

**CITY OF CENTRAL POINT  
City Council Meeting Agenda  
January 26, 2017**

**Central Point  
City Hall  
541-664-3321**

**City Council**

**Mayor**  
Hank Williams

**Ward I**  
Bruce Dingler

**Ward II**  
Michael Quilty

**Ward III**  
Brandon Thueson

**Ward IV**  
Tanea Browning

**At Large**  
Rob Hernandez  
Allen Broderick

**Administration**  
Chris Clayton, City  
Manager  
Deanna Casey, City  
Recorder

**Community  
Development**  
Tom Humphrey,  
Director

**Finance**  
Steven Weber,  
Director

**Human Resources**  
Elizabeth Simas,  
Director

**Parks and Public  
Works**  
Matt Samitore,  
Director  
Jennifer Boardman,  
Manager

**Police**  
Kris Allison Chief

Next Res. 1486  
Next Ord. 2031

- I. REGULAR MEETING CALLED TO ORDER – 7:00 P.M.**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PUBLIC APPEARANCES – *Comments will be limited to 3 minutes per individual or 5 minutes if representing a group or organization.***
- V. CONSENT AGENDA**

Page 2 - 10    A. Approval of January 12, 2017 Council Meeting

**VI. ITEMS REMOVED FROM CONSENT AGENDA**

**VII. PUBLIC HEARING, ORDINANCES, AND RESOLUTIONS**

- 12 - 56    A. Ordinance No. \_\_\_\_\_, An Ordinance Amending the Land Use Element (Text and Maps) of the Central Point Comprehensive Plan to Update the Commercial Land Use Section that Document Actions taken in the Past, Allow a Wider Range of Employment Uses and Facilitate Greater Job Creation in Central Point (Humphrey)
- 58 - 77    B. Ordinance No. \_\_\_\_\_, An Ordinance Amending the Central Point Zoning Map on Tax Lot 802 of 37S 2W 01C from C-4, Tourist and Office Professional to C-5, Thoroughfare Commercial Zoning (Humphrey)
- 79 - 81    C. Resolution No. \_\_\_\_\_, A Resolution to Commence Foreclosure of Civil Penalties and Nuisance Abatements (Weber/Dreyer)
- 83 - 108    D. Resolution No. \_\_\_\_\_, A Resolution Recommending Adoption of a Proposal Between the City of Central Point and the Central Point Chamber of

**VIII. BUSINESS**

- 110 - 120 A. 2016 Audit Report (Weber)
- 122 - 123 B. Annual Water Rate Review (Samitore)
- 125 C. Annual Storm Drain Rate Review (Samitore)
- 127 - 128 D. Annual Street Rate Review (Samitore)

**IX. MAYOR'S REPORT**

**X. CITY MANAGER'S REPORT**

**XI. COUNCIL REPORTS**

**XII. DEPARTMENT REPORTS**

**XIII. EXECUTIVE SESSION**

The City Council may adjourn to executive session under the provisions of ORS 192.660. Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

**XIV. 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 publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

# Consent Agenda

**CITY OF CENTRAL POINT  
City Council Meeting Minutes  
January 12, 2017**

**i. OATH OF OFFICE**

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**I. REGULAR MEETING CALLED TO ORDER**

Mayor Williams called the meeting to order at 7:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL:** Mayor: Hank Williams  
Council Members: Allen Broderick, Bruce Dingler, Brandon Thueson, Tanea Browning, Rob Hernandez, and Mike Quilty were present.

City Manager Chris Clayton; City Attorney Sydnee Dreyer; Police Chief Kris Allison; Community Development Director Tom Humphrey; Parks and Public Works Director Matt Samitore; Finance Director Steven Weber; Information Technology Director Jason Richmond; and City Recorder Deanna Casey were also present.

**IV. PUBLIC APPEARANCES**

Calob LaPlante and Steve Raycraft presented information regarding the proclamation for Child Trafficking Awareness month. This issue needs to be in the minds of the public because the I-5 Corridor is prone to human trafficking. This will be the third year that Central Point has supported this program. He explained the resources available in our area for anyone who has questions or know of someone who needs help or direction.

**V. CONSENT AGENDA**

- A. Approval of December 8, 2016 City Council Minutes
- B. Approval of Committee Reappointments for 2017
- C. Approval of Child Trafficking Awareness Proclamation

**Allen Broderick moved to approve the consent agenda as presented.** Brandon Thueson seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

**VI. ITEMS REMOVED FROM CONSENT AGENDA- None**

**VII. BUSINESS**

**A. Council President Appointment**

City Manager Chris Clayton stated that at the first meeting following an election the Council is tasked with appointing a Council President who will preside over the meeting if the Mayor is not present. Mayor Williams opened the floor for nominations.

Tanea Browning nominated Brandon Thueson for Council President.  
Allen Broderick nominated Tanea Browning for Council President.

Mayor Williams asked for a raise of hands in favor of Brandon Thueson, then a raise of hands for Tanea Browning.

**Brandon Thueson received the majority of the votes.**

**B. Council Representation Appointments**

Mr. Clayton explained that with a newly seated council it is time to formalize who will be representing Central Point on various committees and commissions. Each of these assignments represents an important opportunity for the City Council to exert influence and maintain relationships with regional agencies and partners.

The Council reviewed the list and Mayor Williams accepted the assignments.

**C. New Committee/Commission Appointments**

Mr. Clayton stated that there are two vacant positions on the Planning Commission due to Rob Hernandez being elected to Council and Chuck Piland resigning. Four applications have been submitted for the positions. The applications have been reviewed by Mayor Williams, the Community Development Director and himself.

Mayor Williams stated that he would like to recommend Amy Moore and John Whiting for the two vacant positions on the Planning Commission.

**Brandon Thueson moved to appoint Amy Moore to Planning Commission Position No. 4, and John Whiting to Position No. 5, both positions will expire December 31, 2017.** Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

Mr. Clayton explained that the Citizens Advisory Committee members were asked to submit applications if they wished to continue on the Committee.

The City has received applications from Larry Martin, David Painter (Current Chair), and Sam Inkley Jr. Mr. Humphrey stated that he has been in touch with Linda Reel and Patrick Smith and they have stated that they would like to remain on the Committee.

The City has received new applications from Cinda Harmes and Cameron Noble expressing interest in being appointed to the Citizens Advisory Committee.

Mayor Williams recommended reappointing Larry Martin, David Painter, Sam Inkley, Partick Smith and Linda Reel. He also recommended appointing Cinda Harmes and Cameron Noble.

**Mike Quilty moved to appoint Larry Martin, David Painter, Sam Inkley, Patrick Smith, Linda Reel, Cinda Harmes and Cameron Noble to the Citizens Advisory Committee with David Painter as Chair.** Rob Hernandez seconded. Roll call: Hank Williams, yes; Bruce Dingle, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

**D. Audit Presentation** - This item was continued to a future meeting.

**E. Planning Commission Report**

Community Development Director Tom Humphrey explained that there was no quorum at the January 3, 2017 meeting. While they were waiting for a fourth person to arrive the three present members were introduced to the 2016 Buildable Land Inventory (BLI). This is a pre-requisite to the completion of the Housing Element to the Comprehensive Plan. Staff introduced the first cut of the BLI which will be coupled with an updated housing element in the near future.

**F. Sidewalk Replacement Assistance Program**

Parks and Public Works Director Matt Samitore explained that the Sidewalk Replacement program was discussed and approved by Council in October. At that time the Council asked to bring back options to assist property owners with the cost and repair of sidewalks.

Option A is a Grant program. Several Oregon Cities have implemented a grant assistant program. The City would budget an annual amount and property owners would be able to apply for either a 50% or 100% grant to have their sidewalks repaired. This would be a first come/first serve program, when the funds have been exhausted the applications would have to be put on hold until the next budget cycle.

Option B is a combination of grant funds and dedicated city resources to fund sidewalk replacements. Half of the expenses are eligible for reimbursement by a city grant, and the remaining is funded by a city based loan. The interest rates and repayment timelines would be based on the dollar amount loaned to the property owner.

Option C would use city funds and the potential of a lien on the property. This would be a city operated repair program where we identify a certain amount of repairs, based on a sidewalk inventory program. Identified repair projects would be separated into geographic areas, dividing the city into thirds. Each year repairs in each geographic area would occur and would be funded solely from appropriated city funds. Only at Council discretion, could a property owner be assessed for the portions of the repair costs.

Central Point is repairing sidewalks on an as needed basis. If we feel there is danger to the public the city will go in and repair the sidewalks. There are sections of the city that need more help than others. Staff has been reviewing sidewalk issues in Twin Creeks to determine the cause of the issues and an

estimate of how much money the repairs will cost. The proposed programs would only be for sidewalks that are a nuisance or hazard to the public.

The discussion was in favor of options A and C. Staff should bring back the top five areas of the city that need the sidewalks replaced during budget discussions.

## VIII. PUBLIC HEARINGS, ORDINANCES AND RESOLUTIONS

### A. Resolution No. 1483, A Resolution Adopting the 2017 Rules of the City Council and Code of Ethics

Mr. Clayton explained that the Council must adopt rules governing the City Council. The attached draft is revised to reflect consistency with the 2010 Charter. The references to City Administrator have been changed to City Manager, and the references to the Mayor only voting to break a tie has been updated to reflect the Mayor is a voting member of the Council.

**Mike Quilty moved to approve Resolution No. 1483, adopting the 2017 Rules of the City Council and Code of Ethics.** Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

### B. Resolution No. 1484, A Resolution Declaring the City Council's Intent to Initiate an Amendment to the Central Point Municipal code Chapter 17, Zoning to Clarify the Administration of Current Policies and Standards

Mr. Humphrey stated that there are numerous housekeeping changes needed in Chapter 17, Zoning. The proposed changes do not affect current policy, but would clarify administration of current policies and standards. Staff is asking for a Resolution of Intent in order to proceed with the proposed changes. Upon approval by Council, staff will send notification to the Department of Land Conservation and Development and schedule the required public hearings.

Recommended changes include but are not limited to definitions; tables in the TOD District/Corridor Zoning Standards; off-street pedestrian access ways; changing some references from "shall" to "should" in certain situations; and removing references to marijuana dispensaries that are prohibited according to Measures approved at the November 8, 2016 election.

**Allen Broderick moved to approve Resolution No. 1484, A Resolution Declaring the City Council's Intent to Initiate an Amendment to the Central Point Municipal code Chapter 17, Zoning to Clarify the Administration of Current Policies and Standards.** Brandon Thueson seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

### C. Resolution No. 1485, A Resolution Recommending Adoption of an Agreement Between the City of Central Point and the Central Point

### **Chamber of Commerce for Contract Operations of the City's Visitor Information Center**

Council Member Tanea Browning stated that this item would be a conflict of interest for her because she is the Chamber Director and stepped down from the dais.

Mr. Clayton explained the revised agreement with the Central Point Chamber of Commerce for operation of the Central Point Visitors Information Center (VIC). Given historical concerns and the increased requirements contained in the 2014 agreement, staff felt it was prudent to review the current agreement with council prior to allowing the automatic renewal to occur.

The recommended changes will be retroactive and extended to June 2019. Accounting and reporting has been modified because the Chamber is now providing the reporting that is required. If the council approves this resolution the agreement specifies VIC funding levels at \$22,400 per year. However, the city's annual contribution will depend on approval by the Budget Committee. The VIC will be required to present a proposed annual budget and provide details on operational specifics, goals, and objectives to the Central Point Budget Committee.

In addition to the VIC Agreement, the city has worked on the property lease for housing the Central Point Chamber and the Visitor Information Center. Staff has been able to secure a three year lease for the location with a base price of \$1.14 per square foot. There are not very many comparable properties available for this kind of space rental in Central Point.

**Mike Quilty moved to Approve Resolution No. 1485, A Resolution Recommending Adoption of an Agreement between the City of Central Point and the Central Pint Chamber of Commerce for Contract Operations of the City's Visitor Information Center.** Brandon Thueson seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved. Tanea Browning did not vote.

#### **D. Public Hearing/First Reading of an Ordinance Amending the Land Use Element (Text and Maps) of the Central Point Comprehensive Plan to Update the commercial Land Use Section of that Document Actions Taken in the Past Allow a Wider Range of Employment Uses and Facilitate Grater Job Creation in Central Point**

Council Member Rob Hernandez announced a potential conflict of interest because of his association with SB James Construction.

Community Development Director Tom Humphrey introduced and provided an overview of the amendment to the Land Use Element of the Comprehensive Plan. This amendment is initiated by the property owner. The amendment and zone change were initiated to facilitate the establishment of a corporate headquarters and light fabrication facility that is regionally supported by SOREDI.



The combined uses are a better match for the Commercial Thoroughfare designation than they are for Tourist and Office Professional.

The Council approved a resolution of intent in October to initiate this land use amendment. Staff is proposing a change to language used in the Land Use Element to affirm and clarify past City Council actions relative to commercial land use designations and their locations.

The Thoroughfare Commercial land use designation will accommodate Rogue Valley Microdevices in the Pine Street corridor. The City Planning Commission considered the amendments in December and unanimously recommended approval. The proposed application meets Comprehensive Plan Compliance once the Land Use language has been revised. There is compatibility with surrounding land uses and zoning. The zone change proposal is considered a minor amendment and Type III process. The criteria for transportation planning compliance is addressed in both the applicant's and the city's findings demonstrating adequate public services and transportation networks. The re-designation of this land should not have an appreciable difference on traffic generation or impact.

Mayor Williams opened the public hearing.

Jay Harland of CSA Planning, Agent for the Applicant

Mr. Harland stated the proposed amendment would allow for the construction of a facility with appreciably more room than their current facility. It will be compatible with the veterinary clinic and surrounding area. The city has done its due diligence in making sure that the changes will be compatible with the surrounding area and future businesses.

Jessica Gomez, Owner Rogue Valley Microdevices

Mrs. Gomez explained the back ground for the business. They are currently outgrowing their location at the airport. They have been searching for a year to find an appropriate location. This new property and floor plan will allow them to expand their workforce and hire more people. There will be offices on the Pine Street side of the property and the light industrial will be located towards the back of the property.

No one else came forward and the Public Hearing was closed.

**Mike Quilty made a motion to move to Second Reading an Ordinance Amending the Land Use Element (Text and Maps) of the Central Point Comprehensive Plan to Update the Commercial Land Use Section of that Document Actions Taken in the Past Allow a Wider Range of Employment Uses and Facilitate Grater Job Creation in Central Point.** Bruce Dingler seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

**E. Public Hearing/First Reading of an Ordinance Amending the Central Point Zoning Map on Tax Lot 802 of 37S2W01C (4.87 Acres) From C-4, Tourist and Office Professional to C-5, Thoroughfare Commercial Zoning**

Mr. Humphrey explained that the applicant has requested a minor zone map amendment from C-4 to C-5 with the intent of developing a new tax lot for a corporate headquarters and light fabrication facility. The proposed change allows more permitted land uses and fewer conditional uses. Approval of this zone change will enable the Planning Commission approval of a conditional use permit and site plan for Microdevices to proceed.

The land use application was submitted with a Comprehensive Plan Amendment and initiated jointly by the current and anticipated property owners. The action is considered a minor amendment and is being processed using Type III procedures. The recommended zone map change is compliant with the State's Transportation Planning Rule, consistent with the City's Comprehensive Plan and demonstrates adequate public services.

Mayor Williams opened the public hearing.

Jay Harland of CSA Planning, Agent for the Applicant

Mr. Harland stated that he agrees with Staff's recommendation to approve the zone change. The change will be compatible with other uses currently in place and future projects.

No one else came forward and the public hearing was closed.

**Mike Quilty made a motion to move to second reading an Ordinance Amending the Central Point Zoning Map on Tax Lot 802 of 37S2W01C (4.87 Acres) From C-4, Tourist and Office Professional to C-5, Thoroughfare Commercial Zoning.** Allen Broderick seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

**IX. MAYOR'S REPORT**

Mayor Williams reported that he:

- Attended Medford Water Commission meetings. Daniel Bunn has been appointed to the Commission. He feels this is a good appointment for the MWC and Central Point.
- Attended the going away party for Fire Chief Dan Peterson.
- And the City Manager met with the new Library Director.
- Attended a TRADCO meeting.

**X. CITY MANAGER'S REPORT**

City Manager Chris Clayton reported that:

- The Chamber of Commerce Annual Auction Dinner will be February 11<sup>th</sup>. If Council members would like to attend please let the City Recorder know.

- City hall employees attended leadership training with David Rabiner this week.
- The City Awards Breakfast is scheduled for Wednesday January 25<sup>th</sup> at 7:00 a.m. Council Members are encouraged to attend.
- Staff has been working on the Budget calendar.
- The Public Works crew did a great job keeping our streets safe during the recent storms.

## **XI. COUNCIL REPORTS**

Council Member Allen Broderick reported that he attended a SOREDI meeting in December. They will be holding a work shop in January and are getting very active with new leadership in place.

Council Member Tanea Browning reported that:

- She attended the Fire District Board meeting. They will be implementing the Pulse Point program on February 1<sup>st</sup>.
- She met with the Fire District new CEO.
- She attended the inauguration for Dennis Richardson in Salem on December 30<sup>th</sup>, she was very impressed with his speech.
- She attended Fire Chief Dan Peterson's retirement party earlier this evening.
- The Central Point Chamber Auction will be February 11<sup>th</sup> from 5 – 8 p.m. they will have Fogline for entertainment and fantastic auction items.

Council Members Bruce Dingle, Rob Hernandez and Brandon Thueson had no report.

Council Member Mike Quilty reported that:

- He attended an Oregon MPO meeting in December.
- There was an RVACT meeting to discuss the ADA non-compliant ramps and the lawsuits being issued.
- He attended a TRADCO meeting regarding a potential for transportation funding bill in the legislation this year.

## **XII. DEPARTMENT REPORTS**

Parks and Public Works Director Matt Samitore reported that:

- The Public Works and Police Department Staff worked very hard to keep the streets safe in Central Point during the recent snow and ice storms. The City has been researching snow plow attachments for future storms.
- The MPO Tech Advisory Committee moved the W. Pine Street project to the top of the list. This is a 4.5 million dollar project.

Police Chief Kris Alison reported that:

- Staff has been very busy this month with requested welfare checks and people having problems with the weather.
- She is excited to announce that Lt. Scott Logue will be returning to Central Point once he and his family move back from Hawaii.

- She wanted to recognize the Public Works staff for doing such a great job on the streets. She has received several compliments about how nice our streets were.
- Patrol Officers are watching the local creeks for potential flooding issues.

Finance Director Steven Weber reported:

- That staff has finalized the first water financing agreement. These are for property owners who live outside the city limits but are in need of city water. They sign a consent to annex agreement, payments on Water meter installation and city SDC fees are deferred. These agreements allow the property owner to make payments over time.
- He is ready to start finalizing the details for refinancing the reservoir loan. The Council should see a Resolution in February.
- He has been working on the budget schedule and recruiting for the Budget Committee.
- He has been appointed to the Fire District No. 3 Budget Committee.

Community Development Director Tom Humphrey reported that:

- He attended the ACT Committee meeting where they awarded funds for a project at Scenic and Hwy 99.
- Rogue River Irrigation District has an aggressive plan to pipe their canals underground. This will help stop seepage and evaporation. He has been asked to write a letter of support for this project.

City Attorney Sydnee Dryer stated that she will be out of town for the next Council Meeting.

**XIII. EXECUTIVE SESSION - None**

**XIV. ADJOURNMENT**

Brandon Thueson moved to adjourn, Rob Hernandez seconded, all said "aye" and the Council Meeting was adjourned at 9:09 p.m.

The foregoing minutes of the January 12, 2017 Council meeting were approved by the City Council at its meeting of January 26, 2017.

Dated:

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

# **Ordinance**

## **Amending the Central Point Comp Plan**



**STAFF REPORT**  
January 26, 2017

**AGENDA ITEM: File No. 16022**

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*Second Reading* of a Comprehensive Plan Amendment to affirm locations for Thoroughfare Commercial land uses and to re-designate 4.87 acres from Tourist and Office Professional to Thoroughfare Commercial south of Pine Street/Biddle Road, East of Hamrick Road and West of Table Rock Road. The property is identified on the Jackson County Assessor's map as 37S2W 01C, Tax Lot 802. **Applicant:** Rogue Valley Microdevices/Tail Light Properties, LLC. **Agent:** Jay Harland, CSA Planning

**STAFF SOURCE:**

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Tom Humphrey AICP, Community Development Director

**BACKGROUND:**

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A Comprehensive Plan (Map) Amendment and Zone Change were initiated for the above referenced property to facilitate the establishment of a Corporate Headquarters and Light Fabrication Facility that is regionally supported by SOREDI. The combined uses are a better match for the Commercial Thoroughfare designation than they are for Tourist and Office Professional. In the course of City staff's review it also became apparent that while the City has promoted Thoroughfare Commercial uses it has failed to clarify this in the Land Use Element. Consequently, this amendment includes an update to the Commercial Land Use section of the Comprehensive Plan to document actions taken in the past to allow a wider range of employment uses and to facilitate greater job creation in Central Point. The Land Use Element will be revised in a more comprehensive manner in the future during the Department's next two year budget cycle.

Consistent with the City's Comprehensive Plan Amendment Criteria, the City Council Approved a Resolution of Intent (Resolution No. 1477) in October to initiate this land use amendment. The applicant's agent has submitted a set of Comprehensive Plan and Zoning Maps (Attachment A) and Findings of Fact (Attachment B) along with relevant approval criteria for the City's consideration. The City Council may rely upon the applicant's findings and conclusions with regard to the map amendment. Alternatively, staff is proposing a change to language used in the Land Use Element (Attachment E) to affirm and clarify past City Council actions relative to commercial land use designations and their locations. This also reinforces arguments made by the applicant.

The Council may recall its review and the ultimate adoption of the Economic Element of the Comprehensive Plan in 2013. In that Element, Computer and electronic product manufacturing are identified as a trending Oregon industry. The Thoroughfare Commercial land use designation will accommodate the siting of Rogue Valley Microdevices on the Pine Street corridor which represents an opportunity for Central Point to gain local share in a new local industry and new job creation.

The City Planning Commission considered these amendments at their regular meeting in December and unanimously recommended City Council approval (Attachment D). Although a recommendation for a decision to approve a Comprehensive Plan Amendment may include conditions, the Commission saw no need to impose any conditions at this time.

## **ISSUES & NOTES:**

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There are 4 issues/Notes relative to this application as follows:

1. **Comprehensive Plan Compliance.** Approval of the proposed amendment must be found consistent with the City's Comprehensive Plan Land Use Plan. If the Land Use language is revised as proposed in Attachment C and the Comprehensive Plan designation is changed to Thoroughfare Commercial on the property in question, then the two would immediately be consistent and compliant.
2. **Compatibility with Surrounding Land Uses and Zoning.** Two tax lots to the east of the applicant's property comprise 7.5 acres that is currently designated Thoroughfare Commercial and zoned C-5. The property to the south is designated General Industrial (20 acres). The properties to the west and north are designated Tourist and Office Professional and are each 2 acres in size (refer to Attachment A). The applicant elaborates on the compatible characteristics of the area in Attachment B, page 9.
3. **Zoning Map and Zoning Code Text Amendments, CPMC Chapter 17.10.** This municipal code section provides standards and procedures for major and minor amendments to the Central Point city zoning map. In this case, the zone change (map) proposal was initiated by the applicant for one tax lot and the action is considered a 'minor' amendment and a Type III process. The amendment should be based on the following criteria; 1) its consistency with the City's Comprehensive Plan, 2) findings demonstrating that adequate public services and transportation networks will serve the property and 3) compliance with the State's Transportation Planning Rule. There is a separate but related application for the zone change which follows this item.
4. **Transportation Planning Rule (TPR) Compliance, OAR 660-012-0060.** Criteria for TPR compliance is addressed in both the Applicant's and the City findings (Attachments B & C) demonstrating adequate public services and transportation networks. In this case, the re-designation of the commercial land uses and the nature of the expanded list of permitted uses will not have an appreciable difference on traffic generation or impact and may even improve it (see Attachment B, Exhibit 10 – Traffic Findings). Public facilities master plans identify various future public improvements including the reconfiguration of the traffic signal at Hamrick and Biddle Roads.

## **ATTACHMENTS:**

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Attachment "A" – Comprehensive Plan and Zoning Maps

Attachment "B" – Applicant's Findings

Attachment "C" – Planning Department's Findings

Attachment "D" – Resolution No. 836

Attachment "E" – Ordinance No. \_\_\_ An Ordinance Amending The Land Use Element (Text And Maps) Of The Central Point Comprehensive Plan To Update The Commercial Land Use Section That Document Actions Taken In The Past, Allow A Wider Range Of Employment Uses And Facilitate Greater Job Creation In Central Point

## **ACTION:**

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Consider the second reading of the proposed amendment to the Comprehensive Plan Land Use Element and Map, and 1) approve the ordinance; 2) approve the ordinance with revisions; 3) deny the ordinance.

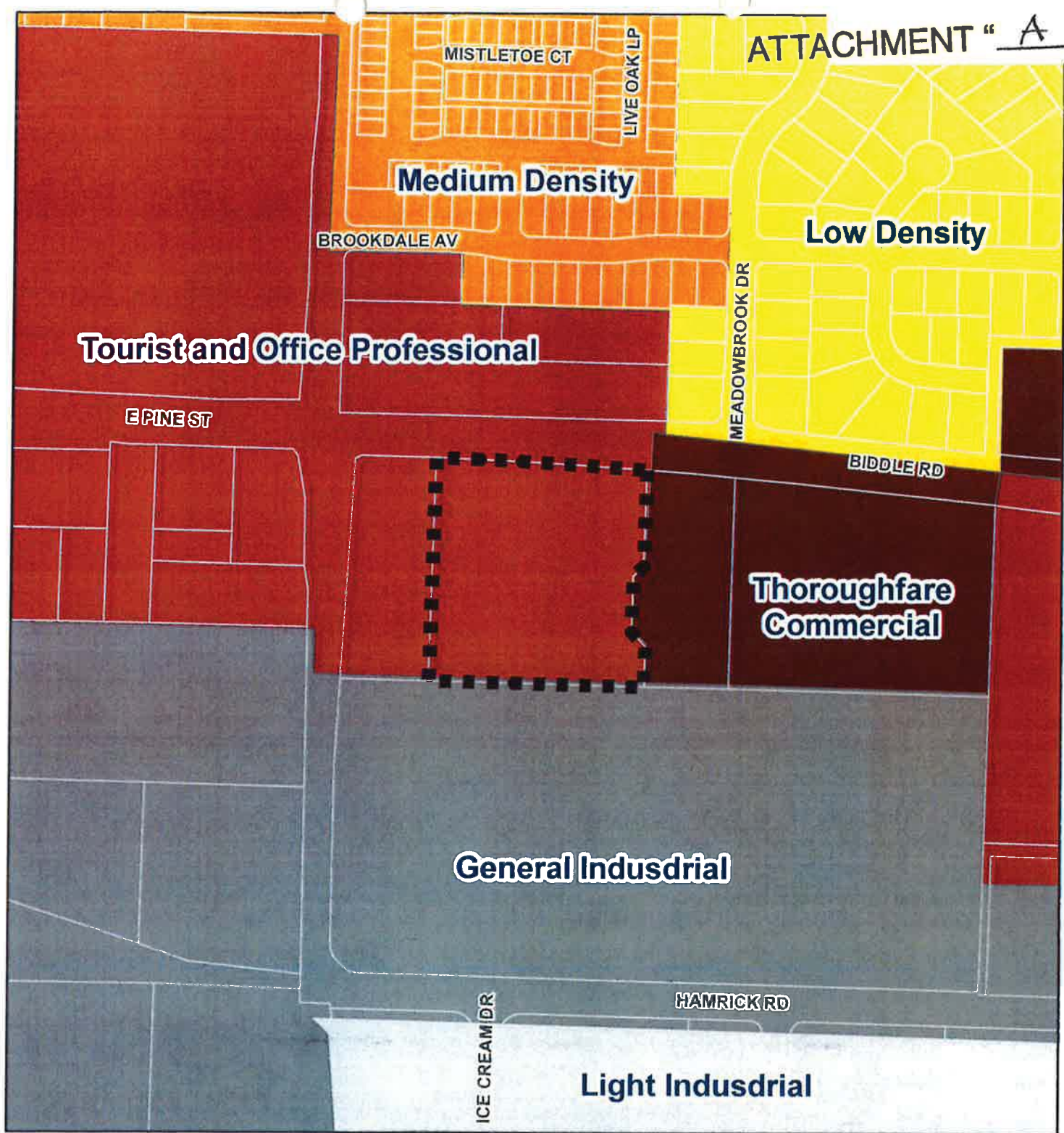
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**RECOMMENDATION:**

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Approve Ordinance No. \_\_\_\_ An Ordinance Amending The Land Use Element (Text And Maps) Of The Central Point Comprehensive Plan To Update The Commercial Land Use Section That Document Actions Taken In The Past, Allow A Wider Range Of Employment Uses And Facilitate Greater Job Creation In Central Point.





**Subject\_Property**  
Tax Lots

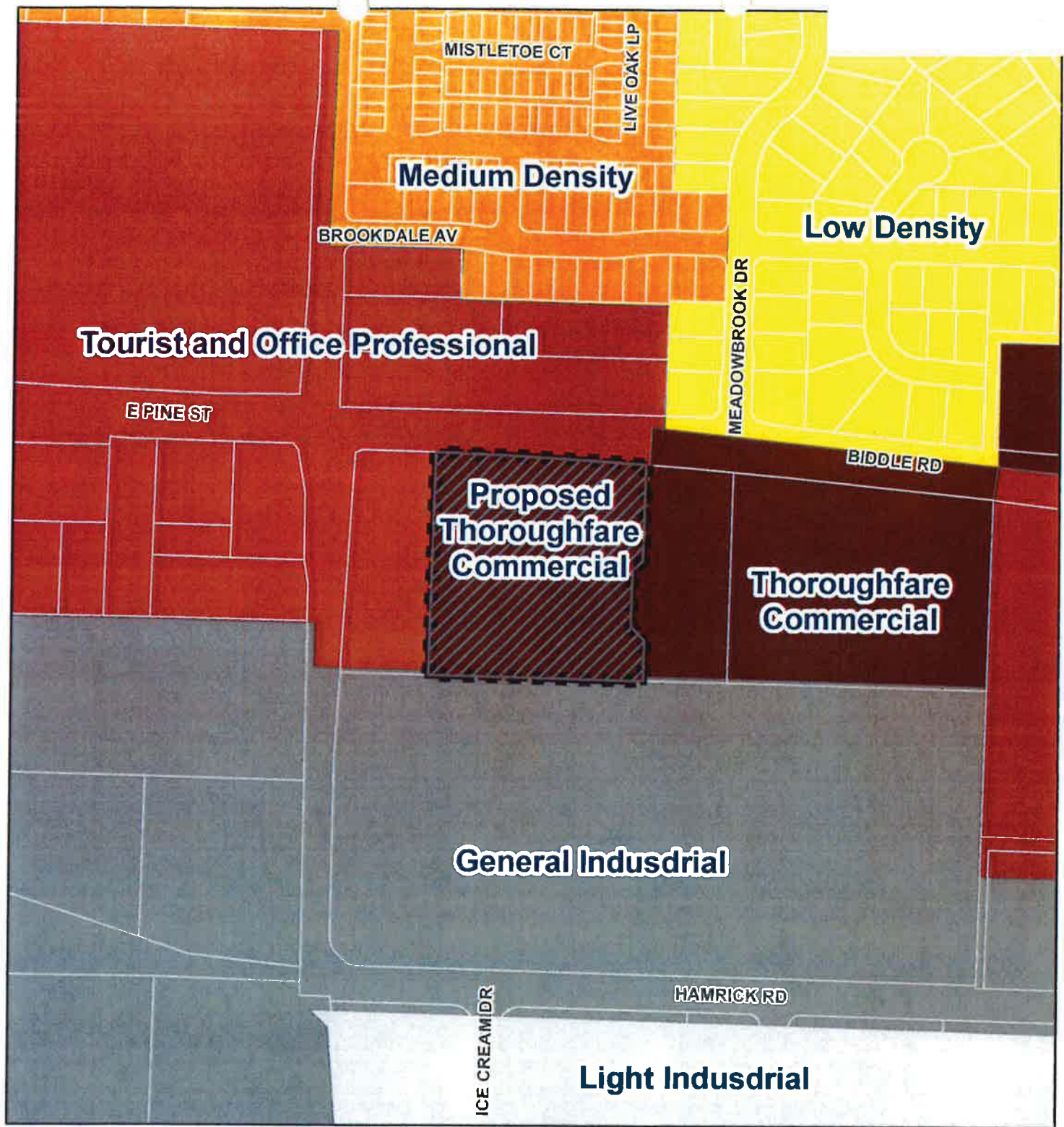
**Central Point Comp Land Use Plan**

	Medium Density Res.
	Thoroughfare Commercial
	Tourist and Office Professional
	General Industrial
	Light Industrial
	Low Density Res.

Print Date: 3-15-2016; Source: CSA Planning, Ltd; Jackson County GIS; City of Central Point GIS

**Existing Comprehensive Plan Map**

Comprehensive Plan Amendment / Zone Change  
Rogue Valley Microdevices & Tail Lite Properties LLC  
37-2W-01C-802



Subject\_Property

Tax Lots

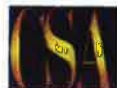
**Central Point Comp Land Use Plan**

-  General Industrial
-  Light Industrial
-  Low Density Res.
-  Medium Density Res.
-  Thoroughfare Commercial
-  Tourist and Office Professional

Print Date: 3-15-2016; Source: CSA Planning, Ltd; Jackson County GIS; City of Central Point GIS

## Proposed Comprehensive Plan Map

Comprehensive Plan Amendment / Zone Change  
 Rogue Valley Microdevices &  
 Tail Lite Properties LLC  
 37-2W-01C-802



300 150 0 300 Feet





2012 Aerial

 Subject\_Property

Tax Lots

 Zoning Outline

300 150 0 300 Feet



## Existing Zoning Map On Aerial Photo

Comprehensive Plan Amendment / Zone Change  
Rogue Valley Microdevices &  
Tail Lite Properties LLC  
37-2W-01C-802






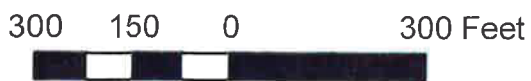
Print Date: 03-15-2016; Source: CSA Planning, Ltd;  
Jackson County GIS; City of Central Point GIS





2012 Aerial

-  Subject\_Property
-  Tax Lots
-  Zoning Outline



## Proposed Zoning Map On Aerial Photo

Comprehensive Plan Amendment / Zone Change  
Rogue Valley Microdevices &  
Tail Lite Properties LLC  
37-2W-01C-802



Print Date: 03-15-2016; Source: CSA Planning, Ltd;  
Jackson County GIS; City of Central Point GIS



BEFORE THE PLANNING COMMISSION AND  
CITY COUNCIL

## FOR THE CITY OF CENTRAL POINT

## STATE OF OREGON

IN THE MATTER OF A REQUEST FOR A MINOR COMPREHENSIVE PLAN MAP AMENDMENT AND ZONE CHANGE FOR 4.87 ACRES. THE SUBJECT TRACT IS LOCATED AT 4901 BIDDLE ROAD WHICH IS ON THE SOUTH SIDE OF BIDDLE ROAD BETWEEN HAMRICK AND TABLE ROCK ROAD IMMEDIATELY EAST OF THE SUPER 8 MOTEL. THE PROPERTY IS LOCATED IN THE CITY OF CENTRAL POINT AND IS MORE SPECIFICALLY IDENTIFIED AS TAX LOT 802 IN TOWNSHIP 37 SOUTH, RANGE 2 WEST (WM), SECTION 01C.

PROPOSED FINDINGS OF FACT  
AND CONCLUSIONS OF LAW*Applicants' Exhibit 2*

Applicant/ Owners:  
**Rogue Valley Microdevices, Inc.**  
**Tail Lite Properties, LLC**

Agent: **CSA Planning, Ltd.**

## I

NATURE OF THE APPLICATION

Applicants request a consolidated comprehensive plan amendment and zone change for three lots totaling 4.87 acres fronting on the south side of Biddle Road, immediately east of the Super 8 Motel that is located at the corner of Biddle Road and Hamrick Road. The subject property has an approved tentative partition plan that will divide the entire 4.87 acres of land into three parcels, *see Planning File No.16005*. The Comprehensive Plan Map Amendment and Zoning Map Amendment apply to all 4.87 acres of land (plus adjacent right-of-way).

The infrastructure for the partition plat is under construction now. It is possible, if not likely, that the final plat will be completed contemporaneous with the review of this subject application. The partition plat includes a retail street running from Biddle Road to the southern private access road. A new veterinary clinic was approved for Lot 1 at the southeast corner of the property and is currently under construction. Veterinary clinics are allowed in the C-5 zoning district and so the clinic under construction will be a permitted use in the proposed zone and will continue to comply with all applicable standards. The lots approved in the approved partition will remain conforming lots under the proposed C-5 zoning district. Tail Lite Properties, Inc. is constructing tentative plat alternative “A2” that supports the proposed Rogue Valley Microdevices headquarters use.



II

**EVIDENCE SUBMITTED WITH THE APPLICATIONS**

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Applicant herewith submits the following evidence with its land use application:

- Exhibit 1.** Completed application forms and Duly Executed Limited Powers of Attorney from Applicants and Owners authorizing CSA Planning, Ltd. to act on their behalf.
- Exhibit 2.** These proposed findings of fact and conclusions of law, demonstrating how the application complies with the applicable substantive criteria of Central Point' s Land Development Ordinance
- Exhibit 3.** Applicants' Demonstration of Compliance with Applicable Development Standards
- Exhibit 4.** Jackson County Assessor Plat Map 37-2W-01C
- Exhibit 5.** Comprehensive Land Use Plan Map
- Exhibit 6.** Proposed Comprehensive Land Use Plan Map
- Exhibit 7.** Zoning Map on Aerial Photo
- Exhibit 8.** Proposed Zoning Map
- Exhibit 9.** Area Plan (depicting Approved In-Process Project and Proposed Development)
- Exhibit 10.** Letter Evaluating Transportation Impacts from Plan Amendment and Zone Change, Southern Oregon Transportation Engineering.
- Exhibit 11.** Survey of Existing Conditions; *Pariani Land Surveying, February 9, 2015.*
- Exhibit 12.** Site Photos and Site Photo Key Map
- Exhibit 13.** Proposed Site Development Plans:
  - Exterior Building Elevations
  - Site Plan
  - Floor Plan
  - C-1 Civil Plan
  - L-1 Landscape Plan
- Exhibit 14.** Tentative Partition Plat Notice of Decision and Staff Report with Exhibit A-2
- Exhibit 15.** Development Transportation Impact Analysis, Southern Oregon Transportation Engineering
- Exhibit 16.** Parking Demand Analysis, Southern Oregon Transportation Engineering

III

**RELEVANT SUBSTANTIVE APPROVAL CRITERIA**

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The relevant substantive criteria prerequisite to approving a minor Comprehensive Plan Amendment and Zone Change under the City of Central Point Zoning Ordinance (“CPZO”) is recited verbatim below:

**CITY OF CENTRAL POINT ZONING ORDINANCE (CPZO)**

**COMPREHENSIVE PLAN AMENDMENT CRITERIA**

**17.96.200 Initiation of amendments.**

**A proposed amendment to the comprehensive plan or urban growth boundary may be initiated by either:**

- A. A resolution by the planning commission to the city council;
- B. A resolution of intent by the city council; or
- C. An application by one or more property owners, or their agents, of property affected by the proposed amendment.

**17.96.300 Major revisions and minor changes.**

Proposed amendments to the comprehensive plan, including urban growth boundary amendments, are categorized as either major or minor amendments as defined in Section 17.10.300. Proposals for major revisions shall be processed as a Type IV procedure per Section 17.05.500. Proposals for minor changes shall be processed as a Type III procedure per Section 17.05.400.

**17.96.500 Approval criteria.**

A recommendation or a decision to approve or to deny an application for an amendment to the comprehensive plan, or urban growth boundary shall be based on written findings and conclusions that address the following criteria:

- A. Approval of the request is consistent with the applicable statewide planning goals;
- B. Approval of the request is consistent with the Central Point comprehensive plan;
- C. For urban growth boundary amendments findings demonstrate that adequate public services and transportation networks to serve the property are either available, or identified for construction in the city’s public facilities master plans (major and minor amendments); and
- D. The amendment complies with OAR 660-012-0060 of the Transportation Planning Rule.

**ZONE CHANGE CRITERIA**

**17.10.200 Initiation of amendments.**

A proposed amendment to the code or zoning map may be initiated by either:

- A. A resolution by the planning commission to the city council;
- B. A resolution of intent by the city council; or for zoning map amendments;
- C. An application by one or more property owners (zoning map amendments only), or their agents, of property affected by the proposed amendment. The amendment shall be accompanied by a legal description of the property or properties affected; proposed findings of facts supporting the proposed amendment, justifying the same and addressing the substantive standards for such an amendment as required by this chapter and by the Land Conservation and Development Commission of the state. (Ord. 1989 §1(part), 2014).

**17.10.300 Major and minor amendments.**

There are two types of map and text amendments:

- A. **Major Amendments.** Major amendments are legislative policy decisions that establish by law general policies and regulations for future land use decisions, such as revisions to the zoning and land division

ordinance that have widespread and significant impact beyond the immediate area. Major amendments are reviewed using the Type IV procedure in Section 17.05.500.

- B. **Minor Amendments.** Minor amendments are those that involve the application of adopted policy to a specific development application, and not the adoption of new policy (i.e., major amendments). Minor amendments shall follow the Type III procedure, as set forth in Section 17.05.400. The approval authority shall be the city council after review and recommendation by the planning commission. (Ord. 1989 §1(part), 2014; Ord. 1874 §3(part), 2006).

**17.10.400 Approval criteria.**

A recommendation or a decision to approve, approve with conditions or to deny an application for a text or map amendment shall be based on written findings and conclusions that address the following criteria:

- A. Approval of the request is consistent with the applicable statewide planning goals (major amendments only);
- B. Approval of the request is consistent with the Central Point comprehensive plan (major and minor amendments);
- C. If a zoning map amendment, findings demonstrating that adequate public services and transportation networks to serve the property are either available, or identified for construction in the city's public facilities master plans (major and minor amendments); and
- D. The amendment complies with OAR 660-012-0060 of the Transportation Planning Rule. (Ord. 1989 §1(part), 2014; Ord. 1874 §3(part), 2006. Formerly 17.10.300(B)).

**OREGON TRANSPORTATION PLANNING RULE**  
**Oregon Administrative Rules Chapter 660, Division 12**

**SECTION 660-012-0060**

- (1) Where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures as provided in section (2) of this rule to assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility. A plan or land use regulation amendment significantly affects a transportation facility if it would:
  - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
  - (b) Change standards implementing a functional classification system; or
  - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
    - (A) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
    - (B) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP or comprehensive plan; or
    - (C) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.



## IV

FINDINGS OF FACT

The following facts are established and found to be true with respect to this matter:

1. **Ownership/Applicant:** Tax Lot 802 is owned in fee simple by Tail Lite Properties, LLC. Rogue Valley Microdevices is in contract to purchase Lot 3 of the subject property. Agent CSA Planning, Ltd. is submitting this application on behalf of the property owner and contract purchaser.
2. **Location:** The subject property is located on the south side of Biddle Road between Hamrick Road and Table Rock Road. The property is identified as Tax Lot 802 in Township 37 South, Range 02 West (W.M.), Section 01C. The site address is 4901 Biddle Road, Central Point, OR.
3. **Parcel Size:** Tax Lot 802 currently has 4.87 acres. *See*, Exhibit 4.
4. **Comprehensive Plan Map Designation / Zoning:** Designated *Tourist and Office Professional* / Zoned C-4 Tourist and Office Professional. *See*, Exhibits 5 and 7.
5. **Proposed Comprehensive Plan Map Designation / Zoning:** Designation proposed to be amended to Thoroughfare Commercial and to change the zone to C-5. *See*, Exhibits 6 and 8.
6. **Existing Frontage and Access:** The subject property has frontage along its northern boundary on Biddle Road. Biddle Road is classified in the TSP as an arterial. Tax Lot 802 also has access easements on the access drives that run south from Biddle Road along Tax Lot 803 and along the southern boundaries of Tax Lots 801, 802 and 803 and intersecting with Hamrick Road. These private commercial accesses were reviewed and approved by Central Point at the time of land division that created the parent parcel. A private north-south Retail Street has been approved to intersect with Biddle Road approximately mid-block between existing accesses. The Retail Street will have right-in/right-out only access with a median in Biddle Road and is currently under construction.
7. **Lot Legality:** Tax Lot 802 was created through two partitions. Tax Lot 800 was divided through partition *P-03-2004* into three parcels in 2004, and in 2005 the resulting Parcel 2 was subdivided into three lots, of which Tax Lot 802 was Lot 1. In 2007 a lot line adjustment was made to the border between Tax Lots 802 and 803 creating its current configuration. In April of 2016, the City of Central Point approved a tentative partition plat to divide Tax Lot 802 into three separate parcels. The proposed conditional use permit and site plan review are directed at Parcel 3 of the approved tentative land division; it is possible, if not probably, that the final plat will be recorded prior to completion of the subject land use review.
8. **Previous Planning Permits:**  
*File No. 16004* - Site Plan and Architectural Review which approved a veterinary clinic on Parcel 1 of the land division and *File No. 16005*- Tentative Partition were approved April 14, 2016.



**9. Existing Development:** The property is currently vacant but construction of the Retail Street and the veterinary clinic has begun.

**10. Land Uses on Abutting Properties and Surrounding Area:**

Overview of area: The stretch of Biddle Road/East Pine Street (“BR/EPS”) that is east of the Interstate-5 in Central Point is an employment area with a mix of commercial uses right along BR/EPS on the south side with some industrial uses further to the south. Except for a small portion of a larger residential area near Meadowbrook Drive and Orchard View Avenue, the north side of BR/EPS is primarily undeveloped employment designated property; further to the north is the Jackson County Expo (fairgrounds), the Central Point East residential area, and some legacy County development patterns. There are a mix of developed and undeveloped properties between the interstate and Table Rock Road.

**East:** To the east of the subject property is vacant land owned by Les Schwab. Further to the east is additional vacant employment land that is marketed for sale. This land has a Comprehensive Plan Map of Thoroughfare Commercial and is zoned C-5

**North:** Across Biddle Road is the Dulany property. This property has a single family dwelling on it and is under developed in relation to its plan designation. The property is planned Tourist and Professional Office and is zoned C-4. The land to the northeast is planned and zoned for residential uses and has been developed with single-family dwellings. Land to the northwest is a large vacant 21 acre site planned Tourist and Office Professional and zoned C-4.

**South:** South of the subject property across the private commercial access drive is the USF Reddaway warehouse logistics facility. This facility is planned General Industrial and zoned M-2.

**West:** Immediately to the west is the Super 8 Motel. This site is planned Tourist and Office Professional and is zoned C-4. Further to the west is some vacant commercial land across Hamrick Road and a road maintenance yard further to the southwest.

**11. Topography:** The subject property is essentially level, sloping very gently to the north.

**12. Water Facilities and Services:** Underground water utilities exist at the west property line and along the utility and access easement along the southern portion of the property. These water facilities are available for connection.

**13. Sanitary Sewer Facilities and Services:** Underground sanitary sewer utilities exists in the utility easements along the south portion of the property and are available for connection.

**14. Power and Natural Gas:** Underground power is available from Pacific Power and underground gas is available from Avista Utilities and the same exist in the utility easements along the south portion of the property and are available for connection.

**15. Fire and Police Protection:** The subject properties are located within and are served by Fire District No. 3. Police service is provided by the City of Central Point Police Department.

**16. Wetlands, Streams and floodplain:** The subject property does not contain any jurisdictional wetlands per Jackson County GIS Services. The subject property does not contain any streams or floodplains per Jackson County GIS Services.

**17. Storm Drainage Facilities and Services:** Underground storm drainage lines are located in Biddle Road and in the private access easement and utility area on the south portion of the property. These storm drain lines are available for connection. The approval of the prior land division necessitated construction of a stormwater detention facility on Lot 2 of the partition which is planned to handle a significant portion of the Rogue Valley Microdevices' storm drainage needs, see Exhibit 13, Sheet C-1.

**18. Transportation and Access:**

**A. Plan Amendment and Zone Change:** Transportation impact analyses for Plan Amendments and Zone Changes evaluate impacts to the transportation system based upon the potential for the new zone to impact the system when compared to the existing zone. This is typically evaluated based upon a *reasonable worst case of traffic generation* based upon uses allowed in the proposed zone when compared to a *reasonable worst case of traffic generation* based upon uses allowed in the existing zone. Applicant's Traffic Engineer, Kim Parducci, compared the potential traffic generation of the C-4 zone and the C-5 zone and the reasonable worst-case trip generators that are allowed in both zones. Her expert professional opinion is that the plan amendment and zone change aspects of the application do not require detailed traffic analysis because the reasonable worst case trip generation is substantially equivalent between the two zones.

Her professional opinion is explained in Exhibit 10 as well as a supplemental memo dated October 4, 2016. Southern Oregon Transportation Engineering has been in coordination with Jackson County Roads, ODOT and the City's Public Works Department and those agencies a did not indicate a detailed TIA for the Plan Amendment and Zone Change was necessary based upon the analysis and opinion of SOTE regarding the trip generation potential between the two zones.

**B. Transportation Impacts from Proposed Development:** The Applicant's traffic engineer also prepared a traffic impacts analysis that analyzes the proposed Rogue Valley Microdevices project, see Exhibit 15. That analysis was an update to the Southern Oregon Veterinary Specialty Center analysis done for that project which is now under construction. In the prior analysis, Parcel 3 was assumed to be a future site for a 25,000 square foot specialty retail center, along with the veterinary clinic and an assumed sit down restaurant on the remaining Parcel 2. The updated analysis continues to assume the sit down restaurant on Parcel 2 and assumes the veterinary clinic use on Parcel 1 but substitutes the Rogue Valley Microdevices use for Parcel 3. This results in a reduced trip generation of the entire site of 53 P.M. peak hour trips.

The results of the analysis show that the transportation system can accommodate the proposed use in conformance with all applicable performance standards.

**C. Access and Circulation:** Access to the site is via a private retail street that is under construction and was approved under Planning File No. 16005. The retail street intersects with Biddle Road and is a right-in-right-out intersection allowing in-movement from the west and out-movement to the east onto Biddle Road. A

concrete median in Biddle Road will be constructed in conjunction with the new retail street. Access coming from the east will be from a left turn onto the private street connection opposite Meadowbrook and then right along the private access drive to the south and then a right onto the private retail street. Access out of the site to the west will involve a right turn onto the private retail street and then out the private access drive along the south property line to a right turn on Hamrick then to the signal where a left can be made onto East Pine Street.

The office driveway is located on the private retail street. It is somewhat close to the intersection with Biddle Road but there is adequate room for at least two stacked vehicles and it is a right into the site so no queuing at this location is expected. The other access onto the site is via two large driveways to the south access drive; the wide driveways are needed to get semi-trucks into the back parking lot area and then out onto the private access drive. These south driveways will be truck vehicle access points; smaller trucks that use the west service drive will exit via the front office parking lot access point.

## 19. Comprehensive Plan Map and Zoning Map Analysis:

- A. Employment Land Supply and Demand Analysis:** As part of the justification for the proposed Comprehensive Plan Map Amendment and Zoning Map Amendment, it is appropriate to evaluate the land supply and demand implications for employment land generally and commercial land specifically. Central Point has a relatively up-to-date Economic Element in its Comprehensive Plan that was adopted by Ordinance 1973 approved on June 27, 2013. This Element provided the City with a review of employment land supply and demand. Following its adoption, the City and County amended the Central Point Urban Growth Boundary (UGB) to add approximately 49 gross acres of industrial land in the "Tolo Area" near Exit 35. Of the 49 acres added to the UGB, approximately 9 acres of net-buildable industrial acreage was added. Approximately 9 acres of right-of-way was added as part of that UGB amendment. The remaining 31 acres included in the UGB was part of an existing trucking and multi-modal freight handling facility that is not vacant but for which inclusion in the UGB can support more intensive urban development.

With respect to development since the Economic Element was adopted, a one acre site has been constructed for a new Jackson County Court building off of Hamrick Road. The balance of the acreage in the inventory that was classified as vacant remains vacant.

Thus, the City now has approximately 139.7 acres of vacant buildable employment land in its UGB. This estimate is based upon Table 5.2-1 of the Economic Element and adding 9 acres of buildable land from the UGB amendment and subtracting the one acre of land built for the court use. There are two in-process projects that would further reduce existing vacant land supplies, specifically the veterinary clinic on a portion of the subject property that is currently under construction and the proposed new Costco use that is approved but for which construction has not started.

Overall, the proposed Comprehensive Plan Map Amendment will not appreciably change the supply of commercial land within the City's UGB. The site was inventoried as a medium retail site and the change from Tourist and Office

Professional to Thoroughfare Commercial would have likely resulted in the same inventory designation in the Economic Element for the subject property.

From an industry opportunity standpoint, the proposed comprehensive plan amendment is expected to support the siting of the Rogue Valley Microdevices computer electronics company. The Central Point Comprehensive Plan identifies the computer electronics industry as a strong industry in Oregon, see Table 3.2-1 NAICS 334. The expansion of Rogue Valley Microdevices represents an opportunity to grow a computer electronics company in Jackson County to gain local share in an important industry that is strong and important to Oregon's economy.

**B. Qualitative and Spatial Analysis:** The text description in the Land Use Plan Element for Thoroughfare Commercial and Tourist Commercial/Professional Office are very similar in quality from a use perspective, the main difference being proximity to I-5 for the Tourist Commercial/Professional Office versus frontage on an arterial street such as Highway 99 or Biddle Road. From the standpoint of zoning, the main difference between the two corresponding zoning districts (from C-4 to C-5) is that C-5 allows some light industrial uses and C-4 does not.

From a spatial standpoint, the Thoroughfare Commercial designation is already located immediately east of the subject property and the proposed Comprehensive Plan is simply a westward expansion of that designation. The Thoroughfare Commercial designation was added as part of a legislative rearrangement of land uses in Central Point's UGB in 1998. That amendment added the first thoroughfare commercial east of Interstate 5. That amendment recognized the opportunity to take advantage of Biddle Road as a high volume arterial street corridor in which the siting of the Thoroughfare Commercial designation was deemed to be appropriate. The proposed amendment is simply a small westward extension of the Thoroughfare Commercial area created through that legislative amendment in 1998. There will remain substantial vacant and available acreage zoned C-4 between the subject property and Interstate 5.

The new western boundary of the Thoroughfare Commercial will be the Super 8 Motel parcel. This Comprehensive Plan Map amendment application has been filed with a proposed light manufacturing development for the lot adjacent to the Super 8. The common property line with Super 8 will include a landscape strip next to a service drive aisle and then the building wall. Potential land use conflicts are analyzed in the Conditional Use Permit findings herein below.

The proposed Thoroughfare Commercial will also add opportunities for light manufacturing allowed in the C-5 that is not allowed in the C-4. This is beneficial from a qualitative standpoint because most all of the C-5 zoning area the City once had to support a mix of light manufacturing and commercial uses was located along Highway 99. These lands have all now been changed to TOD designations. These TOD designations do not preclude light manufacturing uses but the TOD policy concept guides development of this area toward smaller scale shops with a mix of light manufacturing facilities. This is an appropriate policy approach for the area along Highway 99. The area is largely already developed with relatively small lots, so future development will primarily be redevelopment of existing lots that will limit the scale of future development. This presents limited opportunities for slightly

larger scale light manufacturing in the areas once designated C-5. The proposal to expand C-5 along Biddle Road is intended to support for the proposed Rogue Valley Microdevices use which is an example of the scale of light manufacturing that would be challenging in the TOD areas along Highway 99.

## 20. Proposed Development Project:

The proposed Rogue Valley Microdevices corporate headquarters and light fabrication facility has the following features:

**A. Design Scheme:** The approach to the building is to create a modern and attractive high-tech light manufacturing building. The building is proposed to contain a 10,000 square foot clean room within a 24,000 square foot production area and the building will have approximately 19,000 square feet of accessory office space on two levels. Being a high-tech facility, the interior is a purpose built design that reflects workflow needs and the demands of the clean room.

The nature of the interior layout dictates the location of certain outdoor connections in terms of entrance location, delivery doors and access to the accessory office uses. Overall, the exterior is a modern, but relatively simple flat-roofed commercial building with several attractive architectural elements on the main façade and attractive materials on all elevations. *See*, Exhibit 13.

**B. Vehicle Parking and Loading:** The project proposes 46 parking spaces. The application is requesting an adjustment to the off-street parking standards as part of the Conditional Use Permit approval (pursuant to special conditions of approval that may be imposed under 17.76.040(E)(3)) because a strict application of the code would require significantly more parking than is expected to be needed by the use. There is a wide disparity between the two calculation methods for the parking requirements. The employee calculation method for industrial uses yields a need for approximately 18 spaces. The gross floor area method would require 84 spaces, one for every 500 square feet of gross floor area, which is difference of over 60 parking spaces. The proposed 46 spaces is between the two need calculation methods and is projected to be adequate for the use. It is expected that this amount of parking will be adequate to allow for nearly doubling of the size of the company within the new space, which is the largest it can be within the new facility. A parking demand analysis has been prepared by Southern Oregon Transportation Engineering for this submittal and is located in Exhibit 16.

Industrial uses of 37,501 square feet to 50,000 square feet are required to have four loading berths; the actual fabrication area is 24,000 square feet which would require four berths. The site plan and building elevations depict four overhead loading doors for the facility. Two overhead doors are located on the west elevation along the service drive. These will be accessed by forklift for semis from the main rear parking lot and by smaller delivery vehicles such as FedEx and UPS. This entire circulation area on the west side of the building could be considered a series of loading berths, in which case the site has the equivalent of 8 loading berths just on this side. One overhead door loading location on the east elevation, trucks could use this for delivery from the private retail street although this would be expected to be a rare occurrence; primarily this would be accessed by forklift on the occasion when

equipment needed to loaded on the east side of the clean room. The fourth overhead door is shown on the south elevation and this berth will generally be used by a forklift off-loading from a semi-trailer truck parked in the rear lot.

**C. Bike Parking:** The code requires four bike parking spaces. The covered bike parking spaces will be under a canopy area located at the outdoor break area.

**D. Landscaping:** This high-tech light manufacturing facility is proposed to be fully landscaped at the time of development, see Exhibit 13, Sheet L-1. The proposed landscaping is extensive for an industrial use and is proposed in a manner that will allow it to blend well with commercial uses in the area. The 10-foot sidewalk with tree wells on the retail street will create an attractive streetscape for this private street. The planting scheme includes a number of mass plantings that will create an attractive landscape throughout the year.

\* \* \* \* \*

**V**

**CONCLUSIONS OF LAW**

**CITY OF CENTRAL POINT ZONING ORDINANCE (CPZO)**

The following conclusions of law and ultimate conclusions are reached under each of the relevant substantive criteria which are recited verbatim and addressed below. The conclusions of law are supported by Applicants’ evidentiary exhibits at Section II – including Applicants’ review of applicable development standards (Exhibit 3) and the findings of fact as set forth in Section IV herein above.

**APPROVAL CRITERIA FOR COMPREHENSIVE PLAN AMENDMENT**

**Chapter 17.96  
COMPREHENSIVE PLAN AMENDMENT**

**17.96.500 Approval criteria.**

A recommendation or a decision to approve or to deny an application for an amendment to the comprehensive plan, or urban growth boundary shall be based on written findings and conclusions that address the following criteria:

- A. Approval of the request is consistent with the applicable statewide planning goals;

**Conclusions of Law:** The City of Central Point Planning Commission and City Council (henceforth “the City”) herewith incorporate and adopt the below findings with respect to each applicable statewide planning goal, as follows:

**Goal 1: Citizen Involvement**

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process...*[balance omitted for brevity]*



**Conclusions of Law:** The City concludes the proposed Comprehensive Plan Map amendment is quasi-judicial in nature and therefore citizen involvement is assured by and through application of the City's adopted and acknowledged procedures for the conduct and noticing of quasi-judicial reviews, including noticing and public hearings.

**Goal 2: Land Use Planning**

*PART I -- PLANNING*

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions...*[balance omitted for brevity]*

**Conclusions of Law:** The City concludes that the subject application is quasi-judicial in nature and requires demonstration of compliance with predetermined criteria and approval of the requested plan map amendment requires substantial evidence to demonstrate each of the relevant criteria have been satisfied. The City herewith incorporates the balance of the conclusions of law addressing all other criteria applicable to the plan amendment, and concludes based thereupon, that adequate evidence exists in the application submittal and associated record to conclude all applicable criteria are satisfied.

The City further concludes that the requested plan amendment is a narrow one from the standpoint of map designations because the implementing zone for the Tourist Office Professional allows very similar uses to the implementing zone for the Thoroughfare Commercial designation. Thus, the overall implications for the implementation of the City's employment land designation system are affected to a limited degree by an amendment between these two designations.

**Goal 3: Agricultural Lands**

To preserve and maintain agricultural lands...*[balance omitted for brevity]*

**Conclusions of Law:** The City concludes the subject property is within its Urban Growth Boundary and is planned commercial and the proposed amendment is to a commercial designation and is not, therefore, subject to Goal 3 protection.

**Goal 4: Forest Lands**

To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture...*(balance omitted for brevity)*

**Conclusions of Law:** The City concludes the subject property is within its UGB and is planned commercial and the proposed amendment is to commercial and is not subject to Goal 4 protection.

**Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces**

To protect natural resources and conserve scenic and historic areas and open spaces...*[balance omitted for brevity]*



**Conclusions of Law:** The City concludes the subject property is not subject to any adopted Goal 5 protections and therefore the amendment from one commercial designation to another will have no effect on the City's plan to achieve Goal 5.

**Goal 6: Air, Water and Land Resources Quality**

To maintain and improve the quality of the air, water and land resources of the state. All waste and process discharges from future development, when combined with such discharges from existing developments shall not threaten to violate, or violate applicable state or federal environmental quality statutes, rules and standards. With respect to the air, water and land resources of the applicable air sheds and river basins described or included in state environmental quality statutes, rules, standards and implementation plans, such discharges shall not (1) exceed the carrying capacity of such resources, considering long range needs; (2) degrade such resources; or (3) threaten the availability of such resources.

*Waste and Process Discharges* -- refers to solid waste, thermal, noise, atmospheric or water pollutants, contaminants, or products therefrom. Included here also are indirect sources of air pollution which result in emissions of air contaminants for which the state has established standards...*[balance omitted for brevity]*

**Conclusions of Law:** Based upon the Findings of Fact in Section IV, the City concludes that the proposed amendment will allow for certain light manufacturing uses in the Thoroughfare Commercial designation that are not currently allowed in the Tourist and Office Professional District. The City, nevertheless, concludes that any such uses are required to comply with all environmental regulations applicable to the industry and the City specifically incorporates and adopts the findings of fact regarding the environmental compliance of Rogue Valley Microdevices which demonstrates that this firm has and can feasibly continue to comply with all local, state and federal environmental regulations applicable to the enterprise.

**Goal 7: Areas Subject to Natural Hazards**

To protect people and property from natural hazards...*[balance omitted for brevity]*

**Conclusions of Law:** The City concludes that the subject property is not subject to any known specific natural hazards that require special planning or implementation measures except the general earthquake risks that exist in all of western Oregon and are adequately handled by applicable building codes.

**Goal 8: Recreational Needs**

To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts...*[balance omitted for brevity]*

**Conclusions of Law:** The City concludes the subject property has not been adopted into any local parks plans to achieve Goal 8. It is not known to contain any unique resources necessary to attain Goal 8 and the proposed amendment from one commercial designation to another will have no appreciable impact on the City's ability to achieve Goal 8.

**Goal 9: Economic Development**

To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Comprehensive plans and policies shall contribute to a stable and healthy economy in all regions of the state. Such plans shall be based on inventories of areas suitable for increased economic growth and activity after taking into consideration the health of the current economic base; materials and energy availability and



cost; labor market factors; educational and technical training programs; availability of key public facilities; necessary support facilities; current market forces; location relative to markets; availability of renewable and non-renewable resources; availability of land; and pollution control requirements.

Comprehensive plans for urban areas shall:

1. Include an analysis of the community's economic patterns, potentialities, strengths, and deficiencies as they relate to state and national trends;
2. Contain policies concerning the economic development opportunities in the community;
3. Provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies;
4. Limit uses on or near sites zoned for specific industrial and commercial uses to those which are compatible with proposed uses. In accordance with ORS 197.180 and Goal 2, state agencies that issue permits affecting land use shall identify in their coordination programs how they will coordinate permit issuance with other state agencies, cities and counties.

#### GUIDELINES

##### A. PLANNING

1. A principal determinant in planning for major industrial and commercial developments should be the comparative advantage of the region within which the developments would be located. Comparative advantage industries are those economic activities which represent the most efficient use of resources, relative to other geographic areas.
2. The economic development projections and the comprehensive plan which is drawn from the projections should take into account the availability of the necessary natural resources to support the expanded industrial development and associated populations. The plan should also take into account the social, environmental, energy, and economic impacts upon the resident population.
3. Plans should designate the type and level of public facilities and services appropriate to support the degree of economic development being proposed.
4. Plans should strongly emphasize the expansion of and increased productivity from existing industries and firms as a means to strengthen local and regional economic development.
5. Plans directed toward diversification and improvement of the economy of the planning area should consider as a major determinant, the carrying capacity of the air, land and water resources of the planning area. The land conservation and development actions provided for by such plans should not exceed the carrying capacity of such resources.

##### B. IMPLEMENTATION

1. Plans should take into account methods and devices for overcoming certain regional conditions and deficiencies for implementing this goal, including but not limited to
  - (1) tax incentives and disincentives;
  - (2) land use controls and ordinances;
  - (3) preferential assessments;
  - (4) capital improvement programming; and
  - (5) fee and less-than-fee acquisition techniques.
2. Plans should provide for a detailed management program to assign respective implementation roles and responsibilities to those private and governmental bodies which operate in the planning area and have interests in carrying out this goal and in supporting and coordinating regional and local economic plans and programs.

**Conclusions of Law:** First and foremost, the City concludes that Goal 9 is implemented by a detailed administrative rule found at OAR 660-009. However, the Council finds that rule to be inapplicable to the subject application because the application of the rule to post-acknowledgement plan amendments only occurs when lands are taken out of an industrial designation or from an "other employment designation" to "any other use designation". In the subject application the property is an "other employment designation" currently and will remain so after the amendment and will not become any other use designation, so the detailed rule is not implicated. As such, the City finds that only general findings of compliance with the Goal are required.

In addition to this overarching conclusion of law, the County and City make the following supplementary Goal 9 findings:

1. Central Point's adopted and acknowledged Comprehensive Plan Regional Plan Element recognizes the potential for a mix of industrial, office and commercial employment in this general area. The area includes industrial, commercial, and office development patterns and associated designations in the area. The City's policy decision that the area is appropriate for Thoroughfare Commercial along Biddle Road was made in 1998 when the land immediately to the east of the subject property was designated Thoroughfare Commercial and the plan map amendment only represents a modest extension of that area to the west.
2. Even after the proposed amendment there will still remain substantial inventory of vacant and developable Tourist and Office Professional designated land in the immediate area that is available as short term<sup>1</sup> supply of land and is currently zoned C-4. These vacant parcels are located at the northwest corner of Hamrick and East Pine and also at the southwest corner of Biddle Road and Table Rock Road.
3. The City also recognizes that the proposed plan amendment is expected to support the relocation and expansion of a local computer electronics manufacturing company. Computer Electronics Manufacturing (NAICS 334) is a strong and important industry on statewide basis but its presence in Jackson County is limited; expansion of this facility represents an opportunity to improve the local share in a strong and growing sector in Oregon.

**Goal 10: Housing**

To provide for the housing needs of citizens of the state...*[balance omitted for brevity]*

**Conclusions of Law:** Based upon the evidence, the City concludes Goal 10 is not applicable to this Plan Map amendment because the amendment concerns only a change from one category of commercial land to another.

**Goal 11: Public Facilities and Services**

To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development...*[balance omitted for brevity]*

**Conclusions of Law:** Based upon the Evidence in Section II and the Findings of Fact in Section IV, the City concludes the proposed amendment is located in an area where water, sewer, storm drainage, and streets are readily available to the property and the proposed amendment between two similar commercial land use categories will not appreciably change the demand for public facilities and services.

**Goal 12: Transportation**

To provide and encourage a safe, convenient and economic transportation system...*[balance omitted for brevity]*

**Conclusions of Law:** The City concludes that OAR 660 Division 012 implements Goal 12 and OAR 660-012-0060 sets forth specific regulations for comprehensive plan map

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<sup>1</sup> Short term supply is employment land that is readily available to meet demand over the next five years.

amendments and zone changes. The City herewith incorporates and adopts its conclusions of law addressing the same below and concludes there upon that the proposed amendment between commercial designations will not appreciably change the trip generation potential of the site.

**Goal 13: Energy Conservation**

To conserve energy...[balance omitted for brevity]

**Conclusions of Law:** The City concludes that the change between similar commercial designations is such that the City's land use planning for energy conservation will be little effected by the proposed amendment.

**Goal 14: Urbanization**

To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities...[balance omitted for brevity]

**Conclusions of Law:** The City concludes the proposed amendment concerns a map designation change between commercial categories with implementing zones that allow similar uses all within a UGB, and based thereupon, the proposed amendment will continue to provide an orderly and efficient transition from rural to urban land use and urban employment will continue to be accommodated inside Central Point's urban growth boundary.

**Summary Conclusions of Law:** In sum, the City concludes the proposed amendment from Tourist and Office Professional to Thoroughfare Commercial is consistent in all ways with the Statewide Planning Goals.

B. Approval of the request is consistent with the Central Point comprehensive plan;

**Conclusions of Law:** The City concludes criteria that require general compliance with the Comprehensive Plan does not automatically transform all the Goals and Policies of the Comprehensive Plan into decisional criteria for a quasi-judicial land use application, *see Bennett vs. The City of Dallas*. The City has reviewed its Comprehensive Plan and it finds that the language and context of only the following goals and policies are intended to function as approval criteria for the subject application:

**Economic Element Policy 3.2:**

The City shall maintain a supply of competitive short-term employment lands in the medium and large site categories. The supply of short-term employment land shall be reviewed and updated annually. When it is determined that the supply of land as measured in terms of number of site and/or acreage in the medium and large site categories is inadequate to serve the twenty-year needs then the City shall amend its UGB to include additional short-term (5-year) employment lands.

The City concludes this policy primarily functions to direct the City to amend its UGB where necessary to assure an adequate employment land supply but does present a decisional criteria issue for a plan map amendment that proposes to reduce the short-term supply below the levels established in the policy and change the designation, especially where a proposal

seeks to amend the plan to add land to another map designation category where a surplus might exist - such as multi-family residential<sup>2</sup>. Based upon the Evidence in Section II and the Finding of Fact in Section IV, the City concludes that is not the circumstance for this amendment and the proposed amendment between similar categories of commercial will not have any appreciable impact on the short-term supply of employment lands for the City because future uses of the property under the two designations are so similar.

- C. For urban growth boundary amendments findings demonstrate that adequate public services and transportation networks to serve the property are either available, or identified for construction in the city's public facilities master plans (major and minor amendments); and

**Conclusions of Law:** The City concludes the proposed amendment does not concern a UGB amendment.

- D. The amendment complies with OAR 660-012-0060 of the Transportation Planning Rule.

**Conclusions of Law:** The City herewith incorporates and adopts the below conclusions of law addressing the Transportation Planning Rule as follows:

**OREGON TRANSPORTATION PLANNING RULE**  
**Oregon Administrative Rules Chapter 660, Division 12**

**SECTION 660-012-0060**

- (1) Where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures as provided in section (2) of this rule to assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility. A plan or land use regulation amendment significantly affects a transportation facility if it would:
  - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
  - (b) Change standards implementing a functional classification system; or
  - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
    - (A) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
    - (B) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP or comprehensive plan; or
    - (C) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.

**Conclusions of Law (continued):** The City concludes the proposed amendment from Tourist and Professional Office to Thoroughfare Commercial will not significantly affect a transportation facility based upon the evidence in Exhibit 10 which supports the following conclusions:

<sup>2</sup> This is given as a circumstantial example and the conclusion should not be construed to mean the City has an actual surplus of multi-family residential. No such multi-family land supply analysis exists in the application submittal.



- The proposed amendment will not change the functional classification of an existing or planned transportation facility because all the streets used by the subject application are functionally classified to serve commercial uses in the area and the proposed amendment will not materially alter the commercial trip generation of the site such that a functional classification would be altered.
- The amendment is a minor map amendment and does not propose any changes to standards implementing the City’s functional classification system.
- From a trip generation potential standpoint, the proposed amendment does not allow uses that generate materially more traffic than the existing designation so nothing about the amendment will allow land uses or level of development that are inconsistent with the functional classification of existing and planned transportation facilities in the area that are already planned in the City’s TSP to serve commercial uses at the subject property.
- From a trip generation potential standpoint, the proposed amendment does not allow uses that generate materially more traffic than the existing designation so nothing about the amendment would reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standards for facilities projected to meet adopted standards at the end of the planning period or worsen the performance of any facilities otherwise projected to exceed performance standards at the end of the planning period.

\* \* \* \* \*

**APPROVAL CRITERIA FOR ZONE CHANGE**

**Chapter 17.10  
ZONE CHANGE**

**17.10.400 Approval criteria.**

A recommendation or a decision to approve, approve with conditions or to deny an application for a text or map amendment shall be based on written findings and conclusions that address the following criteria:

- A. Approval of the request is consistent with the applicable statewide planning goals (major amendments only);

**Conclusions of Law:** The City herewith incorporates and adopts its conclusions of law above regarding statewide planning goal compliance for the Plan amendment and the City concludes the proposed zoning is consistent in all ways with those conclusions demonstrating compliance with the statewide planning goals.

- B. Approval of the request is consistent with the Central Point comprehensive plan (major and minor amendments);

**Conclusions of Law:** The City concludes criteria that require general compliance with the Comprehensive Plan does not automatically transform all the Goals and Policies of the Comprehensive Plan into decisional criteria for a quasi-judicial land use application, *see Bennett vs. The City of Dallas*. The City has reviewed its Comprehensive Plan and finds it did not identify any plan goals or policies that, by their language and context, are intended to function as decisional criteria for the proposed zone change (where the application includes a



concurrent application for plan amendment to Thoroughfare Commercial that is found to comply with the City’s comprehensive plan).

- C. If a zoning map amendment, findings demonstrating that adequate public services and transportation networks to serve the property are either available, or identified for construction in the city’s public facilities master plans (major and minor amendments); and

**Conclusions of Law:** Based upon the evidence in Section II and the findings of fact in Section IV, the City concludes as follows with respect to public services and transportation networks to serve the property:

- Water, Sewer and Storm Drainage facilities exist at the property and are adequate in condition and capacity to serve the property.
- The proposed zone change will not materially change the trip generation potential of the site, see Exhibit10. The Applicant’s traffic engineer also analyzed the operation of transportation facilities in the area and that analysis shows that reasonable worst case development of the remaining vacant lot, together with the proposed Rogue Valley Microdevices project and the vet project under construction, can be accommodated with the existing capacity of the transportation system that serves the site, see Exhibit15.
- Police and Fire protection exist at the site currently and will continue at similar levels following the zone change.

D. The amendment complies with OAR [660-012-0060](#) of the Transportation Planning Rule.

**Conclusions of Law:** The City herewith incorporates and adopts its conclusions of law above regarding the Transportation Planning Rule hereinabove and concludes the City the proposed zoning is consistent in all ways with those conclusions demonstrating compliance with the Transportation Planning Rule.

\* \* \* \* \*

**VI**

**SUMMARY OF APPLICANTS’ STIPULATIONS**

Applicants herewith agree to stipulate to the following, which they agree to observe if the same are attached as conditions to approval of the subject site plan review application:

**Stipulation 1:** *[RESERVED- The applicant did not identify the need for specific stipulations for the subject application but may supplement the initially submitted findings with certain stipulations if the same are found to be necessary during the course of the review process]*



VII

**ULTIMATE CONCLUSIONS; DECISION**

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Based upon the record and the foregoing findings of fact and conclusions of law, it is concluded that the applications for Comprehensive Plan Amendment and Zone Change are consistent with the requirements of all of the relevant substantive approval criteria which have been addressed hereinabove.

Respectfully submitted on behalf of Applicants and Property Owners.

CSA Planning, Ltd.

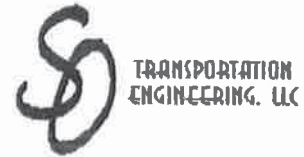


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Jay Harland  
Principal

October 17, 2016





TRANSPORTATION  
ENGINEERING, LLC

**S.O. Transportation  
Engineering, LLC**

112 Monterey Drive  
Medford, OR 97504

Telephone 541.941.4148  
Fax 541.535.6873

Kwkp1@Q.com

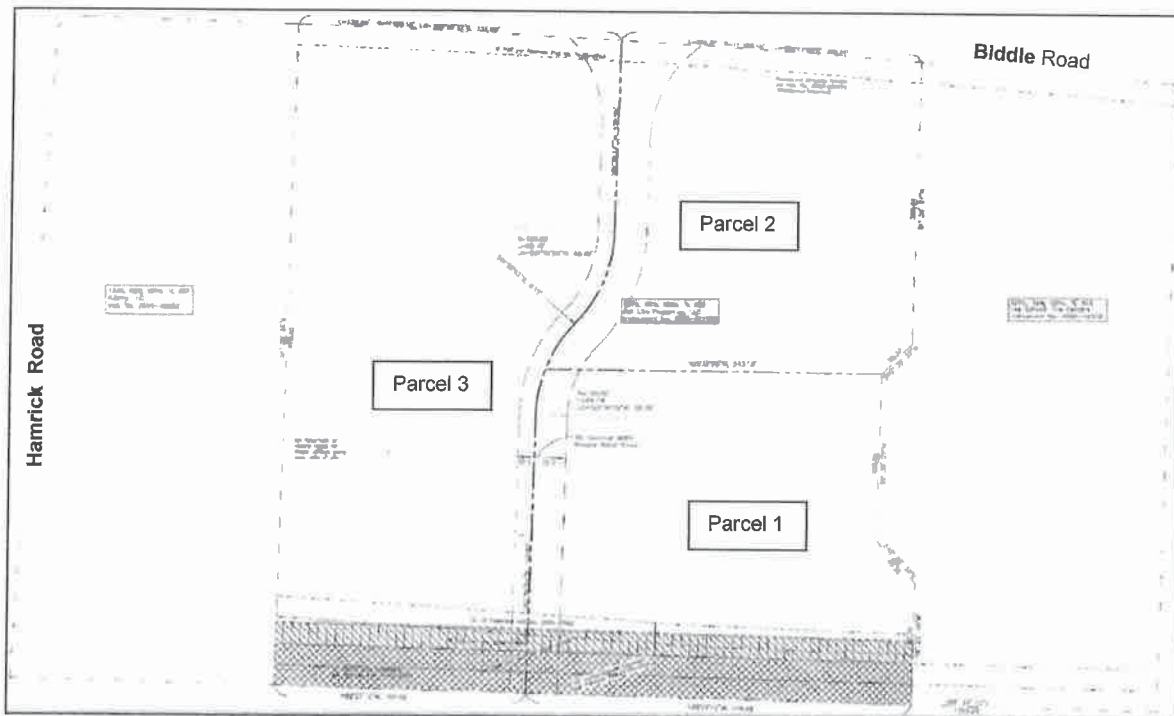
**Memorandum**

To: Matt Samitore, Central Point Public Works Director  
Date: 05/16/2016  
Subject: C4 to C5 Zone Change Traffic Findings and Conclusions

Southern Oregon Transportation Engineering, LLC evaluated impacts for a proposed zone change from C-4 to C-5 on Township 37S Range 2W Section 02, tax lot 802 in Central Point, Oregon. The parcel is located along the south side of Biddle Road west of Hamrick Road adjacent to Super 8.

**Existing Site**

Tax lot 802 is currently vacant and has tentative plat approval to be split into three parcels. There's a planned veterinary center on the southeast corner (Parcel 1) that has land use approval and is currently under review for building permits. Access to the site is provided to Biddle Road and through an internal lane to Hamrick Road that is expected to be constructed contemporaneously with the site work for the veterinary building.



**Zone Change from C-4 and C-5**

The current C-4 zoning district is intended to provide for the development of concentrated tourist commercial and entertainment facilities that will maximize ease of access and visibility from the Interstate 5 freeway and major arterial streets, while the C-5 zoning district provides for commercial and business uses that are most appropriately located along or near major highways or thoroughfares. Both zoning districts allow banks, offices, convenience markets, drugstores, restaurants, supermarkets, sporting goods stores, retail stores, liquor stores, veterinary clinics, and shopping centers to name some of the higher traffic generating uses. The C-5 zoning district allows light fabrication, assembly, packaging, and wholesale sales of consumer goods that are not permitted in the C-4 zoning district. Other differences include art schools, pawnshops, gymnasiums, and nurseries. The C-4 zoning district permits engineering services, legal services, art studios, and counselling

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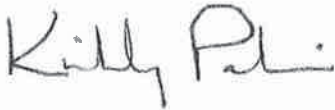
services, which are not permitted in the C-5 zone. As can be seen, non-permitted uses in both zones are the lower traffic generating uses. A full list of permitted uses for each zoning district is attached.

**Conclusions**

Traffic generations for both C-4 and C-5 zoning districts were compared and determined to have comparable, potential impacts to the transportation system. No change in the potential for additional traffic is estimated to occur as a result of the proposed zone change from C-4 to C-5.

If you have any questions or need additional information, please feel free to contact me.

Respectfully,



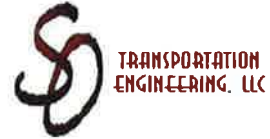
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Kimberly Parducci, PE PTOE  
Firm Principal  
Southern Oregon Transportation Engineering, LLC

Cc: Michael Wang, PE (ODOT)  
Mike Kuntz, PE (Jackson County)

Attachments: C4 and C5 permitted uses





**S.O. Transportation  
Engineering, LLC**

112 Monterey Drive  
Medford, OR 97504  
Telephone 541.941.4148  
Fax 541.535.6873  
Kwkp1@Q.com

## Memorandum

To: Matt Samitore, Central Point Public Works Director  
Date: 10/04/2016  
Subject: C4 to C5 Zone Change Additional Traffic Findings

Additional information was requested by the City of Central Point regarding a proposed zone change from C4 to C5 on Township 37S Range 2W Section 02, tax lot 802 in Central Point, Oregon. A previous memorandum was prepared in May of 2016 that concluded the two zoning districts (C4 and C5) had comparable, potential impacts to the transportation system. This memorandum explains this in more detail and serves as an addendum to the first memorandum.

### **C4 and C5 Zoning Districts**

The C4 and C5 zoning districts both allow development of concentrated commercial uses, but differ in how they are located. Where C4 typically provides for maximized ease of access and visibility from the Interstate 5 freeway and major arterial streets, C5 provides for uses most appropriately located along or near major highways or thoroughfares. As stated in the previous memorandum, both zoning districts allow banks, offices, convenience markets, drugstores, restaurants, supermarkets, sporting goods stores, retail stores, liquor stores, veterinary clinics, and shopping centers to name some of the higher traffic generating uses. The highest permitted traffic generator in either zone is a convenience market, which is shown in the ITE *Trip Generation* to generate 52.41 trips per 1000 square feet during the p.m. peak hour. There are other uses that are outright permitted in one zone but a conditional use in the other. However, both zones are built out with these types of uses in a manner that balances out potential trip generations. Overall, the highest and best uses in C5 are not shown to generate any more traffic than C4.

### **Traffic Impact Analysis Applicability**

The City of Central Point Public Works Standards and Specifications require a traffic impact analysis for a land use application that involves one or more of the following actions in 320.10.03 (3)(a-g). These include:

- a) A change in zoning or plan amendment designation that generates 300 average daily trips (ADT) more than the current zoning;

*The proposed zone change from C4 to C5 is shown to generate no additional traffic to the transportation system.*

- b) Any proposed development or land use action that a road authority, including the city, Jackson County or ODOT, states may have operational or safety concerns along its facilities;

*There are no known operational or safety concerns as a result of the proposed zone change.*

- c) An increase in site traffic volume generation by 250 average daily trips (ADT) or more, or 25 peak hour trips;

*Not applicable at the time of zone change, but is being addressed with the proposed development application.*

- d) An increase in peak hour volume of a particular movement to and from the State highway by 20 percent or more;

*An access analysis is not applicable at the time of zone change, but is being addressed with the proposed development application. However, the site does not take access from a State highway and*

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**Conclusions**

The proposed zone change and comprehensive plan map amendment from C4 to C5 on Township 37S Range 2W Section 02, tax lot 802 is concluded to generate no increase in traffic to the transportation system. The proposed plan amendment and zone change will, therefore, not significantly affect any existing or planned transportation facility nor will it result in types or levels of travel or access that are inconsistent with the functional classification of any existing or planned transportation facility such that it would not meet the performance standard identified in the City's Transportation System Plan (TSP) or Comprehensive Plan. Additionally, the plan/zoning amendment does not meet the Public Works Traffic Impact Analysis (TIA) Applicability requirements as set forth in section 320.10.03 (3)(a-g) of their Standards and Specifications, and does not warrant any further traffic analysis.

In conclusion, the application for plan and zoning amendment are found to be in compliance with the City of Central Point Comprehensive Plan pursuant to the Central Point Land Development Code, and are shown to be consistent with the Transportation Planning Rule (TPR). No further analysis is shown to be required.

Respectfully,



---

Kimberly Parducci, PE PTOE  
Firm Principal  
Southern Oregon Transportation Engineering, LLC



Attachments: C4 and C5 permitted use comparisons  
OAR 660-012-0060

Permitted Use	C4	C5	Highest and Best Uses - ITE
Bicycle shop	Yes	Yes	
Audio/Video sales	Yes	Yes	
Printing and publishing	Yes	Yes	
Mobile food vendors	Yes	CU	Potentially high - varies
Liquor store	Yes	Yes	
Ice/Skating Rink	CU	Yes	
Dance Hall	CU	Yes	
Billiard/pool Hall	CU	Yes	
Miniature Golf	CU	Yes	
Business Schools	CU	Yes	
Physical Fitness Center	CU	Yes	
Carwash	CU	Yes	
Taxicab Office	CU	Yes	
Ambulance Services	CU	Yes	
Drive-in Fast Food	CU	Yes	32.65 PM / 1000 SF
Contractors Office	No	Yes	
Medical Clinic & Lab	No	Yes	
Appliance Service	No	Yes	
Locksmith	No	Yes	
Art/Music/Business School	No	Yes	
Upholstery Shop	No	Yes	
Veterinary Clinic	Yes	Yes	
Tire Sales	No	Yes	
Glass/Mirror Sales	No	Yes	
Large Retail Establishments	No	Yes	
RV Storage	No	Yes	
Light Fabrication	No	Yes	
Hardware Sales	No	Yes	
Monument Sales	No	Yes	
Feed, seed, fuel	No	Yes	
Electrical/Plumbing Supplies	No	Yes	
Heating & Air Equipment	No	Yes	
Stone/Tile Supplies	No	Yes	
Nursery	No	Yes	
Antique shop	No	Yes	
Pawnshop	No	Yes	
Public Utilities	No	Yes	
Furniture Sales	No	Yes	

(b) Change standards implementing a functional classification system; or

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

(2) If a local government determines that there would be a significant effect, then the local government must ensure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility measured at the end of the planning period identified in the adopted TSP through one or a combination of the remedies listed in (a) through (e) below, unless the amendment meets the balancing test in subsection (2)(e) of this section or qualifies for partial mitigation in section (11) of this rule. A local government using subsection (2)(e), section (3), section (10) or section (11) to approve an amendment recognizes that additional motor vehicle traffic congestion may result and that other facility providers would not be expected to provide additional capacity for motor vehicles in response to this congestion.

(a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.

(b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of this division; such amendments shall include a funding plan or mechanism consistent with section (4) or include an amendment to the transportation finance plan so that the facility, improvement, or service will be provided by the end of the planning period.

(c) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

(d) Providing other measures as a condition of development or through a development agreement or similar funding method, including, but not limited to, transportation system management measures or minor transportation improvements. Local governments shall, as part of the amendment, specify when measures or improvements provided pursuant to this subsection will be provided.

(e) Providing improvements that would benefit modes other than the significantly affected mode, improvements to facilities other than the significantly affected facility, or improvements at other locations, if the provider of the significantly affected facility provides a written statement that the system-wide benefits are sufficient to balance the significant effect, even though the improvements would not result in consistency for all performance standards.

(3) Notwithstanding sections (1) and (2) of this rule, a local government may approve an amendment that would significantly affect an existing transportation facility without assuring that the allowed land uses are consistent with the function, capacity and performance standards of the facility where:

(a) In the absence of the amendment, planned transportation facilities, improvements and services as set forth in section (4) of this rule would not be adequate to achieve consistency with the identified function, capacity or performance standard for that facility by the end of the planning period identified in the adopted TSP;

(b) Development resulting from the amendment will, at a minimum, mitigate the impacts of the amendment in a manner that avoids further degradation to the performance of the facility by the time of the development through one or a combination of transportation improvements or measures;

**FINDINGS OF FACT  
AND CONCLUSIONS OF LAW  
File No.: 16022**

**Before the City of Central Point Planning Commission**

**Consideration of a Comprehensive Plan Amendment and Land Use Redesignation on a 4.87 acre lot located at 4901 Biddle Road. The property is identified on the Jackson County Assessor's map as 37S2W 01C, Tax Lot 802.**

**Applicant:**

Rogue Valley Microdevices Inc./	)	Findings of Fact
Tail Light Properties, LLC	)	and
City of Central Point, Oregon	)	Conclusion of Law

**PART 1  
INTRODUCTION**

It is requested that the above referenced tax lot be redesignated and rezoned to a Thoroughfare Commercial use to allow a wider range of employment options to facilitate greater job creation in Central Point. At the same time, it is the City's intent to clarify the location and characteristics for commercial properties in the Land Use Element. These findings have been prepared with the understanding that both the Comprehensive Plan (Map) and Zoning Map will be changed to become consistent with one another.

The Comprehensive Plan Amendment involves legislative action on the City's part while the request from the co-applicants involve a quasi-judicial map amendment, which is normally processed using Type III application procedures. Consequently, the City is processing this plan amendment using the broader Type IV procedures. These are set forth in Section 17.05.500 and provide the basis for decisions upon standards and criteria in the development code and the comprehensive plan, when appropriate.

Applicable development code criteria for this Application include:

1. Statewide Planning Goals
2. Comprehensive Plan
3. State Transportation Planning Rule
4. CPMC, Chapter 17.96

Findings will be presented in four (4) parts addressing the requirements of Section 17.05.500 as follows:

1. Introduction
2. Statewide Planning Goals
3. Comprehensive Plan
4. Summary Conclusion

**PART 2  
STATEWIDE PLANNING GOALS**

A finding of consistency with the applicable statewide planning goals is generally reserved for major amendments which revisions to the Land Use Element dictate in this case (reference CPMC, Chapter 17.96.500 Approval criteria).

## Goal 2: Land Use Planning

### PART I – PLANNING

*To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions ...*

**Finding:** The proposed Comprehensive Plan Land Use revision and Map change constitute an amendment to commercial land use in Central Point. They are compatible with the Commercial Goal: *To create an economically strong and balanced commercial sector of the Community that is easily accessible, attractive, and meets the commercial needs of the local market area.* The proposed language reflects land use changes made by the City over time and identifies current land uses and zones approved by the City and acknowledged by the state. The Oregon Department of Land Conservation and Development was notified of this Comprehensive Plan Amendment and has not yet commented.

**Conclusion:** Consistent with Statewide Planning Goal for Land Use Planning.

\*The City will rely on the applicant’s findings and Goal applicability for the comprehensive plan amendment as they apply to items other than land use planning.

### PART 3 COMPREHENSIVE PLAN

The Comprehensive Plan Land Use Map currently designates the property in question as Tourist and Office Professional and the proposal is to re-designate this land for Thoroughfare Commercial to match the designation of an adjoining lot to the east. The Land Use Element (text) has not been updated to reflect past Comprehensive Plan (Map) amendments approved by the City Council. Those changes include Transit Oriented Development (TOD) designations in the Downtown and along the Highway 99 corridor as well as Thoroughfare Commercial designations along Biddle Road east of the interchange. The Council made conscious decisions in 1998 and again in 2001 to redefine commercial land uses but neglected to clarify this in the Comprehensive Plan text. The proposed revisions in Attachment “C” of this staff report offer new language to support the City’s past actions as well as its current and future intentions. The Thoroughfare Commercial designation was created *to provide for commercial and business uses that are most appropriately located along or near major highways or thoroughfares, and are largely dependent upon highway visibility and easy vehicular access.* This is an appropriate designation along Biddle and Table Rock Roads.

**Finding:** The property in question proposes a land use category that has been adopted by the City and, given the coincident changes to Commercial Land Use language in the Comprehensive Plan, are consistent with past City goals, policies and actions.

**Conclusion:** Consistent.

### PART 4 STATEWIDE TRANSPORTATION RULE

**Section 660-012-0060(1)** *Where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures as provided in section (2) of this rule to assure that*



*allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility. A plan or land use regulation amendment significantly affects a transportation facility if it would:*

*a) Change the functional classification of an existing or planned transportation facility;*

*b) Change standards implementing a functional classification system; or*

*c) As measured at the end of the planning period identified in the adopted transportation system plan:*

*(A) Allow types or levels of land uses that would result in levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*

*(B) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP or comprehensive plan; or*

*(C) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.*

**Finding 660-012-0060(1)(a):** The proposed plan amendment and zone change does not change the functional classification of an existing or planned transportation facility. The proposed zone change from C-4 to C-5 is shown to generate no additional traffic to the transportation system.

**Conclusion 660-012-0060(1)(a):** No significant affect.

**Finding 660-012-0060(1)(b):** The highest and best uses in Thoroughfare Commercial (C-5) are not shown to generate any more traffic than Tourist and Office Professional (C-4). Consequently, the proposed amendments will not cause a change to standards implementing the City's transportation system.

**Conclusion 660-012-0060(1)(b):** No significant affect.

**Finding 660-012-0060(1)(c)(A):** The proposed plan amendment and zone change will not cause an increase in land uses that would result in levels of travel or access that would be inconsistent with the City's functional street classification system for existing and planned transportation facilities.

**Conclusion 660-012-0060(1)(c)(A):** No significant affect.

**Finding 660-012-0060(1)(c)(B):** There are no known operational or safety concerns as a result of the proposed land use amendment and zone change. The proposed zone change will not reduce the performance of any existing or planned transportation facilities below the minimum acceptable performance standard identified in the Master Plan, or in the City's Transportation System Plan.

**Conclusion 660-012-0060(1)(c)(B):** No significant affect.

**Finding 660-012-0060(1)(c)(C):** The proposed plan amendment and zone change will not cause the worsening of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the Master Plan or Comprehensive Plan. Capital improvements are scheduled in the City’s TSP that are anticipated to mitigate the impacts of redevelopment in this sector of the community.

**Conclusion 660-012-0060(1)(c)(C):** No significant affect.

## **PART 5 ZONING ORDINANCE**

### **17.10.300 Quasi-judicial amendments.**

*A. Applicability of Quasi-Judicial Amendments. Quasi-judicial amendments are those that involve the application of adopted policy to a specific development application or code revision, and not the adoption of new policy (i.e., through legislative decisions). Quasi-judicial zoning map amendments shall follow the Type III procedure, as governed by Section 17.05.400, using standards of approval in subsection B of this section. The approval authority shall be as follows:*

- 1. The planning commission shall review and recommend land use district map changes that do not involve comprehensive plan map amendments;*
- 2. The planning commission shall make a recommendation to the city council on an application for a comprehensive plan map amendment. The city council shall decide such applications; and*
- 3. The planning commission shall make a recommendation to the city council on a land use district change application that also involves a comprehensive plan map amendment application. The city council shall decide both applications.*

**Finding 17.10.300(A):** A plan amendment and zone change application has been submitted to redesignate 4.87 acres from Tourist and Office Professional to Thoroughfare Commercial and to rezone C-4 to C-5. The proposal will be considered by the planning commission and a recommendation will be made to the City Council for final decision.

**Conclusion 17.10.300(A):** Consistent.

*B. Criteria for Quasi-Judicial Amendments. A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:*

- 1. Approval of the request is consistent with the applicable statewide planning goals;*

**Finding 17.10.300(B)(1):** See Part 2, Statewide Planning Goals findings and conclusions.

**Conclusion 17.10.300(B)(1):** Consistent

- 2. Approval of the request is consistent with the Central Point comprehensive plan;*

**Finding 17.10.300(B)(2):** See Part 3, Comprehensive Plan findings and conditions.

**Conclusion 17.10.300(B)(2):** Consistent.

3. *The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and*

**Finding 17.10.300(B)(3):** Public facilities, services and transportation networks have been established pursuant to the City's TSP and are sufficient to serve the allowable uses. The proposal will not significantly increase the demand on public facilities over the current uses.

**Conclusion 17.10.300(B)(3):** Consistent.

4. *The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan or land use district map regarding the property which is the subject of the application.*

**Finding 17.10.300(B)(4):** The proposed plan amendment and zone change are consistent with Strategic Planning goals, are in the interest of the community, are compatible with surrounding land uses and correct inconsistencies in the Comprehensive Plan and zoning maps.

**Conclusion 17.10.300(B)(4):** Consistent.

#### **17.10.600 Transportation planning rule compliance.**

**Section 660-012-0060(1)** *Where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures as provided in section (2) of this rule to assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility. A plan or land use regulation amendment significantly affects a transportation facility if it would:*

- a) *Change the functional classification of an existing or planned transportation facility;*
- b) *Change standards implementing a functional classification system; or*
- c) *As measured at the end of the planning period identified in the adopted transportation system plan:*
  - (A) *Allow types or levels of land uses that would result in levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*
  - (B) *Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP or comprehensive plan; or*
  - (C) *Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.*

**Finding 17.10.600(1):** See Part 4, Statewide Transportation Planning Rule findings and conclusions.

**Conclusion:** Consistent.

**Summary Conclusion:** As evidenced in findings and conclusions, the proposed plan amendment and zone change are consistent with applicable standards and criteria in the Central Point Municipal Code, including the Statewide Planning Goals (where applicable), Comprehensive Plan, and Statewide Transportation Planning Rule.

**PLANNING COMMISSION RESOLUTION NO. 836**

**A RESOLUTION FORWARDING A FAVORABLE RECOMMENDATION TO THE CITY COUNCIL TO APPROVE THE COMPREHENSIVE PLAN AMENDMENT AND LAND USE REDESIGNATION OF APPROXIMATELY FIVE (5) ACRES SOUTH OF BIDDLE ROAD BETWEEN HAMRICK AND TABLE ROCK ROADS FROM TOURIST AND OFFICE PROFESSIONAL TO THOROUGHFARE COMMERCIAL**

**FILE NO. 16022**

Applicants: Rogue Valley Microdevices; Tail Light Properties and the City of Central Point;

**WHEREAS**, the proposed Comprehensive Plan (Map) designation and text revision constitute a *legislative* amendment; and

**WHEREAS**, Section 17.05.500 of the municipal code dictates that City Planning Commission shall make a recommendation to the City Council on an application for a comprehensive plan amendment; and

**WHEREAS**, the Plan Amendment and Map Re-designation from Tourist and Office Professional to Thoroughfare Commercial uses will clarify the City's intent for commercial properties and allow a wider range of employment uses to facilitate greater job creation in Central Point; and

**WHEREAS**, As evidenced in findings and conclusions, the proposed plan amendment and zone change are consistent with applicable standards and criteria in the Central Point Municipal Code, including the Statewide Planning Goals (where applicable), the Comprehensive Plan, and Statewide Transportation Planning Rule.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Central Point Planning Commission, by this Resolution No. 836, does recommend that the City Council approve the Comprehensive Plan Amendment and Map Re-designation from Tourist and Office Professional to Thoroughfare Commercial. This decision is based on the Staff Report dated December 6, 2016 attached hereto by reference and incorporated herein.

**PASSED** by the Planning Commission and signed by me in authentication of its passage this 6<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Planning Commission Chair

ATTEST:

\_\_\_\_\_  
City Representative  
Approved by me this 6<sup>th</sup> day of January, 2016

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE LAND USE ELEMENT (TEXT AND MAPS) OF THE CENTRAL POINT COMPREHENSIVE PLAN TO UPDATE THE COMMERCIAL LAND USE SECTION THAT DOCUMENT ACTIONS TAKEN IN THE PAST, ALLOW A WIDER RANGE OF EMPLOYMENT USES AND FACILITATE GREATER JOB CREATION IN CENTRAL POINT.

Recitals:

- A. Words ~~lined through~~ are to be deleted and words **in bold** are added.
- B. The City of Central Point (City) is authorized under Oregon Revised Statute (ORS) Chapter 197 to prepare, adopt and revise comprehensive plans and implementing ordinances consistent with the Statewide Land Use Planning Goals.
- C. The City has coordinated its planning efforts with the State in accordance with ORS 197.040(2)(e) and OAR 660-030-0060 to assure compliance with goals and compatibility with City Comprehensive Plans.
- D. Pursuant to the requirements set forth in CPMC Chapter 17.96.100 Comprehensive Plan and Urban Growth Boundary Amendments – Purpose and Chapter 17.05.500, Type IV Review Procedures, the City has initiated an application and conducted the following duly advertised public hearings to consider the proposed amendment:
  - a) Planning Commission hearing on December 6, 2016
  - b) City Council hearings on January 12, 2017 and January 26, 2017.

THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

Section 1. Amendments to THE LAND USE PLAN, COMMERCIAL LAND USE SECTION XII-13 to read:

COMMERCIAL LAND USE

Commercial Goal:

- To create an economically strong and balanced commercial sector of the community that is easily accessible, attractive, and meets the commercial needs of the local market area.

Commercial Land Use Plan:

The Land Use Plan shows three basic commercial categories:

General Commercial  
Tourist & Office-Professional  
Convenience Center

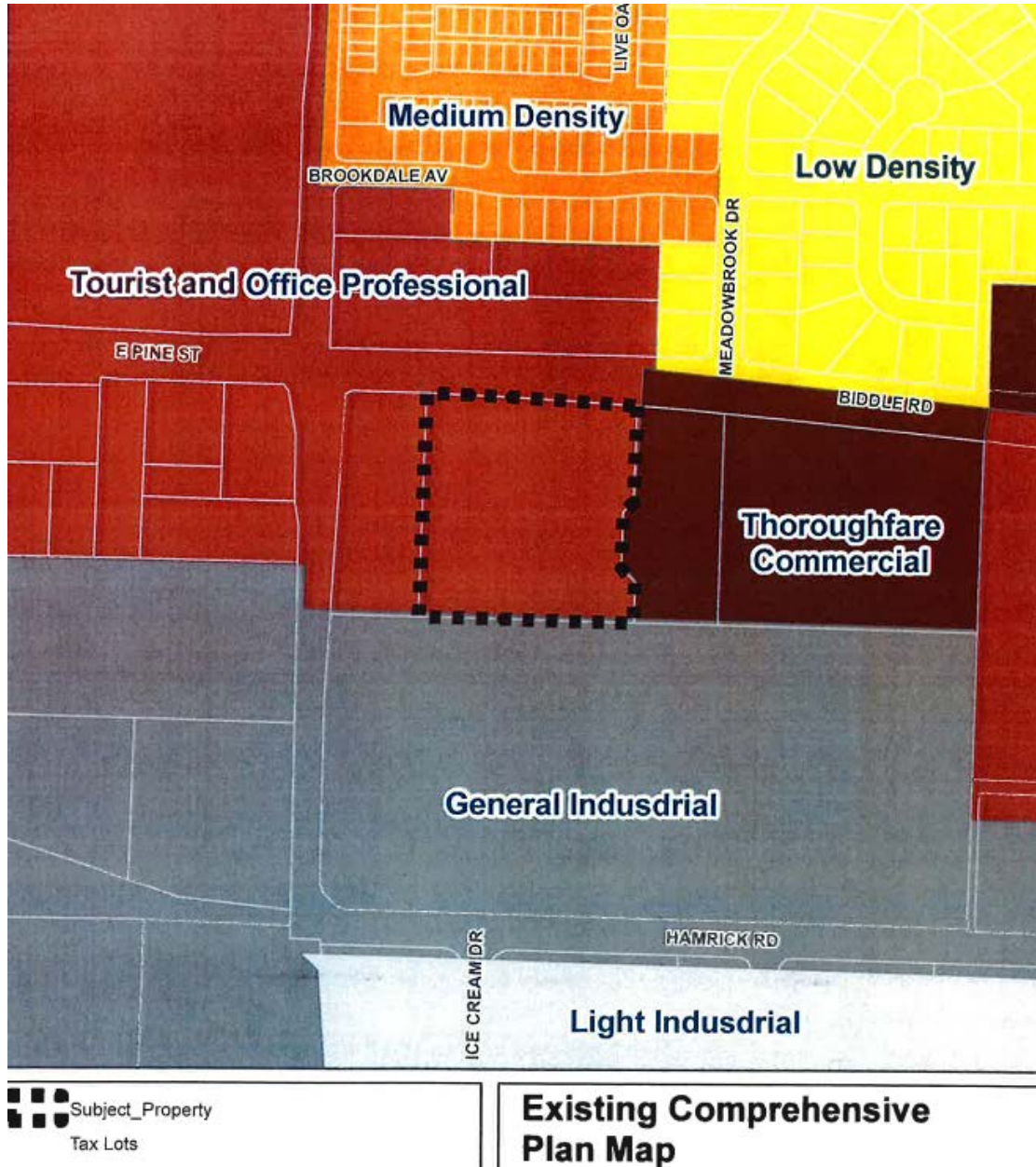
The General Commercial designation is applied to the central business district and areas along ~~the east side of~~ Highway 99 from Beall Lane northward to the high school. **In the late 1990's the City Council added General Commercial land use designations along Pine Street/Biddle Road on the East side of Interstate-5.** This general area is suitable for a wide range of commercial uses that are suitable for the central portions of the community **and along designated freight routes.** The Zoning Map for Central Point, which is consistent with the Comprehensive Plan Map, further subdivides the General Commercial category into three zoning districts. The Central Business District (~~C-3~~, **TOD-EC**) extends along Pine Street, roughly between First Street and Seventh Street. This zone is designed to strengthen the commercial core area of the City. ~~Adjacent to the C-3 zone to the north and south is the C-2 (Limited Commercial-Professional) zoning district which is somewhat less intensive than the commercial core area, but provides a good transitional zone between the high-intensity of the downtown area and the low-density residential areas to the north and south.~~ **Also within the Central Business District (CBD) are those properties** ~~The third zone under this category is the C-5 (Thoroughfare Commercial) district which extends along Highway 99 designated TOD-GC which and provides for a mixture of mostly automobile-related commercial activities as well as fabrication to encourage 'maker spaces', many of which will be related to the light industrial areas across the highway to the west.~~ **The third zone under this category is the C-5 (Thoroughfare Commercial) district which is also compatible with light industry and located along major transportation corridors.**

Tourist Commercial/Office Professional is the second of the commercial land use categories. This area is zoned ~~R-4~~ **C-4**, which is the City's corresponding zone. With the continued development of EXPO Park and the airport, the City sees a significant opportunity to plan for expanded tourist facilities and compatible professional office development, primarily along East Pine Street from Seventh Street to the vicinity of Hamrick Road.

The Convenience Center category would provide for small convenience shopping districts within the residential neighborhoods or at major arterial intersections. The City's ~~C-4~~**C-N** zoning district provides for these types of uses and will ensure that these commercial uses will be compatible with the adjacent residential areas.

Pg. 2 Ordinance No. \_\_\_\_\_ ( \_\_/\_\_/\_\_ )

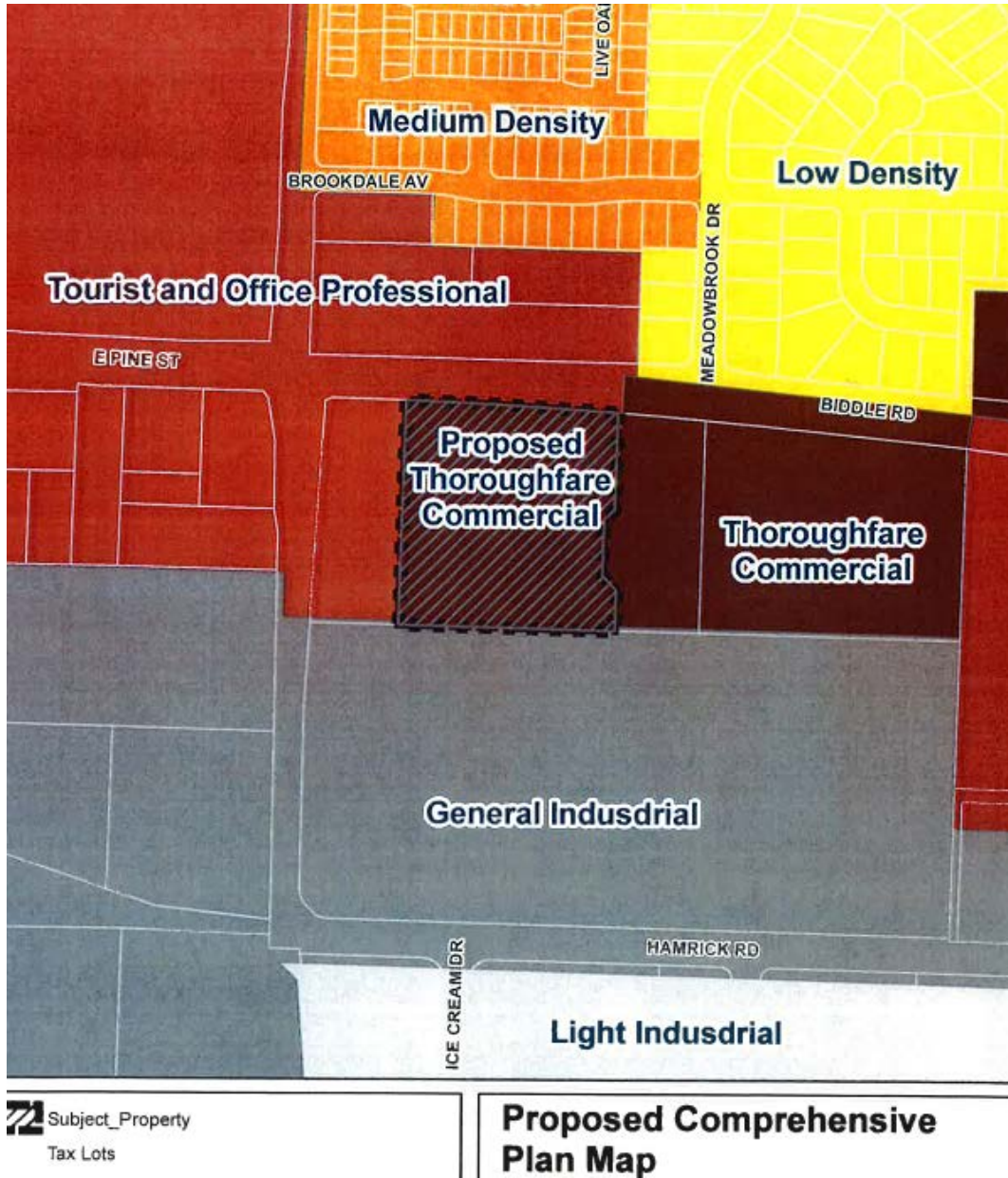
Section 2. Existing Comprehensive Plan Map illustrates:



Pg. 3 Ordinance No. \_\_\_\_\_ (\_\_\_/\_\_\_/\_\_\_)



Section 3. Amendments to Comprehensive Plan Map to illustrate:



Pg. 4 Ordinance No. \_\_\_\_\_ ( \_\_/\_\_/\_\_ )

Section 4. Effective Date. The Central Point City Charter states that an ordinance enacted by the council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

Passed by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

Pg. 5 Ordinance No. \_\_\_\_\_ (\_\_\_\_/\_\_\_\_/\_\_\_\_)

# **Ordinance**

## **Zone Change Amendment**



**STAFF REPORT**  
 January 26, 2017

**AGENDA ITEM: File No. 16024**

*Second Reading* of a Zone (map) Change application from Tourist and Office Professional (C-4) to Thoroughfare Commercial (C-5) for a 4.87 acre parcel located at 4901 Biddle Road. The Project Site is identified on the Jackson County Assessor’s map as 37S 2W 01C, Tax Lot 802. **Applicant:** Rogue Valley Microdevices/Tail Light Properties, LLC. **Agent:** Jay Harland, CSA Planning.

**STAFF SOURCE:**

Tom Humphrey AICP, Community Development Director

**BACKGROUND:**

The applicant has requested a minor zone map amendment from C-4 to C-5 with the intent of developing a new tax lot for a Corporate Headquarters and Light Fabrication Facility. As shown in Table 1, the proposed zone change allows more permitted land uses and fewer conditional uses. However, the nature of the expanded list of permitted uses will not have an appreciable difference on traffic generation or impact and may even improve it (see Attachment B).

The City Planning Commission considered this zone change at its regular meeting in December and unanimously recommended City Council approval (Attachment D). Although a recommendation to approve a minor amendment may include conditions, the Commission saw no need to impose any conditions at this time. Approval of this zone change will enable the Planning Commission approvals of a conditional use permit and a site plan for Microdevices to proceed.

**Table 1. Proposed Zone Change**

Zoning District	Permitted Land Uses	Conditional/Not Permitted	
		CUP	NP
<b>Current (C-4)</b>	50	10	22
<b>Proposed (C-5)</b>	69	2	11

**ISSUES & NOTES:**

There are 4 issues/Notes relative to this application as follows:

1. **Zoning Map and Zoning Code Text Amendments, CPMC Chapter 17.10.** This municipal code section provides standards and procedures for major and minor amendments to the Central Point zoning map. In this case the application was submitted with a Comprehensive Plan Amendment and initiated jointly by the current and anticipated property owners (once it is partitioned). The action is considered a ‘minor’ amendment and is being processed using Type III procedures. The amendment should be based on the following criteria; 1) its consistency with the City’s Comprehensive Plan, 2) findings demonstrating that adequate public services and transportation networks will serve the property and 3) compliance with the State’s Transportation Planning Rule.

2. **Comprehensive Plan Compliance.** Approval of the proposed zone change must be found consistent with the City's Comprehensive Plan Land Use Plan Map. The subject property has a current Comprehensive Plan designation of Tourist and Office Professional but is proposed for amendment to Thoroughfare Commercial concurrent with this zone change. If the Comp Plan Amendment is approved, the zone change to C-5, Thoroughfare Commercial will be consistent and compliant.
3. **Compatibility with Surrounding Land Uses and Zoning.** The subject property is contiguous to lands zoned C-5, Thoroughfare Commercial to the east, and is compatible with M-2, General Industrial to the south and C-4, Tourist and Office Professional to the west. Although the proposed zone change allows for the increase of permitted land uses versus conditional uses, the overall character will remain consistent with the surrounding commercial uses per CPMC 17.20.
4. **Transportation Planning Rule (TPR) Compliance, OAR 660-012-0060.** Criteria for TPR compliance is addressed in the traffic findings (Attachment B) demonstrating adequate public services and transportation networks.

#### **ATTACHMENTS:**

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Attachment "A" – Comprehensive Plan and Zoning Maps

Attachment "B" – Traffic Findings, S. O. Transportation Engineering, LLC.

Attachment "C" – Planning Department's Findings

Attachment "D" – Resolution No. 837

Attachment "E" – Ordinance No. \_\_\_\_ An Ordinance Amending The Central Point Zoning Map On Tax Lot 802 Of 37S 2W 01C (4.87 Acres) From C-4, Tourist And Office Professional To C-5, Thoroughfare Commercial Zoning

#### **ACTION:**

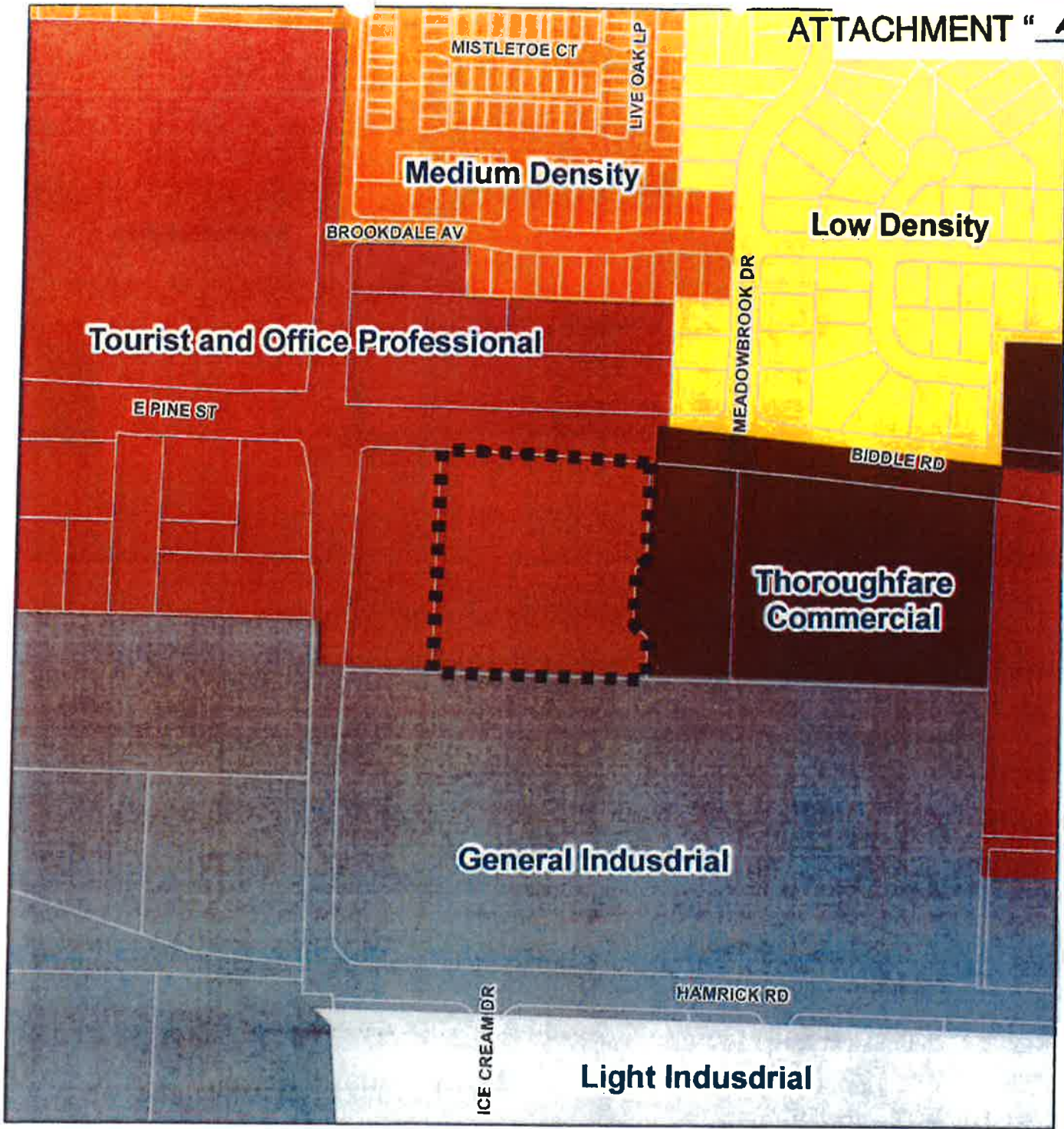
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Consider the second reading of the proposed amendments to CPMC, Chapter 17, and 1) approve the ordinance; 2) approve the ordinance with revisions; 3) deny the ordinance.

#### **RECOMMENDATION:**

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Approve Ordinance No. \_\_\_\_ An Ordinance Amending The Central Point Zoning Map On Tax Lot 802 Of 37S 2W 01C (4.87 Acres) From C-4, Tourist And Office Professional To C-5, Thoroughfare Commercial Zoning.



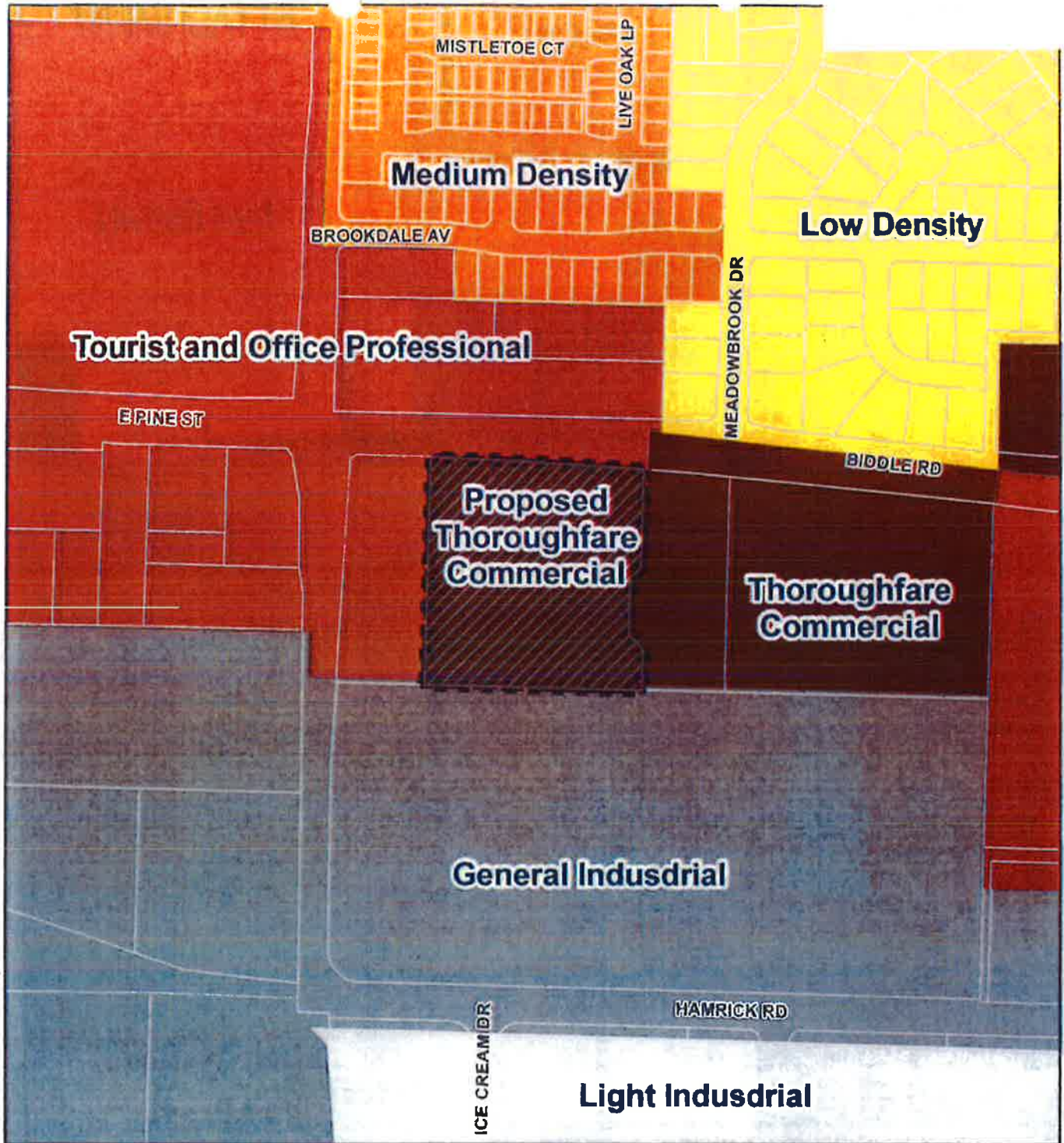
**Subject\_Property**  
 Tax Lots

**Central Point Comp Land Use Plan**

Medium Density Res.	Thoroughfare Commercial
General Industrial	Tourist and Office Professional
Light Industrial	
Low Density Res.	

Print Date: 3-16-2016; Source: CSA Planning, Ltd; Jackson County GIS; City of Central Point GIS

**Existing Comprehensive Plan Map**  
 Comprehensive Plan Amendment / Zone Change  
 Rogue Valley Microdevices & Tail Lite Properties LLC  
 37-2W-01C-802



Subject\_Property

Tax Lots

**Central Point Comp Land Use Plan**

- General Industrial
- Light Industrial
- Low Density Res.

- Medium Density Res.
- Thoroughfare Commercial
- Tourist and Office Professional

Print Date: 3-16-2018; Source: CSA Planning, Ltd; Jackson County GIS; City of Central Point GIS

**Proposed Comprehensive Plan Map**




Comprehensive Plan Amendment / Zone Change  
 Rogue Valley Microdevices &  
 Tail Lite Properties LLC  
 37-2W-01C-802

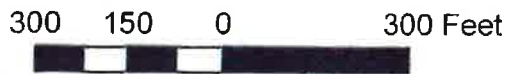


300 150 0 300 Feet



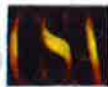
2012 Aerial

-  Subject\_Property
-  Tax Lots
-  Zoning Outline



## Existing Zoning Map On Aerial Photo

Comprehensive Plan Amendment / Zone Change  
Rogue Valley Microdevices &  
Tail Lite Properties LLC  
37-2W-01C-802






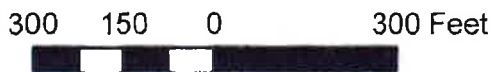
Print Date: 03-16-2016; Source: CSA Planning, Ltd;  
Jackson County GIS; City of Central Point GIS





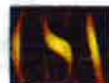
2012 Aerial

-  Subject\_Property
-  Tax Lots
-  Zoning Outline



## Proposed Zoning Map On Aerial Photo

Comprehensive Plan Amendment / Zone Change  
Rogue Valley Microdevices &  
Tail Lite Properties LLC  
37-2W-01C-802



Print Date: 03-15-2016; Source: CSA Planning, Ltd;  
Jackson County GIS; City of Central Point GIS

**Memorandum**

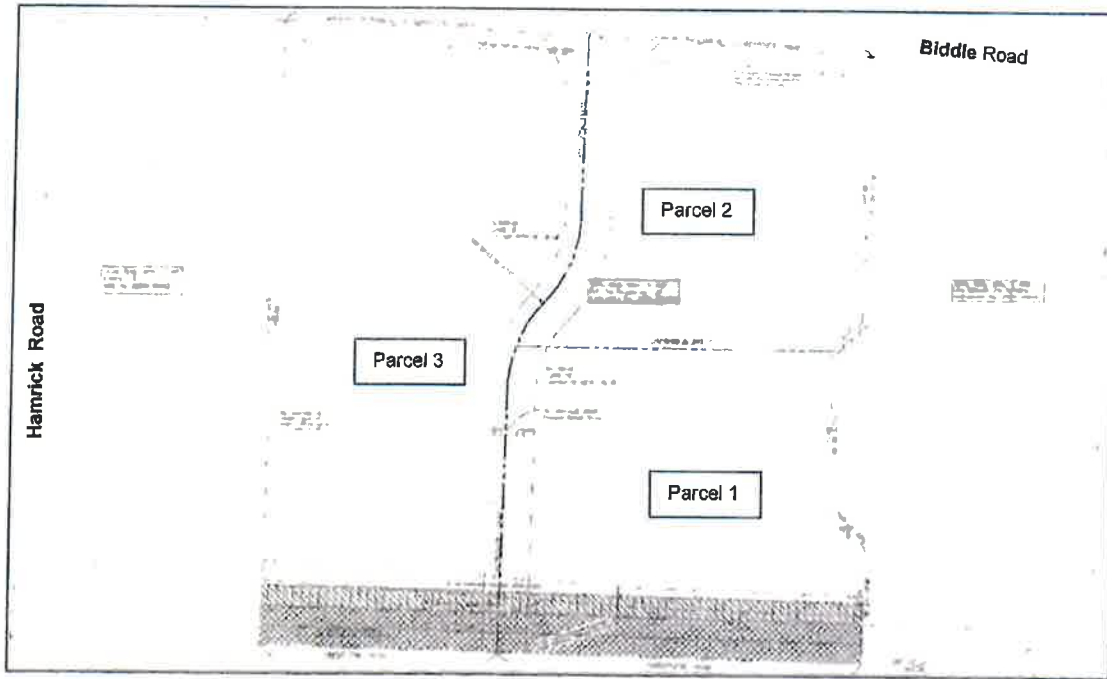
To: Matt Samitore, Central Point Public Works Director  
 Date: 05/16/2016  
 Subject: C4 to C5 Zone Change Traffic Findings and Conclusions

**S.O. Transportation  
 Engineering, LLC**  
 112 Monterey Drive  
 Medford, OR 97504  
 Telephone 541.941.4148  
 Fax 541 535 8873  
 Kwkp1@Q.com

Southern Oregon Transportation Engineering, LLC evaluated impacts for a proposed zone change from C-4 to C-5 on Township 37S Range 2W Section 02, tax lot 802 in Central Point, Oregon. The parcel is located along the south side of Biddle Road west of Hamrick Road adjacent to Super 8.

**Existing Site**

Tax lot 802 is currently vacant and has tentative plat approval to be split into three parcels. There's a planned veterinary center on the southeast corner (Parcel 1) that has land use approval and is currently under review for building permits. Access to the site is provided to Biddle Road and through an internal lane to Hamrick Road that is expected to be constructed contemporaneously with the site work for the veterinary building.



**Zone Change from C-4 and C-5**

The current C-4 zoning district is intended to provide for the development of concentrated tourist commercial and entertainment facilities that will maximize ease of access and visibility from the Interstate 5 freeway and major arterial streets, while the C-5 zoning district provides for commercial and business uses that are most appropriately located along or near major highways or thoroughfares. Both zoning districts allow banks, offices, convenience markets, drugstores, restaurants, supermarkets, sporting goods stores, retail stores, liquor stores, veterinary clinics, and shopping centers to name some of the higher traffic generating uses. The C-5 zoning district allows light fabrication, assembly, packaging, and wholesale sales of consumer goods that are not permitted in the C-4 zoning district. Other differences include art schools, pawnshops, gymnasiums, and nurseries. The C-4 zoning district permits engineering services, legal services, art studios, and counselling

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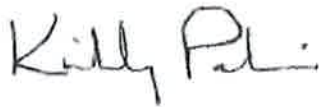
services, which are not permitted in the C-5 zone. As can be seen, non-permitted uses in both zones are the lower traffic generating uses. A full list of permitted uses for each zoning district is attached.

**Conclusions**

Traffic generations for both C-4 and C-5 zoning districts were compared and determined to have comparable, potential impacts to the transportation system. No change in the potential for additional traffic is estimated to occur as a result of the proposed zone change from C-4 to C-5.

If you have any questions or need additional information, please feel free to contact me.

Respectfully,



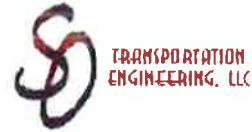
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Kimberly Parducci, PE PTOE  
Firm Principal  
Southern Oregon Transportation Engineering, LLC

Cc Michael Wang, PE (ODOT)  
Mike Kuntz, PE (Jackson County)

Attachments: C4 and C5 permitted uses





**S.O. Transportation  
Engineering, LLC**

112 Monterey Drive  
Madford, OR 97504

Telephone 541.941.4148  
Fax 541.535.5873

Kwlpf@Q.com

## Memorandum

To: Matt Samitore, Central Point Public Works Director  
Date: 10/04/2016  
Subject: C4 to C5 Zone Change Additional Traffic Findings

Additional information was requested by the City of Central Point regarding a proposed zone change from C4 to C5 on Township 37S Range 2W Section 02, tax lot 802 in Central Point, Oregon. A previous memorandum was prepared in May of 2016 that concluded the two zoning districts (C4 and C5) had comparable, potential impacts to the transportation system. This memorandum explains this in more detail and serves as an addendum to the first memorandum.

### C4 and C5 Zoning Districts

The C4 and C5 zoning districts both allow development of concentrated commercial uses, but differ in how they are located. Where C4 typically provides for maximized ease of access and visibility from the Interstate 5 freeway and major arterial streets, C5 provides for uses most appropriately located along or near major highways or thoroughfares. As stated in the previous memorandum, both zoning districts allow banks, offices, convenience markets, drugstores, restaurants, supermarkets, sporting goods stores, retail stores, liquor stores, veterinary clinics, and shopping centers to name some of the higher traffic generating uses. The highest permitted traffic generator in either zone is a convenience market, which is shown in the ITE *Trip Generation* to generate 52.41 trips per 1000 square feet during the p.m. peak hour. There are other uses that are outright permitted in one zone but a conditional use in the other. However, both zones are built out with these types of uses in a manner that balances out potential trip generations. Overall, the highest and best uses in C5 are not shown to generate any more traffic than C4.

### Traffic Impact Analysis Applicability

The City of Central Point Public Works Standards and Specifications require a traffic impact analysis for a land use application that involves one or more of the following actions in 320.10.03 (3)(a-g). These include:

- a) A change in zoning or plan amendment designation that generates 300 average daily trips (ADT) more than the current zoning;

*The proposed zone change from C4 to C5 is shown to generate no additional traffic to the transportation system.*

- b) Any proposed development or land use action that a road authority, including the city, Jackson County or ODOT, states may have operational or safety concerns along its facilities;

*There are no known operational or safety concerns as a result of the proposed zone change.*

- c) An increase in site traffic volume generation by 250 average daily trips (ADT) or more, or 25 peak hour trips;

*Not applicable at the time of zone change, but is being addressed with the proposed development application.*

- d) An increase in peak hour volume of a particular movement to and from the State highway by 20 percent or more;

*An access analysis is not applicable at the time of zone change, but is being addressed with the proposed development application. However, the site does not take access from a State highway and*

---

*the projected trip volumes for any movements at the I-5 interchange would be less than 20% of the total volume of any of those movements.*

e) An increase in use of adjacent streets by vehicles exceeding twenty thousand pounds gross vehicle weight by 10 vehicles or more per day;

*Not applicable at the time of zone change, but is being addressed with the proposed development application.*

f) The location of the access driveway does not meet minimum sight distance requirements, as determined by the city engineer, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the state highway, creating a safety hazard at the discretion of the community development director; or

*Not applicable at the time of zone change, but is being addressed with the proposed development application. No new direct access to the public street system is requested or required to serve the development on the land subject to the zone change.*

g) A change in internal traffic patterns that, at the discretion of the Public Works Director, may cause safety problems, such as back-up onto a street or greater potential for traffic accidents.

*Not applicable at the time of zone change, but is being addressed with the proposed development application. Nothing pertaining to the zone change application would be expected to allow development that would cause changes to internal traffic patterns that would create or worsen any safety problems on the public street system.*

### **Transportation Planning Rule**

The State Transportation Planning Rule (TPR) requires changes to land use plans and land use regulations (i.e. Comprehensive Plan Map Amendments and Zoning Map Amendments) to be consistent with the function and capacity of existing and planned transportation facilities. Oregon Administrative Rule (OAR) 660-012-0060 subsection 1 states:

- (1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:
  - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
  - (b) Change standards implementing a functional classification system; or
  - (c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.
    - (A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
    - (B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or
    - (C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

**Conclusions**

The proposed zone change and comprehensive plan map amendment from C4 to C5 on Township 37S Range 2W Section 02, tax lot 802 is concluded to generate no increase in traffic to the transportation system. The proposed plan amendment and zone change will, therefore, not significantly affect any existing or planned transportation facility nor will it result in types or levels of travel or access that are inconsistent with the functional classification of any existing or planned transportation facility such that it would not meet the performance standard identified in the City's Transportation System Plan (TSP) or Comprehensive Plan. Additionally, the plan/zoning amendment does not meet the Public Works Traffic Impact Analysis (TIA) Applicability requirements as set forth in section 320.10.03 (3)(a-g) of their Standards and Specifications, and does not warrant any further traffic analysis.

In conclusion, the application for plan and zoning amendment are found to be in compliance with the City of Central Point Comprehensive Plan pursuant to the Central Point Land Development Code, and are shown to be consistent with the Transportation Planning Rule (TPR). No further analysis is shown to be required.

Respectfully,



\_\_\_\_\_  
Kimberly Parducci, PE PTOE  
Firm Principal  
Southern Oregon Transportation Engineering, LLC



Attachments: C4 and C5 permitted use comparisons  
OAR 680-012-0060

Permitted Use	C4	C5	Highest and Best Uses - ITE
Banks	Yes	Yes	24.3 PM / 1000 SF
Accounting Offices	Yes	No	
Real Estate Offices	Yes	Yes	
Insurance Offices	Yes	Yes	
Legal Services	Yes	No	
Engineering Services	Yes	No	
Photo and Art Studio	Yes	No	
Counselling services	Yes	No	
Govt Offices	Yes	No	
Medical/Dental Offices	Yes	No	
Convenience Market	Yes	Yes	52.41 PM / 1000 SF
Drugstore	Yes	Yes	13.87 PM / Fuel Sta.
Auto/Truck Service Station	Yes	Yes	
Auto/Tire sales and repairs	Yes	Yes	
Motel/Hotel	Yes	Yes	
Walk-in Movie Theater	Yes	Yes	
Bowling alley	Yes	Yes	
Photo/Art Gallery	Yes	No	
Photo Processing Station	Yes	Yes	
Travel Agency	Yes	No	
Barber/beauty shop	Yes	Yes	
Sit-down restaurant	Yes	Yes	9.85 PM / 1000 SF
Cocktail Lounge	Yes	CU	11.34 PM / 1000 SF
Tavern	Yes	No	11.34 PM / 1000 SF
Commercial parking lot	Yes	Yes	
Community Shopping Center	Yes	Yes	
Supermarket	Yes	Yes	9.48 PM / 1000 SF
Department store	Yes	Yes	
Sporting goods	Yes	Yes	
Bookstore	Yes	Yes	
Florist	Yes	Yes	
Leather Goods	Yes	No	
Pet Sales	Yes	Yes	
Photo supplies	Yes	Yes	
Health food	Yes	Yes	
Self-service Laundry	Yes	Yes	
Antique shop	Yes	Yes	
Delicatessen	Yes	Yes	
Pastry	Yes	Yes	
General Apparel	Yes	Yes	
Shoes and Boots	Yes	Yes	
Jewelry	Yes	Yes	
Clock sales	Yes	Yes	
Bakery	Yes	Yes	

Permitted Use	C4	C5	Highest and Best Uses - ITE
Bicycle shop	Yes	Yes	Potentially high - varies
Audio/Video sales	Yes	Yes	
Printing and publishing	Yes	Yes	
Mobile food vendors	Yes	CU	
Liquor store	Yes	Yes	
Ice/Skating Rink	CU	Yes	
Dance Hall	CU	Yes	
Billiard/pool Hall	CU	Yes	
Miniature Golf	CU	Yes	
Business Schools	CU	Yes	
Physical Fitness Center	CU	Yes	
Carwash	CU	Yes	
Taxicab Office	CU	Yes	
Ambulance Services	CU	Yes	
Drive-In Fast Food	CU	Yes	
Contractors Office	No	Yes	
Medical Clinic & Lab	No	Yes	
Appliance Service	No	Yes	
Locksmith	No	Yes	
Art/Music/Business School	No	Yes	
Upholstery Shop	No	Yes	
Veterinary Clinic	Yes	Yes	
Tire Sales	No	Yes	
Glass/Mirror Sales	No	Yes	
Large Retail Establishments	No	Yes	
RV Storage	No	Yes	
Light Fabrication	No	Yes	
Hardware Sales	No	Yes	
Monument Sales	No	Yes	
Feed, seed, fuel	No	Yes	
Electrical/Plumbing Supplies	No	Yes	
Heating & Air Equipment	No	Yes	
Stone/Tile Supplies	No	Yes	
Nursery	No	Yes	
Antique shop	No	Yes	
Pawnshop	No	Yes	
Public Utilities	No	Yes	
Furniture Sales	No	Yes	

32.65 PM / 1000 SF



(b) Affected cities and counties that do not have acknowledged plans and land use regulations as provided in subsection (a) of this section, shall apply relevant sections of this rule to land use decisions and limited land use decisions until land use regulations complying with this amended rule have been adopted.

(5) Cities and counties shall update their TSPs and implementing measures as necessary to comply with this division at each periodic review subsequent to initial compliance with this division. Local governments within metropolitan areas shall amend local transportation system plans to be consistent with an adopted regional transportation system plan within one year of the adoption of an updated regional transportation system plan or by a date specified in the adopted regional transportation system plan.

(6) The director may grant a whole or partial exemption from the requirements of this division to cities under 10,000 population and counties under 25,000 population, and for areas within a county within an urban growth boundary that contains a population less than 10,000. Eligible jurisdictions may request that the director approve an exemption from all or part of the requirements in this division. Exemptions shall be for a period determined by the director or until the jurisdiction's next periodic review, whichever is shorter.

(a) The director's decision to approve an exemption shall be based upon the following factors:

(A) Whether the existing and committed transportation system is generally adequate to meet likely transportation needs;

(B) Whether the new development or population growth is anticipated in the planning area over the next five years;

(C) Whether major new transportation facilities are proposed which would affect the planning areas;

(D) Whether deferral of planning requirements would conflict with accommodating state or regional transportation needs; and

(E) Consultation with the Oregon Department of Transportation on the need for transportation planning in the area, including measures needed to protect existing transportation facilities.

(b) The director's decision to grant an exemption under this section is appealable to the commission as provided in OAR 660-002-0020 (Delegation of Authority Rule)

(7) Portions of TSPs and implementing measures adopted as part of comprehensive plans prior to the responsible jurisdiction's periodic review shall be reviewed pursuant to OAR chapter 660, division 18, Post Acknowledgment Procedures.

Stat. Auth.: ORS 183, 197.040 & 197.245

Stats. Implemented: ORS 195.025, 197.040, 197.230, 197.245, 197.610 - 197.625, 197.628 - 197.646, 197.712 & 197.717

Hist.: LCDC 1-1991, f. & cert. ef. 5-8-91; LCDC 1-1993, f. & cert. ef. 6-15-93; LCDC 4-1995, f. & cert. ef. 5-8-95; LCDD 6-1998, f. & cert. ef. 10-30-98; LCDD 2-2000, f. & cert. ef. 2-4-00; LCDD 3-2004, f. & cert. ef. 5-7-04; LCDD 6-2006, f. 7-13-06, cert. ef. 7-14-06

**660-012-0060**

#### **Plan and Land Use Regulation Amendments**

(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

(b) Change standards implementing a functional classification system; or

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

(2) If a local government determines that there would be a significant effect, then the local government must ensure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility measured at the end of the planning period identified in the adopted TSP through one or a combination of the remedies listed in (a) through (e) below, unless the amendment meets the balancing test in subsection (2)(e) of this section or qualifies for partial mitigation in section (11) of this rule. A local government using subsection (2)(e), section (3), section (10) or section (11) to approve an amendment recognizes that additional motor vehicle traffic congestion may result and that other facility providers would not be expected to provide additional capacity for motor vehicles in response to this congestion.

(a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.

(b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of this division; such amendments shall include a funding plan or mechanism consistent with section (4) or include an amendment to the transportation finance plan so that the facility, improvement, or service will be provided by the end of the planning period.

(c) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

(d) Providing other measures as a condition of development or through a development agreement or similar funding method, including, but not limited to, transportation system management measures or minor transportation improvements. Local governments shall, as part of the amendment, specify when measures or improvements provided pursuant to this subsection will be provided.

(e) Providing improvements that would benefit modes other than the significantly affected mode, improvements to facilities other than the significantly affected facility, or improvements at other locations, if the provider of the significantly affected facility provides a written statement that the system-wide benefits are sufficient to balance the significant effect, even though the improvements would not result in consistency for all performance standards.

(3) Notwithstanding sections (1) and (2) of this rule, a local government may approve an amendment that would significantly affect an existing transportation facility without assuring that the allowed land uses are consistent with the function, capacity and performance standards of the facility where:

(a) In the absence of the amendment, planned transportation facilities, improvements and services as set forth in section (4) of this rule would not be adequate to achieve consistency with the identified function, capacity or performance standard for that facility by the end of the planning period identified in the adopted TSP;

(b) Development resulting from the amendment will, at a minimum, mitigate the impacts of the amendment in a manner that avoids further degradation to the performance of the facility by the time of the development through one or a combination of transportation improvements or measures;

FINDINGS OF FACT  
AND CONCLUSIONS OF LAW  
File No.: 16024

Before the City of Central Point Planning Commission  
Consideration of a Zone (Map) Change Application on a 4.87 acre lot located at 4901 Biddle Road.  
The property is identified on the Jackson County Assessor's map as 37S2W 01C, Tax Lot 802.

Applicant: ) Findings of Fact  
Rogue Valley Microdevices Inc./ ) and  
Tail Light Properties, LLC ) Conclusion of Law

PART 1  
INTRODUCTION

It is requested that the above referenced tax lot be rezoned from Tourist and Office Professional (C-4) to Thoroughfare Commercial (C-5). The applicant has already obtained City approval to partition the subject property into three (3) parcels.

The zone change request is a quasi-judicial map amendment, which is processed using Type III application procedures. Type III procedures set forth in Section 17.05.400 provide the basis for decisions upon standards and criteria in the development code and the comprehensive plan, when appropriate.

Applicable development code criteria for this Application include:

- 1. Comprehensive Plan
- 2. State Transportation Planning Rule
- 3. CPMC, Chapter 17.10

PART 2  
FINDINGS & CONCLUSIONS

Staff has reviewed the Findings (Attachment's A through E, File No. 16022) and the Findings from Staff Report File No. 16024 and found that they address all of the applicable development code criteria for the proposed zone (map) amendment. The Findings provided in the Staff Reports for File No. 16022 and File No. 16024, dated December 6, 2016 are incorporated herein.

PART 3  
SUMMARY CONCLUSION

As evidenced in findings and conclusions provided in the Staff Reports (File Nos. 16022 & 16024), the proposed zone change is consistent with applicable standards and criteria in the Central Point Municipal Code, including the Statewide Planning Goals (where applicable), Comprehensive Plan, and Statewide Transportation Planning Rule.

**PLANNING COMMISSION RESOLUTION NO. 837**

**A RESOLUTION FORWARDING A FAVORABLE RECOMMENDATION TO THE CITY COUNCIL TO APPROVE THE REZONING OF THE PROPERTY IDENTIFIED AS JACKSON COUNTY ASSESSOR'S MAP NO. 37S2W01C TAX LOT 802 FROM TOURIST AND OFFICE PROFESSIONAL (C-4) TO THROUGHFARE COMMERCIAL (C-5)**

**FILE NO. 16024**

Applicant: Rogue Valley Microdevices, Inc. and Tail Light Properties LLC;

**WHEREAS**, the Comprehensive Plan Land Use Map is proposed to re-designate the property identified by the Jackson County Assessor's Map as 37S2W 01C Tax Lot 802 as Thoroughfare Commercial; and

**WHEREAS**, the proposed Thoroughfare Commercial (C-5) zoning is an urban Thoroughfare Commercial zoning district consistent with the Comprehensive Plan and surrounding land uses; and

**WHEREAS**, adequate public services and transportation networks are available to the site; and

**WHEREAS**, the proposed zone change from C-4 to C-5 has been determined to be consistent with the State Transportation Planning Rule.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Central Point Planning Commission, by this Resolution No. 837, does recommend that the City Council approve the change of zone on the property identified by the Jackson County Assessor's Map as 37S2W 01C Tax Lot 802. This decision is based on the Staff Report dated December 6, 2016 attached hereto by reference and incorporated herein.

**PASSED** by the Planning Commission and signed by me in authentication of its passage this 7th day of December, 2016.

\_\_\_\_\_  
Planning Commission Chair

ATTEST:

\_\_\_\_\_  
City Representative

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CENTRAL POINT ZONING MAP ON TAX LOT 802 OF 37S 2W 01C (4.87 ACRES) FROM C-4, TOURIST AND OFFICE PROFESSIONAL TO C-5, THOROUGHFARE COMMERCIAL ZONING.

Recitals:

- A. The City of Central Point (City) is authorized under Oregon Revised Statute (ORS) Chapter 197 to prepare, adopt and revise comprehensive plans and implementing ordinances consistent with the Statewide Land Use Planning Goals.
- B. The City has coordinated its planning efforts with the State in accordance with ORS 197.040(2)(e) and OAR 660-030-0060 to assure compliance with goals and compatibility with City Comprehensive Plans.
- C. Pursuant to authority granted by the City Charter and the ORS, the City may amend the Central Point Zoning Map which was originally adopted on August 29, 1980 and has been amended at various times since.
- D. Pursuant to the requirements set forth in CPMC Chapter 17.10.100 Zoning Map and Zoning Code Text Amendments – Purpose and Chapter 17.05.010, Applications and Development Permit Review Procedures, the City has accepted an application and conducted the following duly advertised public hearings to consider the proposed amendment:
  - a) Planning Commission hearing on December 6, 2016
  - b) City Council hearings on January 12, 2017 and January 26, 2017.

THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

Section 1. Based upon all the information received, the City Council adopts the findings of fact and conclusions of law set forth in the City staff report; determines that changing community conditions, needs and desires justify the amendments and hereby adopts the changes entirely.

Section 2. The City zoning map is hereby amended as set forth in Exhibit 1 which is attached hereto and by this reference incorporated herein.

EXHIBIT 1



Section 3. The City Manager is directed to conduct post acknowledgement procedures defined in ORS 197.610 et seq. upon adoption of the changes to the zoning and Comprehensive Plan maps.

Section 4. Effective date. The Central Point City Charter states that an ordinance enacted by the council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

Passed by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

# **Resolution**

## **Foreclosure of Civil Penalties and Nuisance Abatements**





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## Staff Report

Finance Department  
Steve Weber, Finance Director

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**To:** Honorable Mayor and City Council  
**From:** Steve Weber, Finance Director  
**Date:** January 26, 2017  
**Subject:** Commence Foreclosure of Civil Penalties and Nuisance Abatements

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**Purpose:**

Adopt a resolution to pursue foreclosure to recover civil penalties and nuisance abatements.

**Summary**

The residential property at 466 South First Street and related commercial business at 75 Bush Street has a long history of criminal activity as well as being a chronic nuisance for the accumulation of junk. The Central Point Police Department has responded to numerous calls over the years. Attempts were made to work with the property owners and/or occupants but the activity would just return. The Police Department began issuing citations for the accumulation of junk which were first heard through the City's Municipal Court and later through the Jackson County Circuit Court when the City contracted with Jackson County to perform municipal court services. The Jackson County Circuit Court has issued default judgments against the property for the outstanding citations. Those judgments were entered into the City's lien docket back in November 2016. Since the liens have remained unpaid for 60 days, staff is requesting to initiate the foreclosure process on the liens.

**Recommended Action:**

Adopt the resolution allowing commencement of foreclosure of civil penalties and nuisance abatements.

RESOLUTION NO. \_\_\_\_

**A RESOLUTION TO COMMENCE FORECLOSURE OF CIVIL PENALTIES AND NUISANCE ABATEMENTS**

**RECITALS:**

1. The Central Point Police Department has issued multiple citations for the accumulation of junk to the occupant(s) of the property. A default judgment has been entered through Jackson County Circuit Court for the outstanding citations.
2. In accordance with City of Central Point municipal code 3.40.030 the default judgment were recorded as liens against the property on November 16, 2016.
3. The liens have remained unpaid for 60 days after being recorded in the City's lien docket. Under ORS 223.505 to 223.650 and the provisions of the municipal code, the City of Central Point is authorized to foreclose upon delinquent assessment.

**THE CITY OF CENTRAL POINT RESOLVES AS FOLLOWS:**

**SECTION 1.** The lien balance shown opposite the name of the property owners on the list attached hereto as Exhibit A and made a part hereof by reference is delinquent and is hereby declared to be due and payable at once.

**SECTION 2.** The described parcel of property indicated on the attached list shall be sold by foreclosure sale for the amount indicated opposite the parcel of property, plus all necessary advertising and legal costs as provided in Sections 223.505 through 223.650 of Oregon Revised Statutes.

**SECTION 3.** The Finance Director of the City of Central Point is hereby directed to advertise for sale the property indicated on the attached list as required by Oregon Law. The property shall be withdrawn from the sale only if the owner pays in cash, prior to the date of the sale, the full amount of the sale price as determined under ORS 223.525.

**Passed by the Council and signed by me in authentication of its passage this 26th day of January, 2017.**

---

**Mayor Hank Williams**

**ATTEST:**

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**City Recorder**

<b>MAP DESCRIPTION</b>	<b>PROPERTY ADDRESS</b>	<b>OWNER OF RECORD</b>	<b>CASE INFO</b>	<b>CURRENT BALANCE</b>
37-2W-11BC-3800	466 South First Street	Joyce P Carrell & Bud R Taylor	Junk - Bud Taylor	\$ 60,000.00
37-2W-11BC-3800	466 South First Street	Joyce P Carrell & Bud R Taylor	Junk - Jacob Taylor, Occupant	\$ 41,000.00
37-2W-11BC-3800	466 South First Street	Joyce P Carrell & Bud R Taylor	Junk - Jacob Taylor, Occupant	\$ 46,000.00

# **Resolution**

## **Chamber Outreach/Engagement Program**



## ADMINISTRATION DEPARTMENT

140 South 3<sup>rd</sup> Street · Central Point, OR 97502 · (541) 664-7602 · www.centralpointoregon.gov

### STAFF REPORT

January 26, 2016

**AGENDA ITEM: Discussion and possible action on Central Point Chamber of Commerce/Visitors Information Center (VIC) proposal for community outreach and engagement services.**

#### STAFF SOURCE:

Chris Clayton, City Manager

#### BACKGROUND/SYNOPSIS:

During the 2015-2017 budget process the city's budget committee and city council, at staff's request, programmed \$12,000 for a community outreach and engagement project/program. Ultimately, the program was intended to produce improved communication/interaction with both the general-public and business community. More specifically, the program would include City of Central Point brand identification, brand development, brand promotion/communication and community connectivity.

With the end of the 2015-2017 fiscal cycle less than six months away, the City requested a proposal from the Chamber of Commerce/Visitors Information Center for the above-described services. The Chamber/VIC responded with the proposal included as an attachment.

#### FISCAL IMPACT:

The VIC proposal currently estimates project costs at \$10,899.85 (plus printing costs). As previously mentioned, the amount included in the 2015-2017 for a public outreach and engagement plan was \$12,000. Although, scheduled for appropriation from *administration fund* (contract services line item), I would recommend charging all possible liabilities from this project to the *city enhancement fund*. This recommendation is predicated on tourism promotion requirements stipulated by Oregon statute.

Both the *administration* and *city enhancement* funds are currently underspent for fiscal cycle 2015-2017. Inasmuch, the budgeted capacity for this project is "on the shelf."

#### ATTACHMENTS:

1. Written Communication from the Central Point Chamber of Commerce/VIC.
2. Public outreach and engagement service proposal PowerPoint presentation.
3. Engagement and outreach service proposal background information.
4. Section IV (c) 8 of the City of Central Point/Chamber of Commerce Agreement.
5. Resolution approving community outreach and engagement proposal

#### RECOMMENDATION:

1. Review and discuss community outreach and engagement proposal.

2. Adopt resolution approving community outreach and engagement proposal.

**PUBLIC HEARING REQUIRED:**

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A public hearing is not required for this item but allowing public comment on the proposed agreement renewal is appropriate.

**SUGGESTED MOTION:**

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I move to adopt resolution number \_\_\_\_\_ approving a community outreach and engagement service proposal with the Central Point Chamber of Commerce/Visitors Information Center.

# CENTRAL POINT Chamber

650 East Pine Street #104C, Central Point, Oregon. 97502  
541-664-5301 www.centralpointchamber.org

January 19, 2017

Central Point City Council  
140 S Third Street  
Central Point OR, 97502

Re: Visitors Information Center program and supplemental revenue request

Councilors,

Please find the attached proposal outlining specific program and revenue request as required in section V, Budget, in the Visitors Information Agreement for the services to be provided as outlined in Section IV(c)(1-8) for the period ending current fiscal year 06/30/2017.

The Visitors Information Center does not currently have an information guide for Central Point and surrounding areas. Developing this guide in tandem with the rebranding efforts will produce a cohesive product available prior to peak travel season.

The supplemental revenue request is necessary as we would miss peak distribution of the information guide if the project was postponed until the regular budget hearings for July 2017-2019.

Outline:

Visitors Information Brand Development \$5,985.00  
Visitors Information Brand Communication \$3,425.00  
Community Connectivity \$1,485.85  
Total Project Cost: \$10,899.85 plus printing


These are true cost with no mark up and would be invoiced to the City at the time of service(s).

Thank you for your consideration.

Very respectfully,



Tanea Browning  
CEO, Central Point Chamber of Commerce



# Central Point Visitors Information Center

A CLOSER LOOK AT CONNECTING AND EXPLORING OUR CITY



# Overview- what we will cover

- ▶ Mission – an organization's purpose answers the question "What **service** do we provide?"
- ▶ Vision – provides strategic direction and describes what the board wants to achieve in the future.
- ▶ Game Plan
- ▶ Timeline
- ▶ Budget

# Mission

## What we do...

- ▶ The CHAMBER's purpose for operating the VIC is to provide local citizens and visitors with information about Central Point area visitor facilities, recreational opportunities, services offered by the CITY and other relevant governmental entities, and services provided by private nonprofits and other nongovernmental organizations and charities in the Central Point area. – Chamber Agreement Oct. 2016

# Vision

## What we would like to achieve...

- ▶ Be the *first place* people turn to for community events and activities.
- ▶ Provide trusted and accurate information to the public in real-time.
- ▶ Facilitate the development and implementation of a comprehensive and cohesive overview of our City and surrounding areas and their offerings.

# What we *have*.

- ▶ We have that “small town feel”; as we showcase the local residents participating in our community we offer the traveling public a glimpse into that *feeling* of being in our city.
- ▶ We have all of the makings for incredible experiences; Munch-n-Movies, Saturday Market, The Artisan Corridor, Cheese Festival, Jackson County Fair, DARE Cruise, Country Crossings Music Festival, Wild Rogue Pro Rodeo, Freedom Festival, Harvest Festival, Decorate Downtown, Christmas Light Parade, etc.

# What we *need*:

## Branding

- ▶ The community will need to be involved with an effort to ***unify and strengthen our message*** to the public and ourselves.
- ▶ A process like this will take time, resources, extensive community engagement and commitment- along with stakeholder buy-in.

# How we will do it:

## Community Engagement

- ▶ Gathering data and widespread feedback to understand our brand personality with the employment of Paradux Media Group. This will inform the *essence* of our brand.
- ▶ Rapid Consensus Stakeholder Meeting. Paradux will conduct 30 minute calls with 15 stakeholders to identify a specific strategic position and facilitate two hour session with stakeholder to reach consensus rapidly.

# How it will be communicated:

- ▶ Paradux will design a Central Point Visitors Center logo that embodies the very essence of our community.
- ▶ Brand Positions – Tagline & Manifesto Creation. This two hour project kickoff strategy meeting will be followed up with two versions of Manifesto and Tagline consideration, one hour meeting and final version delivery to VIC.

# What it is going to cost: Brand Development

- ▶ Paradux Media Group
  - ▶ Brandprinting Brand Personality Scale \$497
  - ▶ Brandprinting Brand Personality Large Scale Survey \$997
  - ▶ Rapid Consensus Stakeholders Meeting \$1,497
  - ▶ Logo Design \$1,497
  - ▶ Brand Positioning – Tagline & Manifesto Creation \$1,497
  - ▶ **Brand Development Cost Total: \$5,985**



# What it is going to cost...

## Brand Communication

- ▶ Brochure Design – Paradux \$1,800
- ▶ Brochure Printing – TBD
- ▶ Bi Coastal Media Group,  $\$325(5) = \$1,625$ .
- ▶ **Brand Communication Cost Total: \$3,425.00**  
+ printing

# What we need:

## Community Connectivity

- ▶ Public markets can become the heart and soul of a community, its common ground, a place where people easily interact, alive with social and economic activity.
- ▶ To continue to be successful the Central Point Saturday Market needs to offer (through the Chamber) assistance to its emerging vendors as they cannot afford the cost of the insurance required to operate in City parks.

# Saturday Market Stats

- ▶ 2015 – one Market Day
  - ▶ Chamber Parking lot, 10-2pm
  - ▶ 15 vendors
  - ▶ 150 patrons
- ▶ 2016 – six Market Days May-October
  - ▶ Pfaff Park, 10-2pm
  - ▶ 25 vendors
  - ▶ 450 patrons

# Community Connectivity cost:

- ▶ Insurance Policy to cover vendors liability insurance premium.
  - ▶ Ashland Insurance \$986.85
- ▶ Feature in local Flavor Guide showcasing all markets in the Rogue Valley.
  - ▶ Advertisement \$500
- ▶ **Community Connectivity Total Cost: \$1,485.85**

# Timeline of events- Why we need the money now

- ▶ Feb 1 – Contract with Paradux process will take 60/90 days to arrive at logo and tagline manifesto creation.
- ▶ March – Start radio advertisement for Saturday Market vendors
- ▶ March – Cheese Festival
- ▶ May – Market opens and new visitors guides should be available to distribute at market.
- ▶ May/June – Radio adds for Freedom Festival participants

# Conclusion:

## Thank you for your consideration

- ▶ We are in a fascinating time where community is more important than ever. Studies validate the assertion we've all known in our hearts that to feel heard and connected is imperative to a healthy community. These projects embody connectivity and the commitment to the investment in our small town feel while bringing visitors in to the fold of our experience.

# Total Project Cost

- ▶ Brand Development: \$5,985
- ▶ Brand Communication: \$3,425.00
- ▶ Community Connectivity Cost: \$1,485.85
- ▶ **Total Project Cost: \$10,899.85 + printing**



# Quote

January 10, 2017

**PARADUX MEDIA GROUP, LLC**  
 EIN: 26-3094893  
 paraduxmedia.com  
 PO Box 81  
 121 W. Main St.  
 Eagle Point, Oregon 97524  
 United States  
 (541) 727-0627

**QUOTE #**  
 001092

**BILLED TO TANEEA BROWNING**  
 Central Point Chamber  
 650 E. Pine St., #104C  
 Central  
 Point, OR 97502

PRODUCT	QUANTITY	TOTAL
<b>Brochure Design</b> <i>We'll put together a 12-16 page Visitor's Guide booklet. You'll get the assurance of expertly crafted material – we design brochures that are structured, beautiful, and showcase the best of your company.</i>	1	\$1,800.00
<b>TOTAL</b>		<b>\$1,800.00</b>

**EXPIRATION:** This quote expires 30 days from the date of the quote. **TERMS & CONDITIONS:** Acceptance of this quote indicates agreement with all Terms and Conditions, which are available at: <https://paraduxmedia.com/terms>. If this quote includes website hosting, you are also agreeing to all Website Hosting Terms & Conditions, which are available at: <https://paraduxmedia.com/hosting-terms>





# Quote

November 18, 2016

**PARADUX MEDIA GROUP, LLC**  
 EIN: 26-3094893  
 paraduxmedia.com  
 PO Box 81  
 121 W. Main St.  
 Eagle Point, Oregon 97524  
 United States  
 (541) 727-0627

**QUOTE #**  
 000944

**BILLED TO TANEEA BROWNING**  
 Central Point Chamber  
 650 E. Pine St., #104C  
 Central  
 Point, OR 97502

PRODUCT	QUANTITY	TOTAL
<b>Brandprinting Brand Personality Scale</b> <i>This revolutionary system will have you understanding your brand's personality. Using this system, we can get significant input from your stakeholders, and rapidly define your brand personality so that you can start implementing it.</i>	1	\$497.00
<b>Brandprinting Brand Personality Large Scale Survey</b> <i>We know that it's important to get widespread feedback when it comes to creating the essence of your brand. We will create an electronic survey you can use for up to 500 people. We'll analyze the results and present them to you for consideration.</i>	1	\$997.00
<b>Rapid Consensus Stakeholder Meeting</b> <i>We'll conduct 30 minute calls with each of up to 15 stakeholders to identify a specific strategic position. We create a "straw man" that starts a 2-hour facilitated strategic session with those stakeholders designed to reach consensus rapidly.</i>	1	\$1,497.00
<b>Logo Design</b> <i>Many elements contribute to defining your brand and what you stand for, but nothing is more important than your business logo. It embodies the very essence of your company.</i>	1	\$1,497.00

PRODUCT	QUANTITY	TOTAL
<b>Brand Position - Tagline &amp; Manifesto Creation</b> <i>Paradux &amp; Client 2 Hour Project Kickoff Strategy Meeting. Paradux then creates 2 versions of Manifesto and Tagline for consideration. 1 Hour working meeting between Paradux &amp; Client to refine concept. Final version prepared and delivered to Client.</i>	1	\$1,497.00
TOTAL		\$5,985.00

EXPIRATION: This quote expires 30 days from the date of the quote. TERMS & CONDITIONS: Acceptance of this quote indicates agreement with all Terms and Conditions, which are available at: <https://paraduxmedia.com/terms>. If this quote includes website hosting, you are also agreeing to all Website Hosting Terms & Conditions, which are available at: <https://paraduxmedia.com/hosting-terms>

# Central Point Chamber of Commerce and Bicoastal Media Radio Partnership March 2017- July 2018

## Objective

Utilize Broadcast and Online Streaming assets to:

- ▶ **DRIVE TRAFFIC** to Central Point Chamber of Commerce events
- ▶ **INFORM** Southern Oregon about ways to be a part of the community
- ▶ **COMPEL** Southern Oregon to attend the Saturday Markets, support local businesses and upcoming events

## Strategy

- ▶ **ON-AIR:** Qty 24, 30 second commercials PER MONTH - M-F 5A-11PM on KOOL OR KRWQ
- ▶ **ON-AIR:** Qty 8, :30 second commercials PER MONTH - on Stan the Rogue Gardner show
- ▶ **ONLINE:** Qty 50 online Streaming commercials per month

**Investment:** \$325 PER MONTH (value \$900), each month March 2017-July 2018

## Optional:

**INTERVIEW:** Qty 1 on Stan the Rogue Gardner at launch of Farmers Market season \$100

**WEBSITE BANNER/LINK TO CHAMBER:** \$50 per station per month

Approved Taneea Browning

Date



WHOLESALE BROKERAGE

7340 SW Hunziker Rd, Suite 215  
Portland, OR 97223

Tel 971-930-1883  
Fax 888-900-7949  
www.tkgins.com

### General Liability Quotation

<b>Attention</b>	Matt	<b>From</b>	Jason Friar
<b>Agency Name</b>	Ashland Insurance	<b>Tel</b>	971-930-1883
<b>Insured Name</b>	Central Point Area Chamber of Commerce	<b>Fax</b>	888-900-7949
<b>Insured Address</b>	650 E. Pine St, Ste 104C, Central Point, OR, 97502	<b>Email</b>	jfriar@tkgins.com
<b>Prop. Effective Date</b>	11/15/2016	<b>Date</b>	11/10/2016

### Quote Information

We have received the attached quote for the above captioned account. Please review carefully and advise at your earliest convenience. Bind requests must be received via either email or fax and must be accompanied by all required information. This coverage may not be bound without a fully executed Brokerage Agreement.

All payments must be issued to tKg Wholesale Brokerage Inc, PO Box 847902, Dallas, TX 75284-7902 or via ACH to Acct: 004640408644, ABA: 011000138. Do not issue payment to production offices; tKg is not liable for delays caused by misdirected payments.

Please review thoroughly as terms and conditions may vary from those requested in your submission.

Sincerely,  
Jason Friar  
tkg

### Quote Details

<b>Carrier</b>	Colony Ins Co
<b>AM Best Rating</b>	A XII
<b>Premium</b>	\$750.00
<b>Tax</b>	\$36.85
<b>Fees</b>	\$200.00
<b>Total</b>	\$986.85
<b>Commission Rate</b>	15.00 %

### Bind Request Requirements

Quote is subject to the following requirements completed and returned to tkg:	
X	Signed ACORD Application
X	Signed Terrorism Risk Insurance Acts Form
X	Signed Affidavit

## **SERVICES TO BE PROVIDED**

- a) The CHAMBER's purpose for operating the VIC is to provide local citizens and visitors with information about Central Point area visitor facilities, recreational opportunities, services offered by the CITY and other relevant governmental entities, and services provided by private nonprofits and other nongovernmental organizations and charities in the Central Point area; and other information that is reasonable for the CHAMBER to provide by means of a VIC, given the limits of the CHAMBER's budget, the level of funds available for the VIC, and the hours the VIC is open.
- b) The CHAMBER shall operate the VIC with an office and telephone service, regularly open and available to the public. The CHAMBER Board of Directors, in its discretion, will determine the VIC's hours of operation, provided that office and telephone service to the public will be available at least 25 hours each week during daytime hours; the CHAMBER may choose to include Saturday in this 25-hour week, or limit hours of operation to weekdays.
- c) The CHAMBER's activities in furtherance of its purposes for the VIC will include marketing and promotion of tourism and promotion of economic development, and providing information necessary to support such activities. Specific examples of activities the CHAMBER will conduct include:
  - 1. Production, display and distribution of promotional brochures;
  - 2. Advertising in local and regional publications;
  - 3. Providing information about services offered by the CITY and other governmental and nongovernmental entities;
  - 4. Providing the public with maps, brochures and other information about the Central Point and the surrounding area;
  - 5. Publicizing local and regional entertainment, events, and tourist attractions, and tourist destinations;
  - 6. Informing the public about restaurants, lodging, and similar accommodations that may be of interest to visitors;
  - 7. Publicizing opportunities for the development and promotion of tourism and tourism related businesses; and
  - 8. Assisting with and promoting annual events which foster CHAMBER goals.

## **SECTION V BUDGET**

Beginning no later than February 1, 2017, and the first business day of each February thereafter, for as long as this Agreement remains in effect (including renewal periods), the CHAMBER shall submit a detailed program and revenue request for the VIC'S upcoming fiscal year to the CITY. The proposal shall become part of the CITY's annual budget appropriation process. The proposal will include a copy of the CHAMBER's board-approved VIC operating budget for the next fiscal year. The proposal also will include the CHAMBER's projected goals and objectives for the VIC for the next fiscal year. (Example: On February 1, 2017, the CHAMBER will submit the proposal, including the budget, for the VIC for the year July 1, 2017 -June 30, 2018.)

## **SECTION VI ACCOUNTING AND REPORTING**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION RECOMMENDING ADOPTION OF A PROPOSAL BETWEEN THE CITY OF CENTRAL POINT AND THE CENTRAL POINT CHAMBER OF COMMERCE/VISITOR INFORMATION CENTER FOR COMMUNITY OUTREACH AND ENGAGEMENT SERVICES.

RECITALS:

- A. The City of Central Point retains the authority to reduce costs and produce public benefit through the use privatized contract services.
- B. The City of Central Point and the Central Point Chamber of Commerce/Visitors Information Center deem it to be to their mutual advantage and to be in the best interest of their respective constituencies/membership to enter into this agreement for the purpose of the Chamber of Commerce to provide community outreach and engagement services.

The City of Central Point resolves:

**Section 1.** The attached proposal would allow the Central Point Chamber of Commerce/Visitors Information Center to provide community outreach and engagement services to the City of Central Point.

**Section 3.** Upon approval of this resolution the City Manager is authorized to execute the attached proposal with the Central Point Chamber of Commerce/Visitors Information Center.

**Section 2.** Upon approval of this resolution, the City Manager is authorized to expend funds not to exceed \$12,000 (as appropriated in the 2015-2017 budget) for the purposes of community outreach and engagement.

The City Manager of Central Point is authorized to sign the attached proposal on behalf of the City of Central Point.

Passed by the Council and signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder

# **Business**

## **Audit Presentation**



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Staff Report

Finance Department  
Steve Weber, Finance Director

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**To:** Honorable Mayor and City Council  
**From:** Steve Weber, Finance Director  
**Date:** January 26, 2017  
**Subject:** Audit Presentation

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**Background:**

The audited Comprehensive Annual Financial Report for the year ended June 30, 2016 will be complete and excerpts from the report are included here and a copy of the entire report given to you this evening.

City auditor, Paul Neilson, CPA, from Isler CPA, LLC will be here to present the audit. Feel free to use this opportunity to ask questions of Paul regarding the City's audited financial statements or financial operations in general.

**Recommended Action:**

That Council accepts, by motion, the June 30, 2016 audited financial report.





January 12, 2017

Honorable Mayor,  
Members of the City Council,  
And Citizens of the City of Central Point

Oregon statutes require that all general purpose local governments publish a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP), and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants under the direction of a licensed municipal auditor. Pursuant to that requirement, we hereby submit the comprehensive annual financial report of the City of Central Point, Oregon for the fiscal year ended June 30, 2016.

This report consists of management's representations concerning the finances of the City of Central Point. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented here. To provide a reasonable basis for making these representations, management of the City of Central Point has established and maintains an internal control framework that is designed to protect the government's assets from loss, theft, or misuse; and to compile sufficient reliable information for the preparation of financial statements. Because the cost of internal controls should not outweigh their benefits, the City of Central Point's framework of internal controls has been designed to provide reasonable, but not absolute, assurance that the financial statements will be free from material misstatement. As management, we assert that to the best of our knowledge and belief, this financial report is complete and reliable in all material aspects.

The enclosed financial statements have been audited by Isler CPA, LLC; a firm of licensed certified public accountants. The engagement partner is Paul Neilson, CPA and Licensed Municipal Auditor. The goal of the independent audit is to determine that the financial statements of the City of Central Point for the fiscal year ending June 30, 2016, are free from material misstatement. The audit involved examining, on a test basis, evidence supporting the amount and disclosures in the financial statements; assessing accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The auditor concluded based on the audit performed, that there was a reasonable basis for rendering an unqualified opinion that the City of Central Point's financial statements are fairly presented in conformance with generally accepted accounting principles. The independent auditor's report is presented as the first component of the financial section of this report.

For financial reporting purposes, the City of Central Point is a primary government. The City is governed by a City Council that is elected by the voters at each general election. The financial statement includes all organizations and activities for which the elected officials exercise financial control, except for the Parks and Recreation Foundation and the Urban Renewal Agency. These

component units have not been included in the CAFR because they are not material to the overall financial statements of the City, nor are they significant activities of the City. The City interacts and contracts with various other governmental entities but is not financially accountable to or for those entities.

GAAP require that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. The Management Discussion and Analysis can be found immediately following the report of the independent auditors.

### **The City**

The City of Central Point was incorporated in 1889. It currently encompasses an area of 3.52 square miles and has a population of over 17,000. The City is located in the northwestern part of Jackson County; bisected by Interstate 5. Approximately one-third of the city lies to the east of Interstate 5. Central Point borders Medford, the largest incorporated city in the county on the eastern and southern boundaries.

In terms of its physical development, the City of Central Point has been a relatively slow developing community, for many years retaining a rural community atmosphere. Only in recent past did the building boom of southern Oregon significantly alter the landscape of this small community with housing and commercial projects spurring population growth and impacting the need for services that accompany growth. Typically, the City's infrastructure serves a stable and slightly increasing population and requires expenditures primarily for maintenance and modernization of facilities rather than rapid growth. The impact of the recent nationwide economic recession resulted in no significant growth in either population or residential or commercial projects; however, in recent months the City has had an encouraging increase in both interest in large commercial projects and actual commercial and residential building permit activity.

City government provides a range of services, including police protection, construction and maintenance of streets, storm drains, water, building inspection, planning, economic development, parks and recreation. Fire protection, library, sanitary sewer services, public transportation, and public education services are provided by separate districts and are not a part of this financial report.

The City operates under a manager form of government. The council consists of a mayor and six councilors. Two council members are elected from the city at large, while the other four are elected from wards that divide the city into four sections. While the mayor serves as the ceremonial head of the city and as presiding officer of the meetings, he is also a voting part of the Council and has no veto authority. The mayor has the authority to preserve order, enforce the rules and determine the order of business at the council meetings. With consent of council, the mayor appoints members of commissions and committees established by ordinance or resolution. The City council is the legislative branch of Central Point's municipal government and the people's elected representatives. Council meetings are open public meetings where the council makes local laws, policies and basic decisions for the municipality. The position of mayor and council members are elected for four year terms on alternating years in a general election of the State of Oregon.

## **Accounting System and Budgetary Control**

Accounting records for General, Special Revenue, Debt Service and Capital Project Funds are maintained on a modified accrual basis. Revenues are recognized when they become measurable and available, while expenditures are recorded at the time the liabilities are incurred. The accounting records for Internal Service and the Enterprise Funds are maintained on a full accrual basis.

In developing, maintaining and upgrading the City's accounting system, ongoing consideration is given to the adequacy of internal accounting control. We believe the city's internal accounting controls adequately safeguard assets.

The budget serves as the foundation for the City of Central Point's financial planning and control. All departments of the City submit a budget to the city manager who then oversees the preparation of a proposed budget. The budget is presented to a budget committee for review and approval and then submitted to city council for adoption prior to July 1.

Budgetary control is maintained through constant review by the city's finance director. Detailed monthly budget reports are prepared for the city manager and each department, with quarterly statements and presentation given to the Mayor and Council.

Oregon budget law allows for amendments to the budget for reasons unforeseen at the time the budget is adopted. Certain changes less than 10 percent require a council resolution. Changes in excess of 10 percent require a supplemental budget similar to the adoption requiring a public hearing. Budget-to-actual comparisons are provided in this report for each expenditure category in which an appropriated annual budget was adopted, thus illustrating budget compliance.

## **Factors Affecting Financial Condition – Local Economy**

The regional economic base is tied to agriculture, tourism, higher education, health care, transportation and manufacturing. There is an increasing population of retirees moving into the area, a factor that requires new and expanded health care resources, and additional demands for retirement, assisted living and nursing home facilities. During the past recession, the City of Central Point and all cities within the Rogue Valley have experienced an increased number of lost jobs and one of the higher unemployment rates in the nation. During the same period of time, housing prices plummeted along with construction in the area, all of which had a negative effect on the City's building permit revenues and planning actions. However, during the past two years there are indications that the local economy is stabilizing with the lowering of the unemployment rate and an increasing number of home sales at increasingly higher prices. It remains too early to know the full extent to which the prolonged recession will have on property tax assessments and collections. Although we initially anticipated reduced property tax collections as a result of the recession and substantial number of foreclosures in the area, our actual experience has been that property tax collections increased as the foreclosing banks paid delinquent property taxes upon foreclosure. And although there have been substantial fluctuations in taxes as properties were reassessed following the recession, it appears that property values and therefore tax revenues are beginning to stabilize.

## **Financial Policies**

It has been a policy of the City's governing body and management to budget, plan and spend conservatively, and to make adjustments as early as possible when the need for change is identified. This unwritten policy of conservatism was beneficial and helped to stabilize and conserve the City and its services during the downward spiral of the local and national economy. No one could foresee just how dramatic the changes to the economy would affect local construction, businesses and families. However, the City has been fortunate that with the slowing of construction, timely decisions were made and actions taken to re-adjust staffing and prioritize projects to respond to the decline and the slowing of revenues. As a result, the City is currently maintaining financial and operating stability. The notion of sustainability has become an important consideration as we manage through adversity.

Additionally, the Mayor and Council adopted a formal "Financial Policy" that documents the procedures and standards that will guide the City as it continues to monitor and preserve its assets.

## **Long-term Financial Planning**

Although the City successfully navigated the recent recession by utilizing a variety of tools and techniques common to short-term reduced revenue situations, the City believes that it can be less reactive and more strategic in its financial planning. Prioritizing this goal, the City implemented a long term financial plan by council adoption in February 2015. The City will compare the projected scenarios and financial forecasts contained within the plan to actual results on an annual basis and, if necessary, make adjustments accordingly.

In recent years the City secured long-term funding sources through System Development Charges (SDC's) and street and storm water fees to support infrastructure and capital improvements. The City updates the capital improvement plan and related system development plans annually. Included in these plans are water, transportation, storm water, parks and recreation projects.

## **Awards**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for excellence in financial reporting to the City of Central Point for its comprehensive annual financial report for the fiscal year ended June 30, 2015. In order to be awarded a Certificate of Achievement, a government must publish a comprehensive annual financial report in accordance with GFOA standards. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

**Acknowledgments**

The timely preparation of this report would not have been possible without the efficient and dedicated service of the finance staff. We would like to express our appreciation for their contributions to its preparation.

We would especially like to thank the Mayor and City Council for their interest and support in planning and conducting the financial operations of the City in a responsible and progressive manner.

Respectively submitted,



Chris Clayton  
City Manager



Steve Weber  
Finance Director



## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the City Council  
City of Central Point, Oregon

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Central Point, Oregon ("City") as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2016 and the respective changes in net position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis; the required supplementary schedules of the City's Proportionate Share of Net Pension Liability and the City's Pension Contributions; and the general fund and street fund budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the management's discussion and analysis on pages 4 - 11 in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The required supplementary schedules of the City's Proportionate Share of Net Pension Liability and the City's Pension Contributions and the budgetary comparison information for the General Fund and Street Fund have been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements and budgetary comparisons are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and budgetary comparisons are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and budgetary comparisons are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

*Report on Other Legal and Regulatory Requirements*

In accordance with Minimum Standards of Audits of Oregon Municipal Corporations, we have issued our report dated January 12, 2017, on our consideration of the City's compliance with the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

**Isler CPA**

A handwritten signature in black ink that reads "Paul R. Nielson". The signature is written in a cursive style with a long, sweeping tail on the letter "n".

By: Paul Nielson, CPA, a member of the firm

Eugene, Oregon  
January 12, 2017





**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *MINIMUM STANDARDS FOR AUDITS OF OREGON MUNICIPAL CORPORATIONS***

Honorable Mayor and Members of the City Council  
City of Central Point, Oregon

We have audited the basic financial statements of the City of Central Point, Oregon ("City") as of and for the year ended June 30, 2016, and have issued our report thereon dated January 12, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Highway revenues used for public highways, roads, and streets.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except as follows:

Transfers in do not equal transfers out in the Biennial Budget for the period starting July 1, 2015 and ending June 30, 2017.

**OAR 162-10-0230 Internal Control**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report is intended solely for the information and use of management, the Honorable Mayor and Council, and the Secretary of State, Audits Division, of the State of Oregon. However, this report is a matter of public record and its distribution is not limited.

ISLER CPA

A handwritten signature in black ink that reads "Paul R. Nielson". The signature is written in a cursive style with a long, sweeping underline.

by: Paul Nielson, CPA, a member of the firm

Eugene, Oregon  
January 12, 2017

# **Business**

## **Water Rate Review**



January 19, 2017

TO: Honorable Mayor and City Council  
FROM: Matt Samitore, Parks & Public Works Director  
SUJECT: Water Utility Rate Update 2017-18

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**PURPOSE:**

The Medford Water Commission has recently completed an update to their annual rate forecast, which included a decrease in rates to the City of Central Point and "other cities."

**SUMMARY:**

The Medford Water Commission recently completed an annual rate review/analysis and determined that the "other cities" rate category, which includes the City of Central Point, was over charged in the 2016-17 fiscal year. During a December 2016 meeting, the Water Commission Board approved rate adjustments effective March 1, 2017. Included in these adjustments is a two percent reduction to the "other cities" rate category.

The Commissions rates have a direct impact upon the City's water rate structure. The City's long-term rate plan indicates a 4% increase for the 2017-2018 budget year. The assumptions associated with the 2010 study assume several assumptions regarding annual employee costs, debt service and Medford Water Commission costs. In analyzing the rates, it appears the City needs a 1% increase for the 2017-2018 budget year.

**Configuring Water Rate Model:**

Central Point's current rates consist of several cost components including: bulk water purchase (MWC), infrastructure maintenance, capital replacement, personnel costs and general overhead/administration. In an effort to accommodate these cost components and avoid future rate increases that seem unreasonable, the following adjustment is being recommended: The rates are current set with a Base Rate of \$14.50 per month, plus three set of Tiers. Tier 1 is up to 800 cubic feet (CF) of water. 1 cubic foot of water is equivalent to 7.5 gallons. Tier 2 is 801 CF to 2200 CF. Tier 3 is over 2200 CF.

**Current Rates:**

Residential							
Meter Size	Monthly Base Charge	Monthly R & R Charge	Total Monthly Fixed Charge	Volume Charge First 8 ccf	Volume Charge 8 - 22 ccf	Volume Charge Over 22 ccf	
5/8"	13.15	1.00	14.15	0.90	1.73	2.84	
1"	18.15	2.45	20.60	0.90	1.73	2.84	
1.5"	23.15	8.15	31.30	0.90	1.73	2.84	
2"	33.15	11.15	44.30	0.90	1.73	2.84	
3"	53.15	25.25	78.40	0.90	1.73	2.84	
4"	73.15	43.85	117.00	0.90	1.73	2.84	
6"	138.15	86.00	224.15	0.90	1.73	2.84	
8"	213.15	139.50	352.65	0.90	1.73	2.84	

**1% Increase Rates**

Residential							
Meter Size	Monthly Base Charge	Monthly R & R Charge	Total Monthly Fixed Charge	Volume Charge First 8 ccf	Volume Charge 8 - 22 ccf	Volume Charge Over 22 ccf	
5/8"	13.28	1.00	14.28	0.91	1.75	2.87	
1"	18.33	2.45	20.78	0.91	1.75	2.87	
1.5"	23.38	8.15	31.53	0.91	1.75	2.87	
2"	33.48	11.15	44.63	0.91	1.75	2.87	
3"	53.68	25.25	78.93	0.91	1.75	2.87	
4"	73.88	43.85	117.73	0.91	1.75	2.87	
6"	139.53	86.00	225.53	0.91	1.75	2.87	
8"	215.28	139.50	354.78	0.91	1.75	2.87	

The increase as shown equates to \$0.13 increase on the base rate and \$0.01, \$0.02, and \$.03 increases on the tier rates.

**DISCUSSION:**

Council has two options on the water rate increase. Council can proceed with the modest increase (1%) now, or it can wait and defer the increase into a larger increase (likely 4-5%) in the 2018-2019 FY.

# **Business**

## **Storm Drain Rate Review**



January 19, 2017

TO: Honorable Mayor and City Council

FROM: Matt Samitore, Parks & Public Works Director

SUBJECT: Storm Utility Update 2017-18

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**PURPOSE:**

Discussion of the City's Storm Utility Fee

**SUMMARY:**

The City's Storm Utility Rate was implemented in 2006 at \$5.00 per equivalent service unit (ESU). Subsequently it was raised to \$6.50 in the 2010. The fund is currently retains a very healthy carry over and has been successful in funding several large projects since its last increase in 2010.

During the 2010 rate review/update, we asked our financial consultant to look at fund needs from 2010-2020. Based upon that analysis and the current overall health of the fund, no increases are recommend for the 2017-2018 FY. Depending on the quantity of new and infill development, there could be a small increase recommended in the 2018-2019 FY. That said, current trend analysis indicates a maximum recommended increase of one percent, or \$0.07.

**DISCUSSION:**

Staff recommends no increase in the Storm Utility Fee for the 2017-2018 FY and an analysis completed in January 2018 to see if any future adjustment is required.

# **Business**

## **Street Rate Review**





January 19, 2017

TO: Honorable Mayor and City Council  
FROM: Matt Samitore, Parks & Public Works Director  
SUBJECT: Storm Utility Update 2017-18

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**PURPOSE:**

Discussion of the City's Street Utility Fee

**SUMMARY:**

In 2007 the City adopted a street utility fee that assesses residential and commercial customers for the number of generated trips associated with their specific land use. The initial assessment included "caps" with a minimum charge of \$10.00 (residential) and a Maximum for \$100.00 (commercial and industrial customers); however, the minimum/maximum provision was eliminated in 2014. Originally, the Street Utility Fee was implemented to help stabilize the street fund because of redirection of franchise fees into the general fund, and a reduction in new development quantities. While developing the original street utility fee in 2007, one consideration was that the state would adopt a long-term comprehensive fuel tax solution. In that hope, a sunset clause was originally included. However, with no state-wide transportation funding solution being implemented by the legislature, the sunset clause was also eliminated in 2010.

Although no comprehensive state-wide fuel tax solution was implemented, the legislature did approve some minor changes to the fuel tax in 2007, which in combination with the city's street utility fee, have allowed for the street fund to build a healthy carryover balance, provide project match for grants and continued our street maintenance program. Unfortunately, the minor modifications implement in 2007 have stagnated the past three years. Inasmuch, the city's street fund has been able to keep up with maintenance, but currently doesn't have the ability to take on additional larger maintenance projects. As an example, this past year the southern Oregon region was informed of the need to make our transportation infrastructure compliant with the Americans with Disability Act (ADA).

The ADA major improvements needed include compliant wheel chair ramps, pedestrian signals and pedestrian corridors. A comprehensive plan for compliance will be introduced as a budget request during the 2017-2019 process. City staff would like to "get in front" of the overall needs and start working on the areas where we have received the most complaints. The areas with the biggest complaints are the pedestrian signals and wheel chair accessible ramps located at 10<sup>th</sup>/E. Pine and Oak Street/Freeman Road, and pedestrian corridors including N.10<sup>th</sup> Street, North 3<sup>rd</sup> Street and Hamrick/Vilas Roads.

The five projects listed above total \$500,000 in overall cost. In order to start working on phasing these projects staff would like to introduce an increase to the street utility fee that would be ear-marked specifically for ADA compliance projects. Staff is requesting a \$1.02 increase, bringing the street utility fee total to \$6.00 per single family residence. The current residential fee is \$4.98 per single family residence.

The rate would be similar to others within the valley. The City of Eagle Point was the latest city to increase their street utility fee, going from \$6.00 to \$7.00 in 2016.

**Rate Comparison Table**

Street Utility Fee	
	Current Fee per SFD
Ashland	\$ 8.83
Central Point (current)	\$ 4.98
Central Point (Proposed)	\$ 6.00
Eagle Point	\$ 7.00
Medford	\$ 7.83
Phoenix	\$ 2.39
Talent	\$ 6.00

**DISCUSSION:**

Staff recommends council give recommendations on a potential increase to the Street Utility Fee for the 2017-19 budget.