

**CITY OF CENTRAL POINT  
PLANNING COMMISSION MEETING MINUTES  
January 10, 2023**

**I. MEETING CALLED TO ORDER AT 6:00 P.M.**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Commissioners Tom Van Voorhees (chair), Jim Mock, Kay Harrison, Pat Smith, Robin Stroh and Brad Cozza were present.

Also in attendance were Planning Director Stephanie Holtey, Public Works Director Matt Samitore (virtually), Community Planner Justin Gindlesperger and Planning Secretary Karin Skelton.

**IV. CORRESPONDENCE**

Revised Staff Report (CUP-22002)  
Updated Resolution 901  
Additional Findings (SPAR – 22007)

**V. MINUTES**

Brad Cozza made a motion to approve the December 6, 2022 minutes as presented. Robin Stroh seconded the motion. ROLL CALL: Kay Harrison, yes; Jim Mock, yes; pat Smith, yes, Robin Stroh, yes. Motion passed.

**VI. PUBLIC APPEARANCES**

None

**VII. BUSINESS**

- A. Public hearing and consideration of a Conditional Use Permit Application to expand an existing conditional use for a public facility within the Employment Commercial zoning District. The project site is located at 4500 Rogue Valley Highway and is identified on the Jackson County Assessor's Map as 37S 2W 03BD**

**tax lot 900. File No. CUP-22002. Applicant: JE Dunn Construction (Kyle Boehlein) & DLR group Architecture (Kent Larson); Agent: Richard Stevens & Associates, Inc. (Clark Stevens**

Chair Tom Van Voorhees read the rules for a Quasi-Judicial Hearing. The commissioners had no ex parte contact, bias or conflict of interest to declare.

Justin Gindlesperger gave an overview of the proposed Conditional Use Permit Application for an expansion of the Oregon State Police Headquarters. He explained the existing and proposed uses and reviewed the definition of a Conditional Use. He said the proposed use would be compatible with the existing neighborhood and would not expand toward any developed residential areas. The traffic impacts were considered and there was a condition to relocate the sign at the Skyrman Park to maintain appropriate sight distance. He explained there was a Site Plan and Architectural Review application and an application for a variance as well for this project. More details of the expansion would be covered in the Site Plan Application. This application will comply with development standards and resolves several nonconforming conditions.

**The Public Hearing was opened.**

Clark Stevens, agent for the applicant stated the expansion of the existing Oregon State Police facility complies with design standards. He said it is designed and planned to mitigate any neighborhood impacts. He added this process is preferable to the option of doing a Comprehensive Plan Amendment and Zone Change.

The commissioners were concerned about the impact of additional lighting on the site and the Mr. Stevens stated the lighting would be designed to be shielded to light only the site itself. He assured the commissioners the traffic study indicated there would be no substantial traffic impacts.

There were no public comments.

**The public hearing was closed.**

Pat Smith made a motion to approve resolution 901, a Resolution recommending approval of the Conditional Use Permit application for the Oregon State Police development plan per the Revised Staff Report dated January 10, 2023. Kay Harrison seconded the motion.

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

- B. Public hearing and consideration of a Site Plan and Architectural Review application for site improvements at the Oregon State Police District 3 Headquarters that include building additions, constructing site access and circulation improvements, landscaping and storm water treatment facilities. The project site is located at 4500 Rogue Valley Highway and is identified on the Jackson County Assessor's Map as 37S 2W 03BD tax lot 900. File No. SPAR-22007. Applicant: JE Dunn Construction (Kyle Boehlein) & DLR Group**

**Architecture (Kent Larson): Agent: Richard Stevens & Associates, Inc. (Clark Stevens).**

Mr. Van Voorhees stated the rules for a Quasi-Judicial hearing stood as previously read. The commissioners had no ex parte contact, bias or conflict of interest to declare

Mr. Gindlesperger explained the Site Plan and Architectural Review would be a more in-depth presentation of the proposed expansion of the OSP facilities. He explained there were additional findings from the applicant regarding design Standards. He provided samples of proposed building materials for the commissioners to examine. He reviewed the current conditions and the proposed master site plan. He said the proposed building design and materials are consistent with the TOD standards. He reviewed the landscape and lighting plans referencing the downcast lighting discussed in the previous presentation. Mr. Gindlesperger reviewed the design considerations and issues including building materials, parking, traffic, floodplain development/fence requirements and storm water treatment. He said the site plan for the proposed building addition and site improvements does not comply with the front yard setback and that necessitated the application for a variance. There would be a shared access through S kyrman Park property to the north and the improvements would require the S kyrman sign to be relocated to allow for proper sight distance. The applicant would obtain a floodplain development permit for installation of the fence. The proposed front yard setback is subject to approval of the Class "C" Variance Application. Storm water management is a condition of approval and must comply with Public Works standards. The storm water mitigation would be designed to minimize any impacts to the Arboretum.

**The public hearing was opened**

Clark Stevens expressed appreciation of the presentation. He reviewed the proposed plan. He stated there would be two secure bicycle parking spaces for employees.

The commissioners wondered if the existing tower would remain in place or would have to be moved.

Mike Turner of the Oregon State Police responded that the intent was to keep the tower in place, however their engineers were doing a seismic evaluation.

The commissioners also asked if there were any plans to include a solar component.

Kelli Stewart responded there would be ongoing evaluation and solar was planned at a later date.

There were no public comments.

**The public hearing was closed.**

Kay Harrison made a motion to approve Resolution No. 902, a resolution recommending approval of the Site Plan and Architectural Review application for the Oregon State Police

development plan per the Staff Report dated January 10, 2023. Brad Cozza seconded the motion.

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

- C. Public hearing and consideration of a Class “C” Variance to the standards in CPMC 17.65.050 “Dimensional Standards” and Table 2 “TOD Zoning Standards” for building additions to the Oregon State Police District 3 Headquarters. The 3.58 acre site is located at 4500 Rogue Valley Highway and is identified on the Jackson County Assessor’s map as 37S 2W 03BD, Tax lot 900. File No. VAR-22002. Applicant: JE Dunn Construction (Kyle Boehnlein) &ELR Group Architecture (Kent Larson); Agent: Richard Stevens & Associates, Inc. (Clark Stevens).**

Mr. Van Voorhees stated the rules for a Quasi-Judicial hearing stood as previously read. The commissioners had no ex parte contact, bias or conflict of interest to declare.

Mr. Gindlesperger explained the application was for a Class “C” Variance to the front yard setback requirements in CPMC 17.65.050 and Table 2. He reviewed the current conditions stating the existing building is legally nonconforming to the current setback standard. The proposal reduces the existing nonconformities by expanding the footprint towards the public right of way and relocating the existing parking to the side of the building. The variance is to allow the building to be setback from the front yard by 33 feet to accommodate the proposed addition and provide additional storm water treatment facilities. He reviewed the approval criteria. He said staff was recommending approval of the variance.

**The public hearing was opened.**

Clark Stevens explained how they proposed to comply with the approval criteria.

Planning Director Stephanie Holtey clarified the code and its purpose and the approval criteria.

There were no public Comments

**The public hearing was closed.**

Brad Cozza made a motion to approve Resolution No. 903, a Resolution recommending approval of the Class C Variance application for the Oregon State Police development plan per the Staff Report dated January 10, 2023.

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

## **VIII. DISCUSSION**

## **IX. MISCELLANEOUS**

Ms. Holtey said there were no new development applications so the February Planning Commission meeting would be cancelled. However there would be a combined study session for the council, planning commission and citizen's advisory committee on February 27, 2023 at 6:00 p.m. Dinner would be provided at 5:30 p.m.

Ms. Holtey announced that this would be Brad Cozza's last meeting as he would be moving to Ashland and would not be eligible to continue on the Central Point Planning Commission.

## **X. ADJOURNMENT**

Kay Harrison moved to adjourn the meeting. Brad Cozza seconded the motion . The meeting was adjourned at 7:30 p.m.

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Tom Van Voorhees, Planning Commission Chair