

**City of Central Point
Planning Commission Minutes
November 3, 2015**

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

II. ROLL CALL

Commissioners Chuck Piland, Craig Nelson, Kay Harrison, Mike Oliver, Tim Schmeusser, Tom VanVoorhees and Susan Szczesniak were present. Also in attendance were: Tom Humphrey, Community Development Director, Don Burt, Planning Manager, Stephanie Holtey, Community Planner and Karin Skelton, Planning Secretary,

III. CORRESPONDENCE

None

IV. MINUTES

Tom Van Voorhees pointed out that his name was misspelled throughout the October 6, 2015 minutes. No other revisions were noted as necessary. Tom Van Voorhees made a motion to approve the October 6, 2015 minutes with the correction noted. Kay Harrison seconded the motion. **ROLL CALL:** Mike Oliver, yes; Susan Szczesniak, abstained; Tim Schmeusser, yes; Tom Van Voorhees, yes; Craig Nelson, abstained, Kay Harrison, yes. Motion passed.

V. PUBLIC APPEARANCES

None

VI. BUSINESS

- A.** Stephanie Holtey presented the Findings of Fact and Conclusions of Law in support of the Planning Commission's October 6, 2015 decision to approve the White Hawk Transit Oriented Development Master plan per the Revised Staff Report dated October 6, 2015. She advised the commissioners there was a typographical error on page 58 of the findings which would be corrected. She reviewed the information in the revised staff report and asked for questions and comments from the Planning Commissioners. There were no questions or comments.

Kay Harrison made a motion to approve Resolution 825 approving the Master Plan for the White Hawk Transit Oriented Development. Mike Oliver seconded the motion. **ROLL CALL:** Mike Oliver, yes; Susan Szczesniak, yes; Tim Schmeusser, yes; Tom Van Voorhees, yes; Craig Nelson, yes; Kay Harrison, yes. Motion passed.

- B. Ms. Holtey presented the Planning Commission with Findings of Fact and Conclusions of Law with regard to a three lot partition plat application in the Eastside Transit Oriented Development District. She indicated that the numbering on page 149 would be corrected and page 111 is a duplicate of a page contained in Exhibit A and should be discarded. Ms. Holtey asked if the Planning Commission had any questions or comments.

Mr. Oliver stated that it seemed to be taking a long time to address the traffic on Gebhard Road. He also noted that the Master Plan excludes covered parking, which is required in the TOD.

Ms. Holtey replied that the Master Plan had been conditioned to require that the developer provide the required covered parking or submit an application for a Class "C" Variance, which would be decided by the Planning Commission.

Mr. Oliver stated that covered parking would seem to be important to some individuals and might be a factor in their choice to locate in the development. He also said that the traffic speed study needed to be done as soon as possible.

Mr. Humphrey answered that when the City of Central Point assumed the authority for Gebhard Road, it would be able to address the speed issues.

A question was asked as to the length of time construction would be abated between the proposed phases of the project. Ms. Holtey stated the the municipal code allowed phasing of the project and that the construction of each phase would be market driven.

Craig Nelson made a motion to approve Resolution 826. Susan Szczesniak seconded the motion. **ROLL CALL:** Mike Oliver, yes; Susan Szczesniak, yes; Tim Schmeusser, yes; Tom Van Voorhees, yes; Craig Nelson, yes; Kay Harrison, yes. Motion passed.

- C. Don Burt presented the Amendment of the 2008 Population Element. He informed the Commissioners that in 2013, House Bill 2253 required all counties to prepare a population element. Before that all population projections were variable. He stated that the population element forecast will be required to be updated every four years by Portland State University. He added that the state would pay for the population element to be updated. He said that having Portland State do the population forecast would ensure that it would be consistent

in all areas. He said that at this time he was requesting the Planning Commission direct staff to start the amendment of the 2008 population element.

Mike Oliver made a motion to direct staff to start the amendment of the 2008 population element. Tom Van Voorhees seconded the motion. ROLL CALL: Mike Oliver, yes; Susan Szczesniak, yes; Tim Schmeusser, yes; Tom Van Voorhees, yes; Craig Nelson, yes; Kay Harrison, yes. Motion passed.

- D. Tom Humphrey presented the Planning Commission with maps of the CP-3 Urban Reserve Area. He informed them that the city is preparing a conceptual land use plan for CP-3. He indicated on the map the acreage included in the CP-3 boundary. The area consists of 38 acres and the land is split, with 58% (22 acres) in the flood plain which would be open space and 42% (16-17 acres) would be designated employment land. His request to the Planning Commission was to offer their input as to what they might envision on the employment designated land.

The commissioners asked if there were any plans for a bridge over Bear Creek. Mr. Humphrey stated that if there is much traffic congestion there might have to be a bridge for additional access. He requested the Planning Commission draw what they might like to see in that area. The Commissioners discussed traffic concerns, including the possibility of a bridge and the best location for it, the idea of possibly relocating Penninger Road to the north, and the impact on the greenway bike path. Mr. Humphrey suggested the Commissioners take the maps home and draw in what they thought would work well in the area and then return them to him. He stated that the only limitation is the 58%-42% split between open space and employment designations.

- E. Mr. Humphrey then introduced a document prepared by the DLCD in 2007 which focused on types of public hearings. He stated that the city attorney had requested they review the rules governing public hearings. He defined a legislative hearing and a quasi-judicial hearing. He explained that a legislative hearing is when the City is acting as a lawmaker. A Quasi-judicial hearing is when the City is acting as a judge. He stated that it is important to disclose ex parte, bias or conflict of interest at the outset of a meeting or there could be grounds for an appeal. He advised the commission that ex parte could include conversations regarding the issue(s), site visits or similar actions prior to a hearing. Any of these things should be noted at the beginning of the hearing and, if deemed necessary, anyone having had such contact or a conflict may need to recuse himself/herself.

The Commissioners stated that as Central Point was a small town it was difficult not to have conversations regarding current projects.

Mr. Humphrey responded that it is important that everything be disclosed at any hearing and that if the commissioners would like more information regarding the legal implications, he would set up a meeting with the city Attorney.

VIII. ADMINISTRATIVE REVIEWS

None

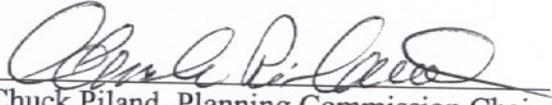
IX. MISCELLANEOUS

None

X. ADJOURNMENT

7:45 p.m. Commission Chair Piland moved that the meeting be adjourned. All members said "aye". Meeting adjourned.

The foregoing minutes of the November 3, 2015, Planning Commission meeting were approved by the Planning Commission at its meeting on the 5th day of January, 2016.



Chuck Piland, Planning Commission Chair