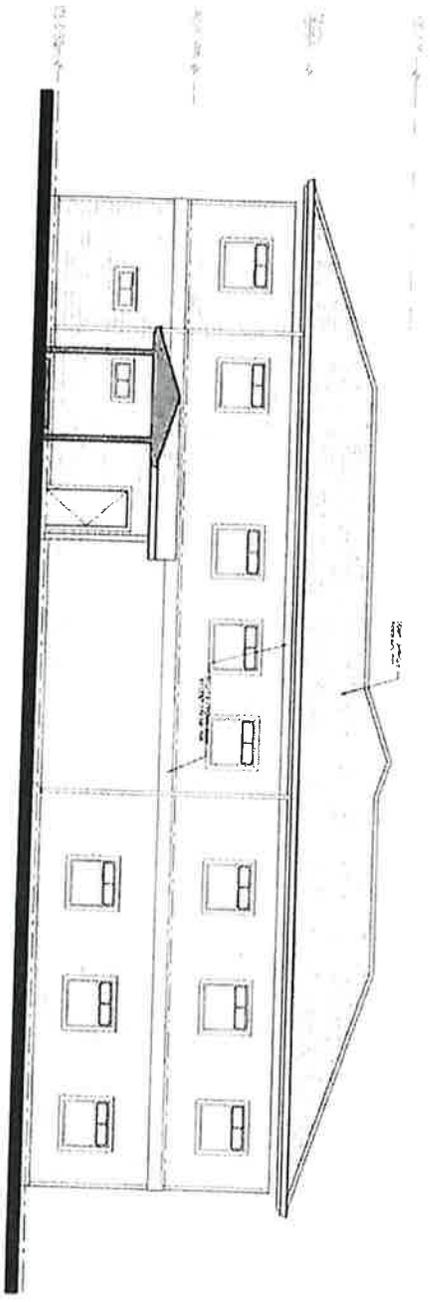
RECOMMENDATION

Approve Resolution No. 889, Site Plan & Architectural Review for the City of Central Point Parks & Public Works Department per the Staff Report dated March 2, 2021, including all attachments thereto.

(D) SOUTH ELEVATION



(A) EAST ELEVATION



NOTE: IF THIS SHEET IS LESS THAN 30" X 42" IT HAS BEEN REDUCED AND IS NOT TO SCALE.



1000 N. GARDEN AVENUE, SUITE 100
 DENVER, CO 80202
 TEL: 303.733.1111
 WWW.SBATIS.COM



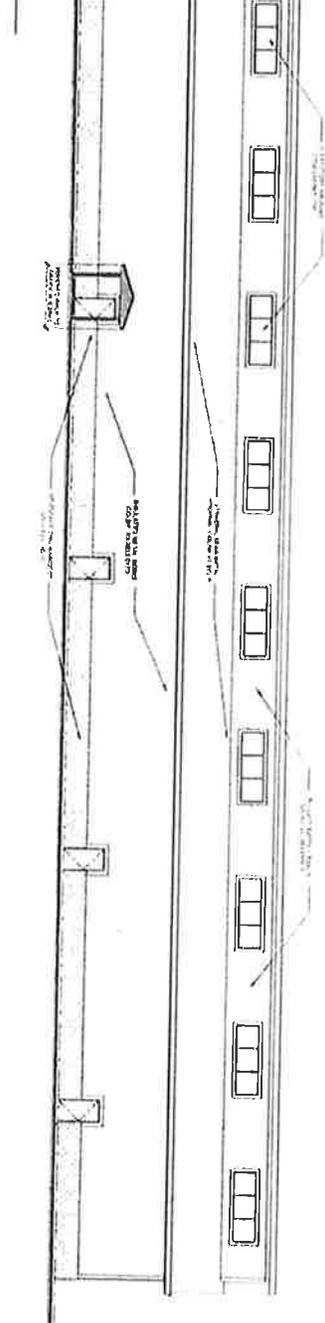
PROJECT NO. 10000
 PROJECT NAME: MAINTENANCE FACILITY
 DATE: 10/10/10

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	10/10/10
2	REVISED PER COMMENTS	10/10/10
3	REVISED PER COMMENTS	10/10/10
4	REVISED PER COMMENTS	10/10/10
5	REVISED PER COMMENTS	10/10/10
6	REVISED PER COMMENTS	10/10/10
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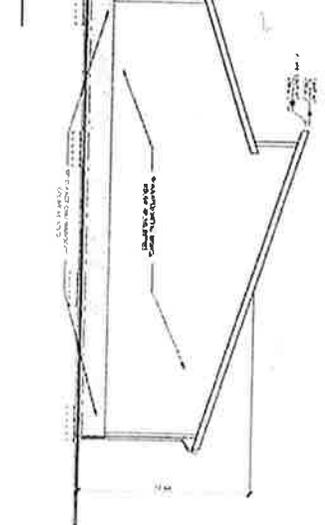
MAINTENANCE FACILITY
 BUILDING A
 OFFICE
 EXTERIOR
 ELEVATIONS

A-3012

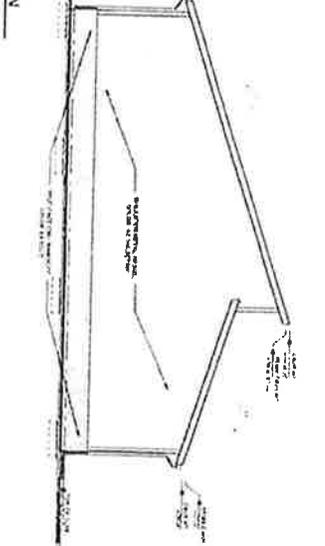
9A WEST ELEVATION



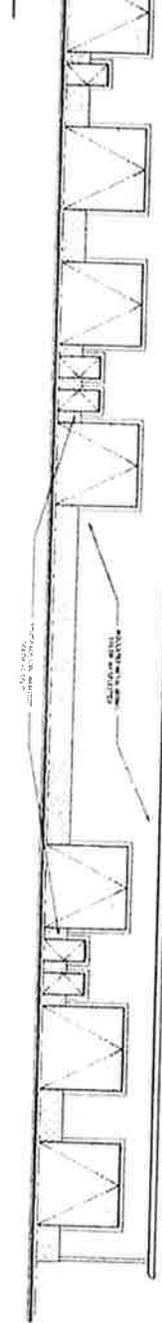
9B SOUTH ELEVATION



9C NORTH ELEVATION



9D EAST ELEVATION



NOTE: IF THIS SHEET IS LESS THAN 30" x 42" IT HAS BEEN REDUCED AND IS NOT TO SCALE.

SB JAMES
 ARCHITECTS
 1000 W. 10TH AVE.
 DENVER, CO 80202
 TEL: 303.733.1100
 FAX: 303.733.1101
 WWW.SBJAMES.COM



DATE: 01/20/2010
 PROJECT: MAINTENANCE FACILITY
 SHEET: 9A-302

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMIT	01/20/2010	DJ
2	ISSUED FOR CONSTRUCTION	01/20/2010	DJ
3	ISSUED FOR AS-BUILT	01/20/2010	DJ

A-302

MAINTENANCE FACILITY
 FABRIQUE EXTERIOR
 ELEVATIONS

Craig A. Stone & Associates, LTD.
708 Cardley Avenue, Medford, Or. 97504
(541) 779-0569

Montero & Associates, LLC
802 Nadia Way, Medford, Or. 97504
(541) 779-0771

Galpin LLC - (Applicant)
P.O. Box 8271, Medford, Or. 97504
(541) 779-5346



SNOWY BUTTE STATION



- SINGLE FAMILY RESIDENTIAL
3.82 ACRES
- TOWN HOMES
4.46 ACRES
- COMMERCIAL
2.43 ACRES

- LIGHT INDUSTRIAL
6.56 ACRES
- MFR
7.36 ACRES
- CIVIC
1.94 ACRES

- PARKS / OPEN SPACE
3.73 ACRES

TOTAL SITE AREA = 35.79 ACRES
(PER COUNTY ASSESSOR'S PLAT RECORDS)
(EXCLUDING EXISTING RIGHT OF WAYS)

PRELIMINARY PUD PLAN
CENTRAL POINT, OREGON

Exhibit 2.3
LAND USE PLAN



December 21, 2020

City of Central Point, Community Development Department
 140 South Third Street
 Central Point, OR 97502

RE: Central Point Public Works Department

FINDINGS OF FACT – SITE PLAN REVIEW

The following "Findings of Fact" are as required in the Site Plan and Architectural Review process for Type II projects. Specifically, these are discussing the requirements of CPMC (Central Point Municipal Code) Sections 17.05.300.B.2b, 17.65, 17.66, 17.67, 17.72 and 17.75 as applicable.

This projects site is located at 235 South Haskell Street (372w10ad), Central Point, OR. The site(s), consisting of Tax Lots 700 and 798, are zoned as TOD GC / C-4 properties (Transit Oriented Development – General Commercial), with Comprehensive Plan Designation as TOD Corridor. Additionally, these properties are part of the "Snowy Butte Master Plan Development".

Section 17.65 – TOD Districts and Corridors

This project is for development of new buildings for the City of Central Point Public Works Department. Per Section 17.65.040, sub-section C, Civic uses such as government offices are the primary uses intended in this district.

Per 17.65.050, Table 1, Community Services – Public Facilities are listed as a "Conditional Use".

Table 2 (Zoning Standards) lists the following standards for the GC district –

Building Setbacks –

Front (min / max)	-	0-ft / 15-ft
Corner (min / max)	-	15-ft / 30-ft
Rear	-	0-ft / 15-ft (when adjacent to Residential Zone)
Max. Building Height	-	60-ft
Max. Lot Coverage	-	100%
Min. Landscaped Area	-	15% of Site(s)

Table 3 (Vehicle Parking Standards) lists the following standards for the GC district –

Civic (Community Services) - Number to be determined as part of Site Plan or Conditional Use Review. **Note:** This Site Plan has been developed based upon 1) Commercial (Professional Office), and 2) Industrial Service requirements.

Table 4 (Land Uses) lists "Civic – Public Facilities" as a "Conditional Use".

Table 5 (Zoning Standards) lists the same standards as noted in Table 2 above. However, there is a conflict in the listing of the Maximum Lot Coverage. This Table lists maximum as 85%, with Table 2 listing maximum as 100%.

SUMMARY: In review of the Site Plan developed for this project, all standards of this Section comply with the project layout. Refer to Architectural Site Plan.

Section 17.66 – Application Review Process for the TOD District

Per Section 17.66.030, subsection A.2 – site plan and architectural review applications for projects with two or more acres of land (this project contains 5.12-acres on two tax lots) requires “master plan approval”. Refer to the “Snowy Butte Master Plan Development” previously approved by the City of Central Point. Further, requirements of Chapter 17.72 shall be met for Site Plan and Architectural Review.

Subsection A.4 states that Conditional Use shall be provided per Chapter 17.76.

SUMMARY: In review of the Site Plan developed for this project, all standards of this Section comply with the project layout. Refer to Architectural Site Plan.

Section 17.67 – Design Standards for the TOD District

Per Section 17.67.040, subsection A – Public Street Standards, all Public Streets surrounding this project are existing to remain. Subsection B – Parking Lot Driveways are not required to be designed as “Private Streets” as the driveway is less than one hundred feet long (B.1.a). Subsection C – On-site Pedestrian and Bicycle Circulation complies. Refer to Site Plan.

Section 17.67.050, Site Design Standards, as follows;

- A. **Adjacent Off-site Structures and Uses** – This project consists of three (3) separate buildings at this time, with potential to expand and provide three additional structures. All utilities to these structures are designed to be underground as required.
- B. **Natural Features** – There are no significant “natural features” on this site(s) to be maintained.
- C. **Topography** – This site consists of flat land previously graded and contains no “natural” topography to be maintained.
- D. **Solar Orientation** – The design and layout of the buildings on this project are aligned with the existing orientation of the public streets and the orientation noted (within twenty-five degrees of due south).
- E. **Existing Buildings** – There are no buildings existing on this site(s).
- F. **New Prominent Structures** – The main Office Building is designed to front on the main Haskell Street.
- G. **Views** – The Office building is situated to reduce building frontage on the adjacent streets.
- H. **Adjoining Uses** – The more intensive “industrial” buildings of this project are setback further from the main Haskell Street and separated by a fence and landscaping to reduce impact to the existing residential buildings to west side of Haskell.
- I. **Transitions in Density** – Layout of site has the main Office building nearest to the adjacent Residential properties, with separation distance of approximately 54’-6” to centerline of Haskell Street. Building height for Office building is designed to be approximately 26’-9” average.
- J. **Parking** – Parking lot(s) are designed to the side of the main Office building, paved, and setback from the street frontage.
- K. **Landscaping** – Perimeter and Parking Lot landscaping are designed to complement and screen this project as required in the Municipal Code and the Snowy Butte Development requirements. Refer to proposed Landscape plan.
- L. **Lighting** – All lighting shall be designed to meet 1) minimum lighting levels, 2) fixture design in public rights-of-way, and 3) on-site lighting requirements. Note that street lighting exists fronting this site.
- M. **Signs** – At this time, signage has not been discussed with the project owner. Signage shall comply with this section and Chapter 15.24 as required.

Section 17.67.070, Building Design Standards, as follows;

- A. **General Design Requirements** – This project is designed to maximize the “sustainable design” practices where possible thru natural ventilation, daylighting, water conservation, building materials and landscaping.
- B. **Architectural Character** – With the main Office building being the prominent building, the design complements the existing Residential facilities across Haskell Street. North of this project are existing mini-storage buildings.
- C. **Building Entries** – As noted above, the main entry for the Office building is sited toward Haskell Street, and has a prominent walkway steps and ramp for easy identification of the access.
- D. **Building Facades** - The Office building consists of varying roof heights (hip roof) for both first and second floors, stepped-back wall facades, main entry canopy, false stone wainscot, beveled and board-batten siding, horizontal “belly-band” and cornice bands, and composition shingle roofing. All windows are intended to be energy efficient, low-E.
- E. **Roofs** – Office building roofs are designed to be hipped roof with composition shingles. Industrial buildings beyond are designed to be articulated (varying heights) to increase visual depth of field.
- F. **Exterior Building Lighting** – The Office building is designed to have a reduced scale of lighting, promoting the main entry but reducing the adjacent wall areas.
- G. **Service Zones** – This project sites the “industrial” buildings to be progressively further from the public streets, thereby reducing the public view.
- H. **Parking Structures** – There will be no parking structures on this project.

SUMMARY: In review of the Site Plan, Preliminary Civil Plan, Landscape Plan, Floor Plans and Exterior Elevations developed for this project, all standards of this Section comply with the project layout. Refer to Plans noted.

Section 17.72 – Site Plan and Architectural Review

Per Section 17.72.020, subsection B, this project is considered a “Major Project”, New construction. Section 17.72.040, Site plan and architectural standards, additionally requires applicable site plan, landscaping and architectural design standards from Chapter 17.75.

SUMMARY: This letter, and accompanying drawings, are part of this Site Plan and Architectural Review process.

Section 17.75 – Design and Development Standards

Per Section 17.75.031, General Connectivity, circulation and access standards, this project uses existing utilities either on or off-site, existing site access points for driveways, and provides a utilitarian layout for pedestrian circulation (sidewalks) as required for street frontage and interior access walkways.

Section 17.75.039, Off-street parking design – Parking layouts on-site shall comply with these requirements at a minimum. Landscaping standards shall comply with Table 17.75.03.

Section 17.75.042, Commercial building design standards, as follows;

- A. **Massing, Articulation, Transparency, and Entrances** –
 1. **Building Massing** – Primary Office building on Haskell Street shows distinct setbacks and pitched roof as required;
 2. **Façade Articulation** – Elevations show required offsets, recesses and pitched roofs to change the overall massing as required;
 3. **Pedestrian Entrances** – Office building includes a prominent covered entry roof structure, masonry wainscot and decorative columns;
 4. **Transparency** – First floor wall area contains approximately 332-sf of transparent, low-E fenestration to approximately 1,017-sf total wall area. This is approximately 33% of wall area

- (40% minimum is required). As allowed in subsection A.4.e, this is reduced area of fenestration (transparency) is allowed due to inclusion of the masonry wainscot, belt courses of a different texture and color, projecting canopy and lighting fixtures;
5. Wall faces – Ash Street, Haskell Street, and south-facing facades are designed with combination of offsets, pitched rooflines, and roof overhangs;
 6. Screening of Service areas – Service areas and Rooftop Equipment (not included) shall be located to the east-side of the Office building, which may include required screening if viewable from the street.

SUMMARY: The design of the buildings, main Office in particular, are compliant with requirements of this section.

**PUBLIC WORKS STAFF REPORT**

February 16, 2021

AGENDA ITEM: Central Point Parks and Public Works Operations Center (CUP-2002 and SPAR-20013)

37S 2W 10AD Tax Lots 700 and 798 –Site Plan and Conditional Use Permit

Applicant: City of Central Point

Agent: S&B James, Inc.

Traffic/Street Details:

The applicant is proposing a 3,500 square foot professional office and a 11,000 square foot warehouse. Per the ITE, professional office generates 1.49 peak hour trips (PHT) per 1,000 square feet and the trip rate for General Light Industrial uses is .98, for a total trip rate of 16 PHT. If calculated as a Utility (ITE Code 170), the rate is 2.40 peak hour trips per 1,000 square feet, or 36.25 PHT. A Traffic Impact Analysis (TIA) threshold is 25 PHT, per intersection. Since there are two points of access from the site to a collector, a TIA is not required for this development.

Existing Infrastructure:

Water: There are existing 12-inch water lines servicing the site.
 Streets: South Haskell Street is Collector and Ash Street is a local street.
 Stormwater: There is an existing 12-inch storm drain line in South Haskell Street.
 Storm Water
 Quality: The applicant is proposing on-site detention in swales in two locations on their site plan.

Background/Issues:

The applicant is proposing a new operations center and warehouse. Public Works has the following issues/notes about the proposed modification and Phase 1 tentative plan.

1. Any phase of development will need to include frontage improvements on Ash and South Haskell Streets, including sidewalks and street trees.
2. There are several easements on the site for power and water, that are not being used, and need to be vacated.

Conditions of Approval:

Prior to Public Works Civil Improvement Plan approval and the start of construction of infrastructure improvements for Phase 1 as modified, the Applicant shall:

1. Stormwater Management Plan – The Applicant shall submit and receive approval for a stormwater management plan from the Public Works Department. The Stormwater Plan shall demonstrate

compliance with the Rogue Valley Stormwater Quality Design Manual for water quality and quantity treatment. Construction on site must be sequenced so that the permanent stormwater quality features are installed and operational when stormwater runoff enters.

2. Erosion and Sediment Control – The proposed development will disturb more than one acre and requires an erosion and sediment control permit (NPDES 1200-C) from the Department of Environmental Quality (DEQ). The applicant shall obtain a 1200-C permit from DEQ and provide a copy to the Public Works Department.
3. Landscape and Irrigation Plans – Applicant shall prepare and gain approval for a landscape and irrigation plan for all public landscape rows before any development occurs.

Prior to the building final, the applicant shall comply with the following conditions of approval:

1. Easement & Right-of-Way Vacation – Applicant shall vacate all unused easements on the site and the unused portions of the right-of-way along Ash Street.
2. Frontage Improvements – Applicant shall complete frontage improvements along South Haskell Street and Ash Street as required per the civil improvements and landscape and irrigation plans approved by the Public Works Department.
3. Stormwater Quality Operations & Maintenance – The Applicant shall record an Operations and Maintenance Agreement for all new stormwater quality features and provide a copy of the recorded document to the Public Works Department.



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER · HEALTHY COMMUNITIES

February 11, 2021

City of Central Point Planning Department
155 South Second Street
Central Point, Oregon 97502

Re: SPAR 20013/CUP-20002, City of Central Point Maintenance Facility, Map 37 2W 10AD, TL 700 & 798

There is an 8 inch sewer main along Haskell Street and an 8 inch main stubbed to the property at the intersection of Cheney Loop and Haskell Street. There are also 4 inch sewer services stubbed to each tax lot. Sewer service for the proposed development can be had by connecting to the existing sewer services.

Rogue Valley Sewer Services requests that approval of this project be subject to the following conditions:

1. The developer must submit architectural plumbing plans for the calculation of sewer System Development Charges.
2. The developer must obtain a sewer connection permit and pay all related fees to RVSS.

Feel free to call me with any questions.

Nicholas R. Bakke, PE
District Engineer

Fire District 3 Comments for CUP-20002/SPAR 20013

Central Point Public Works Operations Center.

Fire Apparatus Access

AERIAL APPARATUS ACCESS OFC D105

SECTION D105-AERIAL FIRE APPARATUS ACCESS ROADS

D105.1 Where required. Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

D105.2 Width. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm) in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.

D105.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

FIRE DEPARTMENT APPARATUS ACCESS-GATES OFC 503.1

Access control devices must be approved by Fire District 3. All gates shall have approved locking devices. Manual gates shall have a lock connected to a long length of chain. Automatic gates shall be equipped with an approved emergency services activated opening device.

OFC 503.1; 503.4; 503.5; 503.6

"NO PARKING-FIRE LANE" SIGNS REQUIRED OFC 503.3

Fire apparatus access roads 20-26' wide shall be posted on both sides as a fire lane. Fire apparatus access roads more than 26' to 32' wide shall be posted on one side as a fire lane (OFC D103.6.1). This will include Ash Street

Where parking is prohibited for fire department vehicle access purposes, NO PARKING-FIRE LANE signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in residential areas) and at fire department designated turn-around. The signs shall have red letters on a white background stating "NO PARKING FIRE LANE TOW AWAY ZONE ORS 98.810 to 98.812" (See handout).

Premises Identification and Key Boxes

ADDRESS IDENTIFICATION 2019 OFC Sec. 505.1

Building numbers shall be placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.

Temporary signs shall be installed at each street intersection when construction of new roadways allows passage of vehicles.

MINIMUM ACCESS ADDRESS SIGN 2019 OFC Sec. 505

The developer must provide a minimum access address sign. A pre-approved address sign can also be utilized.

Key Boxes 2019 OFC Sec. 506.1

A key Knox box is required for this facility. Contact FD3 Administrative Office at 541-826-7100 for details and directions.

Fire Protection Water Supply

Water Supply 2019 OFC Sec 507.1

An *approved* water supply in accordance with Section 507 and Appendix B, capable of supplying the required fire flow for fire protection shall be provided to premises on which facilities, buildings or portions of buildings are hereafter constructed.

Fire Hydrants 2019 OFC Sec. 507.5

Fire hydrant systems shall comply with Sections 507.5.1 through 507.5.6 and Appendix C. On-site fire hydrants and water mains may be required by the *fire code official*. Work with the FD3 Fire Marshal's Office to determine specific needs and fire hydrant requirements.

Fire Safety Systems

Automatic Sprinkler Systems 2019 OFC Sec 903

An automatic fire suppression sprinkler system may be required depending upon specific details regarding building use classification, building size and building construction type. Refer to OFC Section 903.1 through 903.6. Consult with FD3 Fire Marshal's Office for questions.

Valves controlling the water supply for *automatic sprinkler systems*, pumps, tanks, water levels and temperatures, critical air pressures and water flow switches on all sprinkler systems shall be electrically supervised by a *listed* fire alarm control unit.

Monitoring. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an *approved* supervising station

Alarms. An approved audible device, located on the exterior of the building in an *approved* location, shall be connected to each *automatic sprinkler system*. Such sprinkler water flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system.

Portable Fire Extinguishers 2019 OFC Sec 906

Portable fire extinguishers shall be selected, installed and maintained in accordance with OFC Section 906 and NFPA 10. Consult with FD3 Fire Marshal's Office for questions.

PLANNING COMMISSION RESOLUTION NO. 889

A RESOLUTION OF THE PLANNING COMMISSION APPROVING A SITE PLAN AND ARCHITECTURAL REVIEW FOR A PUBLIC FACILITY ON LANDS WITHIN THE GENERAL COMMERCIAL (GC) ZONING DISTRICT.

(File No: SPAR-20013)

WHEREAS, the applicant has submitted a site plan and architectural review application to develop a public facility on a 5.12 acre site within the General Commercial (GC) zoning identified on the Jackson County Assessor's map as 37S 2W 10AD, Tax Lots 700 and 798, Central Point, Oregon; and

WHEREAS, the Planning Commission's consideration of the application is based on the standards and criteria applicable to Site Plan and Architectural Review in accordance with Section 17.66 and Design and Development Standards in accordance with Section 17.67 and 17.75; and

WHEREAS, on March 2, 2021, at a duly noticed public hearing, the City of Central Point Planning Commission considered the Applicant's request for Site Plan and Architectural Review approval, at which time it reviewed the Staff Report and heard testimony and comments on the application; and

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Planning Commission by Resolution No. 889 does hereby approve the Site Plan and Architectural Review application for Central Point Parks & Public Works Department, based on the findings and conditions of approval as set forth in Exhibit "A," the Planning Department Staff Report dated March 2, 2021, including attachments incorporated by reference.

PASSED by the Planning Commission and signed by me in authentication of its passage this 2nd day of March, 2021.

Planning Commission Chair

ATTEST:

City Representative