



**CITY OF CENTRAL POINT  
PLANNING COMMISSION AGENDA  
July 3, 2018 - 6:00 p.m.**

**I. MEETING CALLED TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Planning Commission members, Mike Oliver (chair), Tom Van Voorhees, Kay Harrison, Amy Moore, John Whiting, Jim Mock, Chris Richey.

**IV. CORRESPONDENCE**

**V. MINUTES**

Review and approval of the June 5, 2018 Planning Commission meeting minutes.

**VI. PUBLIC APPEARANCES**

**VII. BUSINESS**

- A. Public hearing to consider a 5-lot subdivision tentative plan on 2.36 acres in the Transit Oriented Development (TOD) District, Low Mix Residential (LMR) zone. File No.: SUB-18003. Applicant: Paul Miller. Agent: Neathamer Surveying, Inc. (Bob Neathamer).

**VIII. DISCUSSION**

- A. Consideration of draft UGB Amendment locational analysis criteria.

**IX. ADMINISTRATIVE REVIEWS**

**X. MISCELLANEOUS**

**XI. ADJOURNMENT**

**City of Central Point  
Planning Commission Minutes  
May 1, 2018**

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

**II. ROLL CALL**

Commissioners, Mike Oliver (Chair), Jim Mock, Kay Harrison and John Whiting were present. Also in attendance were: Tom Humphrey, Community Development Director, Stephanie Holtey, Principal Planner, Justin Gindlesperger, Community Planner II and Karin Skelton, Planning Secretary.

Tom Van Voorhees arrived at 6:08 p.m.

**PLEDGE OF ALLEGIENCE**

**III. CORRESPONDENCE**

E-mail correspondence from

- Deborah Reigle
- David Schlecht
- Nicole Schlect
- Jennifer Schlecht
- Revised supplemental findings

**IV. MINUTES**

Kay Harrison made a motion to approve the minutes of the May 1, 2018 Planning Commission Meeting. John Whiting seconded the motion. ROLL CALL Jim Mock, yes; John Whiting, yes; Kay Harrison, yes, Mike Oliver, yes. Motion passed.

**V. PUBLIC APPEARANCES**

There were no public appearances.

**VI. BUSINESS**

**A. Consideration of a Tentative Plan for the development of a 16-lot subdivision. The project site is located in the R-1-6 Residential single-Family zoning**

**district and is identified on the Jackson County Assessor's map as 37 2W 11AC, Tax Lot 100. Applicant: Kodiak, LLC, Agent: Jim Zundel.**

Mike Oliver read the rules for a public hearing. The Commissioners had no bias, ex parte contact or conflicts to declare.

Justin Gindlesperger explained the revised supplemental findings corrected some inconsistencies and clarified the criteria for decision.

Mr. Gindlesperger gave an overview of the project. He said the applicant submitted a tentative plan application for a sixteen lot subdivision on a 2.91 acre property on Pittview Avenue. It included two new streets for access and utility connections, including water, sewer, and storm water management. The Commissioners expressed concern regarding parking. Mr. Gindlesperger said the applicant had prepared a parking plan.

He explained the property is currently developed with a single-family residence and a hardship dwelling which was approved in 1983 by Jackson County prior to annexation of the property into the City of Central Point. The two residential structures were recognized by the City as a single-family residence and a nonconforming Accessory Dwelling Unit in 2016. The structures are planned for removal as part of the proposed subdivision.

Mr. Gindlesperger stated that staff had received four comments from citizens. He said three of the comments expressed opposition to an apartment complex, however the proposed subdivision would actually be single family homes.

He went on to explain the property is located within the R-1-6 Residential Single Family zoning district. The project proposes 5.5 units per acre, which is within the minimum/maximum range for density. Minimum lot size provided in the proposed tentative plan is 4,752 square feet and the average lot size is 7,140 square feet, which is consistent with the minimum and maximum lot dimensions permitted in the R-1-6 zoning district.

Pittview Avenue is owned and operated by Jackson County. The County's access management standards do not permit direct driveway approaches from a Local Road for individual lots. The proposed tentative plan depicts a single lot, with direct access to Pittview Avenue.

The City of Central Point classifies Pittview Avenue as a Local Access Street, and

the City's access management standards permit direct driveway access to Local Access streets. The City is in the process of completing a jurisdictional transfer for Pittview Avenue, but may not have it complete until summer of 2019 due to budget constraints. If the tentative plan is changed in order to comply with Jackson County access management standards, the applicant shall submit the modifications for review and approval.

The Commissioners asked why there were areas of Pittview where there were no sidewalks. Mr. Humphrey explained in the past the Public Works Department entered into deferred improvement agreements which allowed homes to be built without constructing a sidewalk until the City requested it be done. He added the missing sidewalks would be installed. He clarified there was only one lot which would have direct access onto Pittview Avenue.

The proposed tentative plan has been evaluated against the applicable review criteria for Tentative Plans per CPMC 16.10 and the R-1-6 zoning district per CPMC 17.20 and found to comply as evidenced by the Planning Department Supplemental Findings and the Applicant's Findings.

Prior to final plat approval, the applicant shall:

1. Submit a revised tentative plan that reflects any changes to the lot layout to comply with Jackson County Roads Department access management standards. Any proposed modifications to the tentative plan shall be subject to the requirements in CPMC 17.09, Modification to Approved Plans and Conditions of Approval.
2. Demonstrate compliance with all agency conditions of approval including the following:
  - a. Satisfy conditions of approval in the Public Works Staff report dated May 17, 2018.
  - b. Comply with conditions of approval provided by the Rogue Valley Sewer Services in a letter dated May 3, 2018.
  - c. Comply with conditions of approval provided by the Jackson County Roads Department in a letter dated May 4, 2018.
  - d. Coordinate with Fire District #3 to plan the location and installation of fire hydrants and mark the east-west Residential Lane as "Fire

Lane. No Parking" in accordance with Fire District #3 comments received on March 7, 2018.

**The Public Hearing was opened.**

Applicant's agent, Jim Zundell

Mr. Zundell said the applicant was Kodiak LLC. The owner was Chris Galpin. He said the applicant was envisioning affordable entry level housing due to the great need in the area. He said there would be no deferred improvement agreements and they would be putting in sidewalks as they developed.

**The Public Hearing was closed**

Tom Van Voorhees made a motion to approve a tentative Plan for the development of a 16-lot subdivision located in the R-1-6 Residential single-Family zoning district. Kay Harrison seconded the motion.

The commissioners expressed appreciation of the fact the tentative plan was infill which was within walking distance to services. They also appreciated the fact the neighborhood would benefit as the sidewalks would be completed. They noted the public comments indicated some confusion on the part of local residents who thought the project was an apartment building. They discussed the responsibility of the city to communicate information to the public. Mr. Gindlesperger said notices were required to be mailed to residents within 250 feet of a project and a notice was posted on the property as well. Additionally, information was posted on the City's website. Mr. Humphrey said the notice of decision could be worded more clearly in order to avoid any misunderstandings. The commissioners agreed the City should continue to strive to communicate effectively with the public.

**ROLL CALL:** Tom Van Voorhees, yes; Kay Harrison, yes; John Whiting, yes; Jim Mock, yes. Motion passed.

Mr. Humphrey explained the process of the tentative plan after the approval of the Planning Commission. He also said the City would enter into an intergovernmental agreement with Jackson County to take over jurisdiction of Pittview Avenue. He noted the City would incorporate it into the budget for improvements at the start of the next fiscal year.

## **VII. DISCUSSION**

### **Planning Update**

- The City Council would be doing the second reading of the Parks Element. Also at that meeting the Council would appoint a new member of the Planning Commission.
- There was an annexation application for property by the State Police station. There was also an application for a 5 house subdivision there.
- There will be an enviromental review for Willow Glen apartments off of North 10<sup>th</sup> Street.
- The draft Urbanization Element will be on the July agenda as a discussion item.

### **Items for August:**

- Changes and corrections to the Land use Element to make it consistent with the Comprehensive Plan.
- A zone change application initiated by the Housing Authority for property on Scenic Road
- A zone change application for several parcels on Bigham Road.
- A four lot subdivision at the intersection of Hamrick and Beebe Road.
- Soil remediation work is going on at theWhite Hawk property.

### **Other projects**

- Brodiart Law offices on S. Front street are uinder construction.
- The Freeman Court project has been approved
- There is no date set yet for construction of the signal at Beebe and Hamrick
- Pine street project is going well.
- Construction of the railroad crossing will be starting again sometime in July and hopefully will be done by the end of the year.

- Twin Creeks North Village is getting close to final plat

Mike Oliver said he spoke to someone at the Smith Crossing project who indicated they had additional property north of the railroad crossing. Mr. Humphrey responded that property was not part of the approved apartment complex. At this time there are no plans submitted for that property.

Mr. Oliver noted the memory care facility on North Haskell was huge and he wondered why the Planning Commission had not heard about that project prior to construction. Mr. Humphrey said it was processed as a Type II application which were approved by the Community Development Director.

- Mr. Humphrey said there was also a proposal to develop an 8-plex on the corner of Oak St. and 7<sup>th</sup> St.

#### **VIII. ADMINISTRATIVE REVIEWS**

#### **IX. MISCELLANEOUS**

#### **X. ADJOURNMENT**

Tom Van Voorhees made a motion to adjourn. Kay Harrison seconded the motion. All members said "aye". Meeting was adjourned at 7:30 p.m.

The foregoing minutes of the June 5, 2018, 2018 Planning Commission meeting were approved by the Planning Commission at its meeting on the \_\_\_\_\_ day of, July, 2018.

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Planning Commission Chair

CONSIDERATION OF 5 LOT SUBDIVISION IN LMR, TOD DISTRICT



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Community Development  
Tom Humphrey, AICP  
Community Development Director

## STAFF REPORT

July 3, 2018

### **AGENDA ITEM: VII-A (File No. SUB-18002)**

Consideration of a Tentative Plan for the development of a 5-lot subdivision. The project site is located in the Low Mix Residential (LMR) zoning district in the Transit Oriented Development (TOD) District and is identified on the Jackson County Assessor's map as 37 2W 03BD, Tax Lot 600. **Applicant:** Paul Miller, **Agent:** Neathamer Surveying, Inc.

### **STAFF SOURCE:**

Stephanie Holtey, Principal Planner  
Justin Gindlesperger, Community Planner II

### **BACKGROUND:**

A tentative plan application was submitted for a five (5) lot subdivision on a 2.36 acre property with frontage on North Pacific Highway (west), Cascade Drive (north), Skyman Arboretum (south), and Griffin Creek (east). The project site is impacted by the Griffin Creek floodplain (1.60 acres), which is proposed as reserve acreage for future consideration at a future date unspecified. Based on staff's review of the application, it meets the minimum/maximum range for density and the lot dimension standards in the LMR zone.

Although the proposed lots comply with zoning standards, there are some unique circumstances related to right-of-way dedication, open space, and master planning requirements. The applicant has requested clarification on some issues and provided new exhibits that were received on June 22, 2018 and June 25, 2018. These include Findings of Fact and a Conceptual Layout for the Reserve Acreage. Timing of the submittals relative to the July 3, 2018 Planning Commission precludes staff's ability to review the submittals as necessary and address requests for clarification to make a recommendation. No time extension is needed to the 120-day land use decision deadline, which requires a final decision by the Planning Commission at the August 7, 2018 meeting.

To assure a complete evaluation of the new submittals and provide the opportunity for public testimony, staff recommends that the public hearing be opened to allow public testimony, if any, and continue the hearing until August 7, 2018.

### **ATTACHMENTS:**

Attachment "A" – Tentative Plan

### **ACTION:**

Consider the Tentative Plan application for the five (5) lot subdivision and open the public hearing, receive testimony and continue the hearing to August 7, 2018 to allow staff sufficient time to evaluate the submittals and address questions.

### **RECOMMENDATION:**

Continue the public hearing for the Tentative Plan application to the August 7, 2018.

