

**City of Central Point
Planning Commission Minutes
June 6, 2017**

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

II. ROLL CALL

Commissioners, Mike Oliver, Amy Moore, Tom Van Voorhees, John Whiting and Kay Harrison were present. Also in attendance were: Tom Humphrey, Community Development Director, Chris Clayton, City Manager, Matt Samitore, Parks and Public Works Director, Sydnee Dreyer, City Attorney, Stephanie Holtey, Community Planner, Molly Bradley, Community Planner, Matthew Burt, Planning Intern, and Karin Skelton, Planning Secretary.

PLEDGE OF ALLEGIENCE

III. CORRESPONDENCE

Correspondence received was incorporated into the staff report.

IV. MINUTES

Kay Harrison made a motion to approve the minutes of the May 2, 2017 Planning Commission Meeting. Tom Van Voorhees seconded the motion. ROLL CALL: Amy Moore, yes; Tom Van Voorhees, yes, John Whiting, abstain; Kay Harrison, yes. Motion passed.

V. PUBLIC APPEARANCES

None

VI. BUSINESS

- A. Public Hearing to consider a Site Plan and Architectural Review application for Smith Crossing at Twin Creeks, a 245-unit multifamily development within the Medium Mix Residential (MMR) zone in the Twin Creeks TOD Master Plan area. The 9.45 acre project site consists of two (lots) on North Haskell Street identified on the Jackson County Assessor's Map as 37S2W03C Tax Lot 138, And 37S2W03DC Tax Lot 3400. Applicant: PCMI, Inc.; Agent: Scott Sinner, Scott Sinner Consulting, Inc.**

Mike Oliver, Planning Commission Chair read the rules governing the quasi-judicial hearing process.

Commissioner Amy Moore announced a conflict of interest and recused herself, reserving the right to speak as a private citizen during the hearing.

Mike Oliver announced that a neighbor of his mentioned the project in his presence, but there was no discussion. He also announced that he had met with the planning department regarding the procedure of the hearing.

Stephanie Holtey, Community Planner explained that the Twin Creeks Master Plan was approved in 2001 to provide guidance and instruction for land use and development on 230 acres of land within the city. The Master Plan provided a mix of housing types and densities throughout the Twin Creeks community. Per the Master Plan, medium density multifamily residential housing is planned for two tracts of land along North Haskell Street near the intersections of Griffin Oaks (Tax Lot 138) and Richardson Drive (Tax Lot 3400). At this time the applicant, PCMI, Inc., is requesting Site Plan and Architectural Review approval to construct a multifamily residential housing development on Tax Lots 138 and 3400. It is the Applicant's intent to develop the project in phases:

- Phase 1) 37S 2W 03C Tax Lot 138 would have 100 units, and
- Phase 2) 37S 2W 03DC Tax Lot 3400 would have 145 units.

The project site is served by all planned infrastructure identified in the Master Plan, including but not limited to streets and stormwater treatment facilities. All utilities are available to the site.

Ms. Holtey explained the approval criteria for the Planning Commission. She said the application was subject to the Medium Mix Residential standards, of Municipal Code Chapter 17.65 including parking. All applications within the TOD District must follow the approval criteria outlined in Chapter 17.66 which requires compliance with a Master Plan. Design and Development standards for the Transit District and Corridors also apply as well as Site Plan and Architectural Review procedures in Chapter 17.72 which includes Public Works, Fire Code Requirements, Design and Development standards particularly related to off-street parking and dimensions for maneuverability within a parking lot.

Ms. Holtey stated that in the packet there was correspondence from Sandy Martin dated May 31, 2017 concerning the proposed development which posed questions regarding obtaining a traffic impact analysis as well as requirements relative to the Master Plan. She indicated that staff responded in a letter dated June 1, 2017, attached to the staff report as attachment K. Staff has prepared additional findings which are attached to the Planning Department's Supplemental Findings.

The revised staff report incorporates updates to the exhibits, and identifies an issue regarding accessible parking that was not addressed when the packets were prepared.

The Applicant's findings included reference to a Master Plan modification. Ms. Holtey clarified that there is no Master Plan modification being proposed as part of this Site Plan and Architectural Review request. There was a separate application submitted and approved for a minor modification to eliminate a minor pedestrian accessway.

Additionally, on Applicant's findings for Phase 2 they reference 222 parking spaces but the site plan indicates there are 219. Staff used what was shown on the plan, which was 219 spaces.

Ms. Holtey described the area surrounding the project. To the north of Phase 1 is a vacant lot which is currently approved for construction. The City approved Pear Valley Senior Living, a 2 story assisted living and memory care facility at that location. To the northeast of Phase 1 there is a vacant site which is planned for employment/commercial land uses. Staff have received no inquiries or proposals relative to that site. To the north of both of those properties there is Twin Creeks Crossing which will be the location for a Twin Creeks Rail Crossing which is to begin construction in the fall.

Ms. Holtey explained that the Twin Creeks Master Plan established the planned street network and the location of different land use designations. The location for Smith Crossing was designated Medium Mix Residential. Additionally there was a designation of housing types and the distribution of the housing types throughout the Master Plan area. This was the only location designated for multi-family housing when the Master Plan was prepared. Over time, as this area was built out, there were some site specific minor modifications, and development has occurred consistent with the Master Plan and those modifications.

Ms. Holtey stated that the Applicant proposes to construct a total of seventeen (17) multifamily apartment buildings, including eight in Phase 1 and nine in Phase 2. The structures vary in size and unit count; however, each multifamily building includes 1 and 2 bedroom apartment flats and 2 and 3 bedroom townhouse style units. The parking plan consists of off-street parking spaces and garages. The proposal is within the minimum/maximum range for density and complies with the minimum parking requirements for multifamily housing.

Open space and recreation amenities are proposed, including a clubhouse, pool, and playground in Phase 1, and a large central open space square in Phase 2. Both phases include significant landscape improvements, as well as a network of pedestrian pathways.

Architecturally, the multifamily buildings are three-story wood frame construction with articulation and craftsman detailing. All the building elevations demonstrate the craftsman style design using a blue/gray or green/tan color palette, including the clubhouse and garages. Per the Applicant's Findings, the proposed development was designed to be compatible with existing surrounding architecture and was presented to the neighborhood for comment at a voluntary meeting on January 6, 2017. There were 9 attendees at that meeting. The City has not received any feedback from that meeting.

Ms. Holtey stated that there are some issues relative to the proposed development. She enumerated them along with proposed actions that can demonstrate compliance with the Master Plan.

1. **Master Plan.** The Twin Creeks Master Plan governs land use and circulation. A review of the proposed site development in the context of the Master Plan requires clarification of shared access and traffic impacts as follows:
 - a. **Shared Access.** Phase 1 provides a private drive connection with the adjoining property to the northeast (TL 1500), which is illustrated in the Master Plan, Circulation Detail. The Applicant is requesting that the shared connection be for emergency vehicle use only through placement of a fire access gate or similar apparatus. Per the Applicant's findings, the basis of the request is to avoid

potential safety conflicts of off-site commercial traffic generated by a future land use on Tax Lot 1500. Twin Creeks Development has written a letter in support of restricted access.

On January 24, 2017 the Community Development Director approved a senior living and memory care facility on TL 1400 (File No. 16032). At that time the provision for shared open access was shifted to the east to avoid potential conflicts between the residential facility and a future commercial use on tax lot 1500. The current request reflects similar concerns for resident safety associated with shared open access to accommodate off-site commercial traffic on TL 1500. In consideration of these concerns and written testimony in support of the Applicant's request provided by the property owner of TL 1500, staff recommends the Planning Commission grant the request to provide shared access for emergency vehicles only.

Kay Harrison asked whether there were enough exits for residents to leave the area quickly in an emergency. Ms. Holtey said that the fire department required two points of access and Phase 1 did have two access points.

John Whiting said that because the shared accessway traveled through a planned playground area it would be a good idea to restrict traffic to emergency vehicles only.

Ms. Holtey stated that the accessway was in compliance with the Master Plan.

- b. Traffic.** The Master Plan includes a Traffic Impact Analysis (TIA) that evaluates the impacts of land uses planned throughout Twin Creeks. Per the analysis and public agency feedback, a trip cap was imposed to assure traffic generated by new development is completed in sync with specified street capacity enhancement projects. The Twin Creeks Rail Crossing is the last project to be completed before the trip cap is removed. Based on an analysis of existing and approved development projects in Twin Creeks, there is sufficient capacity to accommodate the proposed development in Phase 1. However, Phase 2 will exceed the available trips identified in the Master Plan and cannot be built until the Twin Creeks Rail Crossing project is complete.

The Traffic Impact Analysis identified the traffic impact for each stage of the development.

Tom Humphrey identified the traffic improvements completed to date. There was a signal at West Pine and Haskell, improvements at West Pine and Front Street, Haskell Street was extended through Rogue Valley Bin and the bridge at Griffin Creek was built to extend Haskell into the project area. A bridge was built over Jackson Creek to extend circulation onto Grant Road to the west and the last improvement is the Twin Creeks Railroad Crossing.

Ms. Holtey restated that the trip cap was imposed to ensure that new development happens in sync with the road improvements.

Per the Public Works Staff Report dated May 19, 2017, the Twin Creeks Rail

Crossing is scheduled for construction in September 2017 with an estimated completion of between January and July 2018, weather permitting. Per the Applicant, Phase 1 construction is estimated to be complete in December 2018, which would be 6 months after completion of the rail crossing. It is the Applicant's intent to immediately begin construction of Phase 2 in December 2018 with estimated completion one and half years following completion of the Twin Creeks Rail Crossing project. Although there is no apparent conflict in timing, the Public Works Department recommends Phase 2 be subject to the trip cap in the event there are unexpected delays in completing the Twin Creeks Rail Crossing.

Tom Humphrey added that the Twin Creeks Development was a Transit Oriented Development which had not yet received transit service. Rogue Valley Transportation District has said that once the railroad crossing is complete they will modify Route 40 to include Twin Creeks. He said that the higher density of this project would support the transit service.

2. **Special Flood Hazard Area.** A small portion of Phase 1 is within the SFHA . Most of the impacted area is planned for parking and landscape improvements but utilities for Building 5 are shown within the SFHA.

Floodplain development proposals are subject to compliance with CPMC 8.24, Flood Damage Prevention. There are no requirements relative to the proposed landscape and parking improvements, however Building No. 5 will be subject to the residential construction standards for development in high risk floodplains. Compliance verification is a function of the building permit process. Staff recommends a condition that the Applicant obtain a floodplain development permit for Building No. 5 prior to building permit issuance unless it can be demonstrated through a Letter of Map Amendment that the building site is located above the 100-year flood elevation.

Mike Oliver asked if there were any floodplain impacts to Phase 2. Ms. Holtey replied that there were not.

3. **Accessory Structure Setback.** Phase 2 proposes placement of the garage and maintenance facility 3-ft from the rear property line. Per the Applicant's Findings, placement of the structure in this location is necessary to provide a visual and auditory buffer from the railroad and industrial area east of the project site.

The proposed garage and maintenance building is an accessory structure. Per CPMC 17.60.030(A), accessory structures in residential districts may be located 3-ft from the rear and/or side property line when the building is at least 10-ft from all other structures and 55-feet from the street right-of-way. The proposal locates the garage/maintenance building at least 20-feet from all other buildings and 311-feet from North Haskell Street consistent with the setback standard in CPMC 17.60.030(A). No conditions are recommended.

Mr. Oliver asked if the garages were included in the total number of parking spaces. Ms. Holtey replied that they were included.

4. **Minor Pedestrian Accessway.** Phase 1 proposes a minor pedestrian accessway required per Master Plan. There is a 65-ft segment at the northeast property corner that does not provide the required 24" landscape row between the drive and the pathway per the standard identified in the Master Plan.

The Master Plan identifies the pedestrian connection from North Haskell Street to Twin Creeks Crossing, which could be on the project site or the adjacent open space tract owned by Twin Creeks Development Co. To meet the standard pathway cross section, it will be necessary for the Applicant to locate a portion of the pathway on the open space tract. Staff recommends that the Applicant provide written authorization and a revised site plan demonstrating compliance with the Minor Pedestrian Accessway standard per the Master Plan prior to building permit issuance.

5. **Landscaping.** The Applicant's Landscape Plan does not provide adequate tree placement at the north entrance to Phase 1 as required in CPMC 17.67.050(K)(2)(a). This section of the code requires tree placement at 30-ft on center. Phases 1 and 2 do not provide adequate screening at the parking lot driveway entrances from North Haskell Street. CPMC 17.67.050(K)(2)(b) requires screening evergreen hedges or decorative fences walls or transparent screens.

There is sufficient area on the site to accommodate the required landscaping and screening per CPMC 17.67.050(K)(2)(a-b). Staff recommends that the Planning Commission impose Condition No. 5 to require submittal of a revised landscape plan at the time of building permit issuance.

6. **Accessible Parking.** The parking plan identifies four (4) accessible parking spaces in Phase 1 and five (5) accessible parking spaces in Phase 2. The Oregon Structural Specialty Code requires a minimum of six (6) accessible parking spaces in parking lots with 151-200 total spaces and seven (7) spaces in parking lots with 201-300 total spaces. Per the Building Department, Phases 1 and 2 do not meet the minimum requirement for accessible parking .

Based on an analysis of the proposed parking plan for Phase 1 and the minimum parking requirement in Table 1, there are 18 spaces in excess of the minimum requirement. Phase 2 provides 2 spaces in excess of the minimum requirement. Although the addition of two (2) accessible parking spaces in Phase 2 would reduce parking to the minimum required, provision of accessible parking can be provided in conformance with the Oregon Structural Specialty Code while remaining compliant with the minimum parking standard in CPMC 17.65.050(F)(3). Staff recommends the Applicant submit a revised site plan showing the required accessible parking for Phases 1 and 2 at the time of building permit application.

Tom Van Voorhees asked for clarification regarding the railroad crossing schedule. Ms. Holtey confirmed that the crossing was scheduled to be completed prior to the completion of Phase 1. She added that should there be a delay in the completion of the crossing, building permits would not be issued on Phase 2 until the crossing was completed.

Ms. Holtey advised that the Site Plan and Architectural Review application for Smith Crossing Phases 1 and 2 has been evaluated for compliance with the Central Point Municipal Code requirements set forth in the applicable sections of Chapters 17.65, 17.66, 17.67, 17.72 and 17.75 and found to comply as evidenced by the Planning Department Supplemental Findings.

Tom Van Voorhees asked if there were any issues with the fire department regarding access to Phase 2 of the project. Ms. Holtey stated that there was only one point of access to Phase 2 and the Fire Department was requiring sprinklers for fire suppression.

The conditions of approval are:

1. Prior to building permit issuance for any structure in any Phase, the Applicant shall provide a copy of a signed and recorded reciprocal access easement with the adjoining parcel to the North (37S 2W 03CA Tax Lot 1500 and 37S 2W 03CA Tax Lot 1400) as necessary to allow shared access between the Lots for emergency purposes.

Mike Oliver suggested that the condition should include the word “only” to make it more clear.

2. Per the Public Works Staff Report dated May 19, 2017, the Twin Creeks Rail Crossing shall be complete prior to issuance of building permits for any portion of Phase 2.
3. Prior to building permit issuance for Building No. 5 in Phase 1, the Applicant shall either 1) provide a Letter of Map Amendment (LOMA) from the Federal Emergency Management Agency (FEMA) demonstrating that the site for Building No. 5 is outside Flood Zone AE; or, 2) obtain a floodplain development permit for Building No. 5 in Phase 1 as necessary to comply with CPMC 8.24, Flood Damage Prevention requirements for residential construction.
4. Prior to building permit issuance for any building in Phase 1, the Applicant shall provide a written authorization to locate a portion of the Minor Pedestrian Access way identified in the Twin Creeks Master Plan, on the adjacent open space tract, as necessary to comply with the Minor Pedestrian Access way standard in Master Plan Exhibit 12.
5. At the time of building permit issuance, the Applicant shall submit a revised landscape plan demonstrating compliance with the tree planting and parking lot screening requirements in CPMC 17.67.050(K)(2)(a-b).
6. The Applicant shall comply with agency conditions as per the Fire District #3, Building Department and Public Works Department staff reports.
7. At the time of building permit application, the Applicant shall submit a revised site plan for Phases 1 and 2 demonstrating compliance with the Accessible Parking Spaces requirement in the 2010 Oregon Structural Specialty Code and the overall parking standards in CPMC 17.65.050(F)(3).

APPLICANT

Scott Sinner, Agent for the Applicant stated that the application meets the Master Plan requirements and that the designated lots were zoned for multi-family development. He added that the Applicants designed the project to be compatible with the surrounding area. He stated that the Applicants agreed to all the conditions of approval.

Mike Oliver asked if there were other similar developments in the area. Mr. Sinner replied that the Applicants owned approximately 750 other units and were very experienced with this type of development. He added that there was significant need for quality multi-family housing in the area. Mr. Oliver said that Twin Creeks had set a high standard for design and maintenance. Mr. Sinner provided photos of the Charles Point development in Medford which are owned by the Applicants. He stated that the photos showed the maintenance standards that the Applicants provide. He added that they retained their own staff to maintain the property.

Applicant Phillip Smith spoke to the Commissioners. He said that their goal was to build a quality, attractive Development. He emphasized the need in the Rogue Valley for affordable housing. He said that they were the only developers in this area doing apartments. He added that their own staff maintained their developments.

Commissioner Kay Harrison asked if they did all the maintenance, including inside, outside and landscaping. Mr. Smith replied that they did maintain everything. He stated that they maintain their apartments to a high standard in order to attract and keep good tenants. Additionally it was a family business that they are proud of.

Applicant Milo Smith spoke to the planning Commissioners and said that they would be members of the Homeowners Association and therefore the park strip on Haskell would be maintained by the Twin Creeks HOA. He added they would prefer to maintain it themselves. He added that they maintain staff physically on the site during the day, seven days a week in order to enforce rules, oversee maintenance and handle any issues that might arise.

Scott Sinner said that they were requesting approval of the project.

PUBLIC HEARING OPENED

Hope Williams

Mrs. Williams said she and her husband lived on Steamboat Dr. Her daughter also lives on Steamboat Drive. She stated that as her daughter was going through chemotherapy she was not able to attend. Mrs. Williams then read a letter from David and Sandy Martin. The letter stated three basic concerns. 1) the notification to the current residents was insufficient, 2) the traffic impact would be significant and the traffic impact study needed to be reviewed and updated, and 3) the proposed parking would be insufficient.

Henry Williams

Mr. Williams stated that his testimony was as a private citizen and not in any official capacity. He read a statement stating concerns of both himself and his wife, Hope Williams. He said that they felt the size of the development would overwhelm the community and that they believed the proposed parking was insufficient. He suggested 2 parking spaces per unit would be a better ratio than 1.6 spaces per unit. He also identified the traffic impact as a concern and said they felt it

would detrimentally affect the area. He suggested the proposed project needed to be modified to address these issues.

Chuck Stamps

Mr. Stamps stated that he had several concerns that had come to mind as people were speaking. He added that he had not been aware that this hearing was taking place tonight. He said he thought they should have a chance to look at the project again. He stated he was on the board of a Twin Creeks association and he had concerns about several issues and needed some time to address them. He asked if there were any way they could have additional time to review what had been proposed at this meeting.

Sydnee Dreyer, City Attorney explained that the Planning Commission would decide whether they wanted to close the hearing tonight or continue the hearing to a date specific. She said the hearing could be closed tonight and the record left open for 7 days to allow the submittal of additional written testimony. She added that deliberations could be continued to the July 18, 2017 meeting.

Mr. Stamps asked if the Homeowners Association would be responsible for the planting strips along the pedestrian pathway and said there was too much for them to keep up with now, adding that the additional upkeep would be a hardship.

Matt Samitore, Parks and Public Works Director stated that a private agreement could be worked out with the landowners and the Homeowners Association regarding who would maintain the planter strip.

Paul Simas

Mr. Simas stated that he moved to Twin Creeks in 2014 and loved the area. He said that he worked as a Human Resources Director in the area and though he was speaking as a private citizen he had seen firsthand the difficulty of finding housing for new staff coming to the area. He had concerns regarding the safety of young children with additional traffic and wondered if there had been a study of the impact on law enforcement in the area. He also asked if there would be security at the apartment buildings.

Mike Oliver asked if there were any other citizens who wished to speak before the public hearing was closed.

Scott Sinner, Applicant's Agent said that the Applicants had followed the specifications of the Master Plan and worked closely with the City in regard to this development. He stated they met all the requirements of the Master Plan and would comply with all conditions of approval.

Philip Smith, Applicant stated that his understanding was that they would be a part of the current Homeowners Association and would pay significant fees to the Homeowners Association. He added that they would much prefer to leave the Homeowners Associating and maintain landscaping themselves.

Matt Samitore stated that a private agreement could be made with the current Homeowners Association allowing the Applicants to maintain all areas themselves.

Philip Smith said that regarding the tenant base, the average age of their tenants was 34 years old and their average income was \$40,000. Almost half of them were employed in either medical or related fields, 16% worked for state, federal, and local agencies and 6% were retired. The remaining tenants were in various professions. He added that this information was taken from the Charles Point tenant base, but it was recognized that this project would be similar as it drew from the same economic area. He stated that the apartments would be affordable on an average income, however they were not "low income" housing.

With regard to security, there would be staff on site at the apartments during the day and there would be security cameras throughout the project.

Community Development Director Tom Humphrey said that he recommended the Planning Commission evaluate the project based on the planning packet information and that the membership in the Homeowners Association was a separate matter between the Applicants and the Association.

Attorney Sydnee Dreyer reminded the Planning Commission that they could either close the hearing and keep the record open or they could continue the public hearing. If the record were left open they could continue the deliberations to the July 18, 2017 meeting.

Chair Mike Oliver requested Mr. Stamps clarify for the Commissioners if he was formally requesting more time for evaluation.

Chuck Stamps

Mr. Stamps said that he did want the record left open. He added he was discouraged that there was no time to evaluate the proposed development. He said that the Homeowners Association responsibilities were overwhelming and that there were issues regarding workload and expenses. He felt it was extremely important to identify what properties were the responsibility of the Homeowners Association and which ones needed to be maintained by the land owner.

Matt Samitore stated that he would offer to help work out an agreement with the Homeowners Association and would talk with the City Council regarding specific landscape maintenance issues.

Mr. Sinner stated that the Homeowners Association was a separate matter and that the Applicants were very willing to maintain their share of the landscaping.

Sydnee Dreyer asked Mr. Stamps to clarify whether he was specifically asking for time to look over what is in the record and comment on that information or if he was concerned mainly with the landscaping maintenance issues.

Mr. Stamps said he was not sure. Ms. Dreyer then stated that her recommendation was to close the public hearing, keep the record open for 7 days for submission of additional written testimony and continue the deliberations to the July 18, 2017 Planning Commission meeting.

THE PUBLIC HEARING WAS CLOSED

Kay Harrison Made a motion to keep the record open for 7 days for additional written evidence to be submitted and continue deliberations to the July 18, 2017 Planning Commission meeting. John Whiting seconded the motion. Roll Call: Tom Van Voorhees, yes, John Whiting, yes; Kay Harrison, yes. Motion passed

Attorney Sydney Dreyer explained that during the 7 day period the record would remain open for anyone to submit written evidence. Then the next 7 days period, if anyone submitted new evidence anyone with standing could respond only to the new evidence submitted. Then the Applicant would have seven days to submit a closing argument.

VII. DISCUSSION

A. Costco update. Tom Humphrey said that Costco had picked up their building permits. He noted they would have to make some interim improvements on Table Rock Road until the County initiates their construction process, but anticipate Costco being open in time for the holidays.

Matt Samitore added that the County project would actually begin Jan. 1, 2018. He added that the ODOT improvement of exit 33 would begin in 2019.

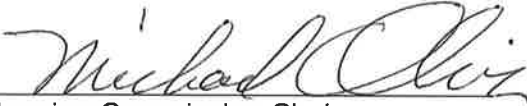
VIII. ADMINISTRATIVE REVIEWS

IX. MISCELLANEOUS

X. ADJOURNMENT

Kay Harrison made a motion to adjourn. Tom Van Voorhees seconded. All members said "aye". Meeting was adjourned at 7:55 p.m.

The foregoing minutes of the June 6, 2017 Planning Commission meeting were approved by the Planning Commission at its meeting on the 18th day of, July, 2017.



Planning Commission Chair