



**CITY OF CENTRAL POINT  
PLANNING COMMISSION AGENDA  
December 1, 2020 - 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 November 3, 2020 Planning Commission meeting minutes.

**VI. PUBLIC APPEARANCES**

**VII. BUSINESS**

**VIII. DISCUSSION**

- A. Discuss and select dates for a joint Planning Commission meeting with Jackson County to conduct a public hearing and consider the Central Point Urban Growth Boundary (UGB) Amendment. File No. CPA-19001.

**IX. ADMINISTRATIVE REVIEWS**

**X. MISCELLANEOUS**

**XI. ADJOURNMENT**

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](mailto:deanna.casey@centralpointoregon.gov).

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

**City of Central Point  
Planning Commission Minutes  
November 3, 2020**

**I. MEETING CALLED TO ORDER AT 6:04 P.M.**

**II. ROLL CALL**

Commissioners Tom Van Voorhees (chair), Kay Harrison, Amy Moore, Brad Cozza and Jim Mock were present. Also in attendance were Community Development Director Tom Humphrey, Stephanie Holtey, Principal Planner, Justin Gindlesperger, Community Planner and Karin Skelton, Planning Secretary.

Commissioner Pat Smith arrived at 6:13 p.m.

**III. CORESPONDENCE**

**Revised Staff report regarding the tentative plan application Mayberry Place Subdivision**

**Revised Resolution No. 882**

**Revised Public Works Staff Report**

**E-mail from Daniel Coontz regarding the proposed Mayberry Place subdivision**

**IV. MINUTES**

Amy Moore made a motion to approve the July 7, 2020 minutes. Jim Mock seconded the motion. ROLL CALL: Kay Harrison, yes; Amy Moore, yes; Jim Mock, yes; Brad Cozza, yes. Motion passed.

**V. PUBLIC APPEARANCES**

There were no public appearances.

**VI. BUSINESS**

**A. Public Hearing and consideration of a tentative plan to construct a 12-lot residential subdivision (Mayberry Place) on 3.65 acers in the Residential Single Family (R-1-10) zoning district. The proposal includes re-plat of a Parcel 2 in the Cook Partition (No. 57-2006) into two (2) lots and public utility easement modification. The project site is located on Grant Road on property identified as 37S 2W 10BC Tax Lots 2200 and 2301. Applicant W.L. Moore Construction; Agent: Herb Farber, Farber Consulting. File No. SUB-20003.**

Tom Van Voorhees read the rules for a quasi-judicial hearing. Amy Moore stated she had a conflict of interest as she was a principal of W.L. Moore Construction and recused herself. There was no ex parte contact or bias to declare.

Pat Smith arrived. (6:13 p.m.)

Principal Planner Stephanie Holtey described the handouts provided to the commissioners as a revised staff report, revised Public Works staff report, revised Resolution 882 and E-mail correspondence from Daniel Coontz regarding drainage from the pond on the property.

Ms. Holtey said this is a tentative plan application to subdivide 3.65 acres into twelve low density residential lots. It includes re-platting Parcel 2 of the Cook Partition into two lots. The existing right of-way for Cook Lane will be used to construct a Minor Residential street, which will be renamed Mayberry Lane. Additionally an existing Public Utility Easement would be eliminated because the re-plat would provide adequate access to all lots

She explained there is an existing irrigation pond on the project site. In accordance with the Department of State Lands, it is exempt from the Fill-Removal Law and may be drained and filled to support the proposed subdivision. She added the proposed subdivision is within the minimum/maximum range for density and meets the lot dimension standards for the R-1-10 zone.

Ms. Holtey said there were several issues regarding the application. Grant Road is county-owned and operated. The County is concerned about the offset intersection of Mayberry and Blue Jay Lane at Grant Road. They are requesting a condition requiring the Applicant to prepare a limited Traffic Impact Analysis to study the sight lines and need for mitigation. In the alternative, the County will accept restricting access at the south entrance to Mayberry Lane to right-in/right-out. A 'pork chop' will be required to physically limit access. She said the Applicant has elected to restrict access and a revised Tentative Plan will be provided prior to Civil Improvement Plan approval by the Public Works Department.

The commissioners discussed traffic patterns and agreed it would not be a very high traffic area. Mr. Humphrey gave several examples of this type of traffic control within the City.

Ms. Holtey stated Grant road is a collector street. Jackson County does not want to have too many driveways on a collector because there is a higher risk of traffic issues. The County has requested any existing driveway accesses onto Grant Road to be closed and all properties take their access off of interior streets. They recommend constructing a curb, gutter and sidewalk to assure no access onto GrantRoad. She said Public Works has recommended deferring the curb, gutter sidewalk and instead constructing frontage improvements to limit access because Grant Road will soon be transferred to the City and at this time we don't know what the standard is going to be so it doesn't make sense to do any hardscape improvements at this time.

The Commissioners discussed driveways and access onto Grant Road. Mr. Humphrey explained some of the tax lots being created would have the option of access off of Grant Road or Mayberry Lane. The County was requesting there be no driveways onto Grant Road.

Ms. Holtey stated the Cook Lane right-of-way was dedicated prior to application for this subdivision. There is an 808 square foot area on the proposed Lot 12 that needs to be vacated. Street vacations are subject to the requirements in ORS 271 and CPMC 12.28, which is outside the scope of the re-plat process. The Applicant is required to vacate the unused right-of-way prior to final plat approval. Staff recommends the Planning Commission impose the Public Works conditions of approval.

Ms. Holtey reviewed the Public Works Staff report which identified storm water issues. She said the Applicant will need to submit a storm water management plan identifying how surface water runoff will be conveyed and treated. If any changes are necessary to the tentative plan as a result, the modification will be subject to CPMC 17.09, Modifications to Approved Plans and Conditions of Approval. Ms. Holtey explained the storm water management issues would be worked out with the Public Works Department. She referenced the e-mail correspondence from Daniel Coontz who was concerned about the draining of the pond. The commissioners discussed the storm water and the pond and clarified it was a manmade pond originally used for irrigation. Ms. Holtey explained that the storm water management plan will address any runoff prior to public works approval.

The commissioners discussed the pond drainage and noted it was not a natural pond and there was no natural wetland on the site. Ms. Holtey added when the storm water management plan was prepared it would assure there was adequate drainage infrastructure.

Ms. Holtey stated the tentative plan identifies significant trees that are to be preserved during the development process. There is a 66-inch spruce tree identified on the proposed property boundary of Lots 1 and 4. The location of the tree relative to property lines would preclude fencing at that location and require cooperation between the future property owners to maintain and preserve the tree. There is a 36-inch cedar tree on Lot 8 that appears to conflict with the building envelope location. She said staff is recommending that the Public Works conditions of approval be applied requiring a minor adjustment of the proposed property boundary between Lot 1 and 4 to assure the tree is entirely on one lot, provided that minimum lot size can be maintained; and, removal and replanting a cedar tree on Lot 8 in a more suitable location.

The commissioners discussed the trees and their locations and agreed the preservation of the trees was a good idea.

### **The Public Hearing was opened**

#### **Herb Farber, Agent for the Applicant**

Mr. Farber stated they concur with staff's report. He said they were reviewing options for retaining the 66 inch spruce tree, however at this time the square footage requirements prohibited adjusting the property line and maintaining the proper size for the lots. He assured

the commissioners there would be a resolution that would be acceptable to all parties. He said the storm water management plan would be developed in accordance with recommendations from the Public Works Department.

The commissioners asked about the right of way that would be vacated. Mr. Farber said that would be a separate process. He explained that property which was vacated will automatically revert to the property it was created from.

**Bret Moore, Applicant**

Mr. Moore said there was an existing driveway for an existing house which was on proposed lot 1. The house would be torn down and the driveway would go away. He said he saw no real traffic problems with the pork chop. He said there is a neighbor to the south who has a driveway onto Grant Road but that is not part of this development. Storm water will be addressed through the civil engineer process. Mr. Moore stated the pond may actually drain into the 12 inch pipe on Mr. Coontz's property. At this time it was not actually known, however the storm water management plan would address this and the draining of the pond would not cause any issues.

Mr. Moore said the trees were examined by an arborist and some were taken down. He added the existing trees would be assessed by the arborist as development occurred. He gave examples of trees in the Twin Creeks area which had been preserved and eventually had to be taken down for safety reasons. He added planting replacement trees would be considered.

Mr. Moore said Mr. Coontz's letter expressed sadness about the area being developed, however this land has been in the Urban Growth Boundary since it was first created. The proposed development was compatible with surrounding neighborhoods and would be a good improvement for the City.

**The public hearing was closed.**

Kay Harrison made a motion to approve Resolution 882 approving a tentative plan to construct a 12-lot residential subdivision on 3.65 acres in the Residential Single Family (R-1-10) zoning district. And the replant of Parcel 2 in the Cook Partition into two lots and public utility easement modification subject to conditions of approval. Pat Smith seconded the motion.

The commissioners discussed the noticing process. Ms. Holtey explained the property was posted and notices were mailed to all property owners within 250 feet. Mr. Humphrey explained the notice of decision and the appeal processes.

Ms. Holtey explained the final plat process and said the final plat would need to be the same as the approved tentative plan. If there were to be any changes, the Applicant would need to go through a modification process.

**ROLL CALL: Kay Harrison, yes; Jim Mock, yes; Pat Smith, yes; Brad Cozza, yes.  
Motion passed.**

**B. Public Hearing to consider the 2020 update of the City of Central Point Natural Hazard Mitigation Plan. File No.: CPA-20002; Applicant: City of Central Point.**

Tom Van Voorhees stated the rules for the public hearing remained as previously stated.

Justin Gindlesperger said the City's Natural Hazard Mitigation Plan (NHMP) was last acknowledged in 2011 and needs to be updated in accordance with the Disaster Mitigation Act of 2000 and the Federal Emergency Management Agency (FEMA) *Local Mitigation Planning Handbook*. The plan needs to be updated at least every 5-years in order to assure that the mitigation strategies account for changes in the community as growth occurs and new information is available about hazards and mitigation best practices. It also helps to assure that the mitigation strategies align with the Community vision, values and resource availability. He added by keeping the plan updated the City is eligible to receive non-emergency related disaster funding sources through FEMA. This includes the Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, Pre-disaster Mitigation Program, and Post fire Grant Assistance. It also helps the City keep flood insurance premiums lower community-wide through the National Flood Insurance Program Community Rating System.

He said the Citizen's Advisory Committee (CAC) reviewed the NHMP at the October 13, 2020 meeting and provided a favorable recommendation to the Planning Commission. Following the events of the Alameda Fire in September, the CAC expressed concerns about evacuation routes, clean-up and maintenance along the Bear Creek Greenway, and subdivision development regulations for water supply and gas shut-off valves. Comments from members of the public echoed the CAC discussion about the importance of evacuation routes and adequate water supply throughout the City, including the existing fire hydrants.

Mr. Gindlesperger said the primary issue in considering the Hazard Mitigation Plan is to identify local policies and actions that can be implemented to reduce risk and future losses from hazards. The City of Central Point is subject to a wide array of natural hazards. Although the occurrence and severity of hazards has been historically limited, the City has experienced winter storms, floods and an increasing incidence of wildfires. He said it is important to understand the characteristics of potential hazards, risks to people, buildings, infrastructure and property and what actions can be taken to lessen exposure to the identified risks before a disaster events occurs.

He explained the hazards the City would be vulnerable to including earthquake, floods, wildfire, winter storms, windstorms, drought, earthquake, volcano and landslides. He reviewed the risk assessment process and the action items which have been identified for each type of hazard.

The commissioners discussed the problems they had seen and experienced due to recent wildfires, and the importance of citizen preparedness. They discussed possible strategies to coordinate information and plans throughout the different neighborhoods. Mr. Gindlesperger

suggested adding some language to the plan addressing secondary hazards from the aftermath of an event. He suggested coordination with various agencies regarding emergency services response planning to promote awareness. He added this is a living document and can be continuously updated. He clarified that the City of Central Point was a stand-alone plan and not part of a coordinated plan with other cities. The commissioners thought it would be beneficial to put articles in the City's newsletter to keep residents informed and aware.

**The public hearing was opened**

**Mike Parsons, Freeman Road**

Mr. Parsons stated he agreed with the comments regarding neighborhood emergency planning. He said a very important action would be controlling the greenway's vulnerability to fire danger. He said clearing the brush and other fuel was critical. He added removing compromised or dead trees was also important. He thought making this area family friendly would be a great benefit to the City.

**The public hearing was closed.**

Pat Smith made a motion to approve Resolution 883 forwarding a favorable recommendation of the 2020 update of the City of Central Point Natural Hazard Mitigation Plan to the City Council. Kay Harrison seconded the motion.

The Commissioners stated they agreed with Mr. Parsons regarding the greenway. They expressed concern that in addition to fire danger, the greenway was inhabited by a homeless population which caused concern to local residents. They thought removing the vegetation and maintaining a more parklike setting would help make it more family friendly. They discussed how the various cities could coordinate to improve the greenway.

Mr. Humphrey reviewed the history of the greenway. He said each city does its own maintenance of their section. Since the fire has cleared out almost all the vegetation, Jackson County has seeded the burned areas by the creek to help control runoff into the creek. Many volunteers have been helping in this venture. Public Works will be maintaining the City's portion of the greenway.

Ms. Holtey said it was a good time for doing some strategic planning to improve and maintain the greenway to make the most of the environmental and recreational aspects of the area.

Mike Parsons stated the City Council has assembled an ad hoc committee to study and possibly develop the greenway into a river walk area.

**ROLL CALL: Kay Harrison, yes; Jim Mock, yes; Pat Smith, yes; Brad Cozza, yes.  
Motion passed.**

**VII. DISCUSSION**

**Planning Update**

The Chiropractic office on Biddle has begun construction

There is multi use professional building going in by the Veterinary clinic on Biddle

Microdevices still has plans to relocate here

The oil change and car wash has started grading

Les Schwab has picked up its permits

We are expecting White Hawk should be submitting soon

Central Point Station in Twin Creeks is doing grading

**VIII. ADMINISTRATIVE REVIEWS**

**IX. MISCELLANEOUS**

**X. ADJOURNMENT**

Kay Harrison moved to adjourn the meeting. Pat Smith seconded the motion. All members said “aye”. Meeting was adjourned at 8:00 p.m.

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Planning Commission Chair



Item III-A: UGB Amendment Schedule Discussion



December 1, 2020

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**Agenda Item: VIII-A**

Discuss the 2019 Residential UGB Amendment public hearing schedule. **Applicant:** City of Central Point. **File No.** CPA-19001.

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**Staff Source**

Stephanie Holtey, Principal Planner

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**Background**

The City submitted its application to amend the Urban Growth Boundary (UGB) to Jackson County on July 15, 2020. The application requests an amendment to both the City and County Comprehensive Plans to add roughly 444 acres to Central Point's UGB. To effectuate the change, both the City and County must initiate and approve the application for a Major Amendment to the City and County Comprehensive Plan. The City initiated the amendment on October 10, 2019 per City Council Resolution No. 1599 (Attachment "A"). On October 28, 2020, the Jackson County Board of Commissioners approved Order No 175-20 initiating the Type IV application to amend the County Comprehensive Plan (Attachment "B").

At this time, City and County staff are seeking concurrence on two (2) dates for Joint Planning Commission meeting(s) to conduct the public hearing. The Joint meeting will allow both Planning Commissions to receive a clear and consistent record of facts and testimony before deliberating and recommending a decision to the City Council and Board of Commissioners. The preliminary dates selected for the Joint Planning Commission meeting(s) are provided below:

- Thursday January 14<sup>th</sup> from 9am to noon;
- Tuesday, January 19<sup>th</sup> at 6pm;
- Thursday January 28<sup>th</sup> from 9am to noon;
- Tuesday February 2<sup>nd</sup> at 6pm;
- Thursday February 11<sup>th</sup> from 9am to noon;
- Tuesday February 16<sup>th</sup> at 6pm; or,
- Thursday February 25<sup>th</sup> from 9am to noon.

The County Planning Commission recently met and selected February 2, 2021 and February 16, 2021 as their preferred dates to conduct a joint Planning Commission meeting. At the December 1, 2020 meeting, staff will request that at least two (2) dates be selected for the meeting.

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**Action**

Discuss the UGB Amendment process and select preferred dates for the public hearing in 2021.

RESOLUTION NO. 1599

**A RESOLUTION DECLARING THE CITY COUNCIL'S INTENT TO INITIATE AN AMENDMENT TO THE CENTRALPOINT URBAN GROWTH BOUNDARY (UGB) AND THE COMPREHENSIVE PLAN TO ADD LAND FROM THE CITY'S URBAN RESERVE AREAS (URAs) CP-2B, CP-3, CP-4D, AND CP-6A FOR THE CITY'S 20-YEAR (2019-2039) HOUSING, EMPLOYMENT, PARKS AND PUBLIC FACILITY NEEDS .**

**RECITALS:**

- A. A proposed amendment to the City's Comprehensive Plan or UGB may be initiated by a Resolution of Intent by the Planning Commission or City Council (CPMC 17.96.020(A)); and,
- B. The City is forecast to add 7,216 people to its Urban Area over the next 20-years (Population Element), generating the need for new housing (Housing Element), employment opportunities (Economic Element) and park facilities (Parks Element) that cannot be absorbed by the available buildable land supply within the City's current UGB.
- C. ORS 197.296 and 197.712, requires the City to provide for needed residential, employment and urban facility needs through amendments to its UGB, changes to policy or both; and,
- D. Since the UGB was established in 1983 (Ordinance No. 1493), the City has implemented several measures to increase land use efficiency and livability consistent with ORS 197.296. At this time the City has determined there is limited ability to further increase efficiency of residential land use and development inside the current UGB.
- E. The Community Development Department has prepared a UGB/Comprehensive Plan Amendment application to add 444 acres of land in response to the identified need in accordance with ORS 197.296.
- F. The proposed amendment includes land from four (4) URAs based on public involvement and direction from the City Council (4/11/2019), Planning Commission (4/20/2019 and 5/7/2019) and the Citizen's Advisory Committee (4/9/2019) consistent with the City's Urban Growth Boundary Management Agreement (UGBMA) with Jackson County, and applicable state, county and city regulations;
- G. Initiation of the City's formal UGB Amendment application with Jackson County is consistent with the City Council goals to address housing supply and affordability, promote the City's economic interest, and create planned growth to serve the public necessity and convenience and general welfare.

The City of Central Point resolves:

**Section 1.** By this resolution the City Council authorizes the Community Development Department to proceed with finalizing and submitting the UGB Amendment Application, including finalizing the Findings of Fact and Conclusions of Law to include lands shown in Exhibit A.

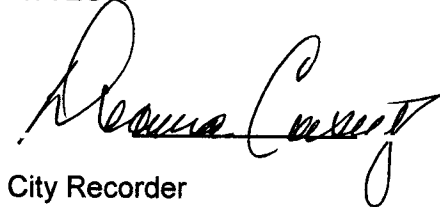
**Section 2.** The City Council authorizes payment of applicable planning application fees to Jackson County Development Services, as necessary to complete the application.

Passed by the Council and signed by me in authentication of its passage this 10<sup>th</sup> day of October, 2019.



Mayor Hank Williams

ATTEST:



City Recorder

BEFORE THE BOARD OF COUNTY COMMISSIONERS

STATE OF OREGON, COUNTY OF JACKSON

IN THE MATTER OF INITIATING A MAJOR )  
COMPREHENSIVE PLAN MAP AMENDMENT )  
TO THE JACKSON COUNTY )  
COMPREHENSIVE PLAN TO CONSIDER THE )  
ADDITION OF APPROXIMATELY 444 ACRES )  
TO THE CENTRAL POINT URBAN GROWTH )  
BOUNDARY UNDER FILE )  
NO. 439-20-00009-LRP )

ORDER NO. 175-20

WHEREAS, the City of Central Point has submitted an application for a Major Comprehensive Plan Map Amendment; and

WHEREAS, the application, File No. 439-20-00009-LRP, proposes the expansion of the Central Point Urban Growth Boundary by approximately 444 acres; and

WHEREAS, Section 3.7.2 of the Jackson County Land Development Ordinance requires that Major Comprehensive Plan Map Amendments be initiated by the Board of Commissioners; and

WHEREAS, the proposed Amendment is a Type 4 review under the Jackson County Land Development Ordinance; and

WHEREAS, under this type of review, the Jackson County Planning Commission (JCPC) will consider the application and hold a public hearing; and

WHEREAS, at the conclusion of their review the JCPC will forward their recommendation to the Board of Commissioners for consideration.

Now, therefore,

The Board of County Commissioners of Jackson County ORDERS:

1. The initiation of a Major Comprehensive Plan Map Amendment to the Jackson County Comprehensive Plan to consider the addition of approximately 444 acres to the Central Point Urban Growth Boundary under File No. 439-20-00009-LRP.

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DATED this 28th day of October, 2020, at Medford, Oregon.

JACKSON COUNTY BOARD OF COMMISSIONERS

/s/ Colleen Roberts  
Colleen Roberts, Chair

/s/ Rick Dyer  
Rick Dyer, Commissioner

/s/ Bob Strosser  
Bob Strosser, Commissioner

*Due to the existing novel coronavirus (COVID-19) pandemic and the need to promote physical distancing, the Jackson County Board of Commissioners is conducting meetings through electronic and telephonic means. On April 8, 2020, the Board of Commissioners approved Order No. 52-20 authorizing the use of their electronic signatures on Ordinances, Orders, and other documents. Following the motion and roll call vote, Commissioners Dyer, Strosser, and Roberts authorized the use of her/his electronic signatures on this Board Order No. 175-20.*