

# PLANNING COMMISSION MEETING AGENDA



June 3, 2025

6:00 PM

Email [planning@centralpointoregon.gov](mailto:planning@centralpointoregon.gov)

to request a Zoom link for virtual participation

[www.centralpointoregon.gov](http://www.centralpointoregon.gov)

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## 10. Meeting Called to Order

## 20. Roll Call

## 30. Correspondence

## 40. Approval of Minutes

A. Approval of May 6, 2025 Meeting Minutes

## 50. Public Appearances

## 60. Business

## 70. Discussion Items

A. Potential Amendments to CPMC 2.16, Planning Commission

## 80. Administrative Reviews

## 90. Miscellaneous

## 100. Adjournment

*Individuals wishing to attend a meeting via Zoom or needing special accommodations such as sign language, foreign language interpreters, or equipment for deaf and hard of hearing people must request such services at least 72 hours before the City Council meeting. To make your request, please contact the City Recorder at 541-423-1015 (voice) or by e-mail to [meetings@centralpointoregon.gov](mailto:meetings@centralpointoregon.gov).*

*Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta pública de la ciudad por favor llame con 72 hora de anticipación al 541-664-3321 ext. 201.*

[AGENDA\_FOOT]

# PLANNING COMMISSION MEETING MINUTES, 2024

May 6, 2025 6:00 PM

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## 1 Meeting Called to Order

The meeting was called to order at 6:00 PM

## 2 Roll Call

Commissioners Tom Van Voorhees (Chair), Jim Mock, Alicia Van Riggs and Royce Chambers were present. Also in attendance were Planning Director Stephanie Powers, Parks and Public Works Director Matt Samitore (virtually) and Planning Secretary Karin Skelton

## 3 Correspondence

Resolutions 933 and 934.  
Revised Exhibits

## 4 Approval of Minutes

### A. Approval of March 4, 2025 Meeting Minutes

Alicia Van Riggs made a motion to approve the April 1, 2025 Minutes. Royce Chambers seconded. ROLL CALL: Jim Mock, yes; Alicia Van Riggs, yes; Royce Chambers, yes. Motion Passed.

## 5 Public Appearances

None.

## 6 Business

### A. Willow Bend Master Plan Major Modification

Mr. Van Voorhees read a statement setting forth the rules for the Quasi-Judicial Public Meeting. The Commissioners had no conflict of interest, ex parte contact or bias to declare

## **The Public Hearing was opened**

Planning Director Stephanie Powers gave an overview of the Application for a major modification to the Willow Bend Master Plan. She reviewed the project location and background, the proposed changes, the approval criteria and the issues that were identified. She explained the original Master Plan and phasing. She stated the proposed changes were to

- Consolidate Phase 2 & 3
- Reduce multifamily housing lot size
- Extend Annalise Street and alley
- Update Master Utility Plan

Ms. Powers explained the approval criteria and identified the issues which were traffic impacts and modification to the block length perimeter standards. She said the proposal includes the extension of streets and alleys to support additional lots for single-family attached units and accessory dwelling units while reducing the scale of the planned multi-family housing. She explained the modification is recommended due to the odd property shape and consistency with the approval criteria.

The commissioners discussed the property configuration and the approval criteria. They also discussed whether parking was sufficient.

The meeting was opened for public comments

### **Seth Adams, Agent (CSA Planning)**

Mr. Adams stated the presentation set forth all pertinent information and offered to answer any questions.

### **Rick Aarons, resident**

Mr. Aarons asked about the timing of a traffic signal at the intersection of Hamrick and Beebe Road. He also asked if a right turn lane would be provided onto Hamrick Road. Public Works Director Matt Samitore explained there is not enough right of way to provide a right-hand turn lane, however the signal was not warranted at this time. He described the configuration of the proposed parking.

### **Neil Olsen, resident (virtually)**

Mr. Olsen said he was speaking as a citizen and not in his capacity as a City Council Member. He expressed his disagreement with the proposed block length and stated he would like to see a pedestrian accessway instead.

The Commissioners discussed pedestrian accessways and the proposed

modification.

**Seth Adams, Agent**

Mr. Adams stated that the loss of two lots would result in the loss of four dwelling units which would have significant impact to the project

Mr. Samitore explained that the probable timeframe for the extension of Beebe Road and the bridge over bear creek was approximately 2033 or 2035. Possibly sooner if the City could obtain a grant from ODOT.

The Public Hearing was closed

Jim Mock made a motion to approve Resolution 933 approving a major modification to the Willow Bend Master Plan subject to the Conditions of Approval in the Staff Report dated May 6, 2025. Royce Chambers Seconded.

The Commissioners discussed pedestrian routes and walkability relative to the subject modifications.

ROLL CALL: Jim Mock, yes; Alicia Van Riggs, yes; Royce Chambers, yes. Motion Passed.

**The Public Hearing was closed.**

**B. Willow Bend Phase 2 Tentative Subdivision Plan.**

Mr. Van Voorhees stated the Rules for a Quasi-Judicial hearing remained as previously stated. The Commissioners had no Conflict of interest, no bias and no ex parte contact to declare.

**The Public Hearing was opened.**

Planning Director Stephanie Powers gave an overview of the Development process. She reviewed the background of the proposed subdivision and the tentative plan. She explained the approval criteria. Mr. Samitore reviewed the proposed traffic signal status.

The Commissioners discussed traffic impacts and the timing and funding of the proposed traffic signal.

**Seth Adams, Agent**

Mr. Adams explained the corrected Street names relative to the City's requirements and offered to answer any questions. He explained the timing of the construction

and its effect on traffic would depend on many factors.

**The Public Hearing was closed.**

Royce Chambers made a motion to approve Resolution 934 approving a 48-Lot Tentative Subdivision plan for Willow Bend Phase 2 subject to the Conditions of Approval in the Staff Report dated May 6, 2005. Alicia Van Riggs Seconded.

- 7. **Discussion Items**
- 8. **Administrative Reviews**  
None
- 9. **Adjournment**

The foregoing minutes of the May 6, 2025 Planning Commission meeting were approved by the Planning Commission at its meeting on June \_\_\_\_, 2025.

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Tom Van Voorhees  
Planning Commission Chair

June 3, 2025

To: Planning Commission

From: Stephanie Powers, Planning Director

Re: Discussion of potential amendments to rules governing the Planning Commission

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At the May 6, 2025 meeting, the Planning Commission and staff briefly discussed the rules governing the membership, officers and procedures related to the Commission. At that time, it was expressed that the one-year term for Chairperson and Vice-Chair seemed too short and that some of the rules should be revisited to modernize language, improve procedural clarity, and align the chapter with current best practices in Oregon land use planning.

Chapter 2.16 of the Central Point Municipal Code (CPMC) governs the establishment, roles and procedures of the Planning Commission. CPMC 2.16 has remained largely unchanged since its original adoption in 1978, with only minor updates since then. While the current provisions generally conform with state law under ORS Chapter 227, several areas have been identified for improvement based on contemporary governance standards and the City's evolving planning needs. Recommended amendments for consideration include the following:

- Adding a purpose statement articulating the Planning Commission's role.
- Establishing two-year officer terms, with the Chair and Vice-Chair elected by the Commission rather than appointed by the Mayor.
- Including a training and orientation requirement for new commissioners.
- Updating meeting procedures to reflect current notice and quorum practices and allow for hybrid or remote meetings.
- Expanding and clarifying conflict of interest language aligned with ORS Chapters 227 and 244.
- Cleaning-up outdated references and formatting.

At the June 3, 2025 meeting, staff will present the requirements for Planning Commissions per ORS 227 along with potential code amendments for discussion. By the end of the discussion, staff is seeking a recommendation from the Planning Commission to take this item to the City Council to make the code amendments.

Attachment 1 – CPMC 2.16 (Existing Language)

Attachment 2 – CPMC 2.16 (PC Discussion Draft)

## Attachment 1 – CPMC 2.16 (Existing Language)

Chapter 2.16

PLANNING COMMISSION<sup>1</sup>

Sections:

[2.16.010 Establishment.](#)

[2.16.020 Membership.](#)

[2.16.030 Terms of office.](#)

[2.16.040 Vacancies and removal.](#)

[2.16.050 Presiding officers.](#)

[2.16.060 Staff services.](#)

[2.16.070 Meetings.](#)

[2.16.080 Powers and duties.](#)

[2.16.090 Rules of procedure.](#)

[2.16.100 Compensation.](#)

[2.16.110 Occupations.](#)

[2.16.120 Conflict of interest.](#)

### **2.16.010 Establishment.**

There is hereby reestablished a planning commission for the city of Central Point, Oregon. (Ord. 1290 §2(part), 1978).

### **2.16.020 Membership.**

The commission shall consist of seven members who are not officials or employees of the city. At least six of the members shall be residents within the city limits, and the seventh member shall either be a resident of the city or shall (1) reside within the urban growth boundary of the city as established in the city's comprehensive plan, (2) own and operate a business within the city limits, or (3) own real property within the city limits. The mayor and city manager may sit with the commission and are entitled to take part in its discussion, but shall not have the right to vote. (Ord. 1969 §1(part), 2013; Ord. 1690 §1, 1993; Ord. 1689 §1, 1993; Ord. 1598, 1988; Ord. 1375 §1, 1980; Ord. 1290 §2(part), 1978).

### **2.16.030 Terms of office.**

Commission positions for each commission member shall be established and numbered one through seven. Commission members shall be appointed to each position by the city council. Planning commissioner terms shall commence on the first day of January of the first year of each term. The term of office of a planning commissioner shall be four years, or until an incumbent successor is appointed and qualified. However, the initial reappointments under this chapter of some members shall be for different terms in order to establish an approximately equal number of expiring terms each calendar year. The city recorder is responsible for keeping

a record of each position and related expiration dates and current names of persons filling the positions. (Ord. 1375 §2, 1980; Ord. 1290 §2(part), 1978).

#### **2.16.040 Vacancies and removal.**

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the city council after hearing, for misconduct or nonperformance of duty. A member who is absent from three meetings without an excuse as approved by the chairman of the planning commission is rebuttably presumed to be in nonperformance of duty, and the chairman shall report such absences to the city council and the city council shall declare the position vacant unless finding otherwise following the hearing. (Ord. 1290 §2(part), 1978).

#### **2.16.050 Presiding officers.**

The mayor, with the approval of a majority of the council, shall appoint a chairperson and vice-chairperson of the planning commission to serve one-year terms. The chairperson, and vice-chairperson when presiding, shall not have the same right to vote as other planning commission members except to break a tie vote. Either the chairperson or vice-chairperson may be removed by the mayor, for cause, with the approval of a majority of the council. (Ord. 1432 §1, 1981; Ord. 1290 §2(part), 1978).

#### **2.16.060 Staff services.**

The city manager shall provide a secretary to the commission, and such other staff and consultation services as may be appropriate. The secretary shall keep a record of commission proceedings. (Ord. 1969 §1(part), 2013; Ord. 1290 §2(part), 1978).

#### **2.16.070 Meetings.**

A majority of the members of the planning commission including the chairperson or vice-chairperson shall constitute a quorum. The commission shall meet on the first and third Tuesdays of each month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Regularly scheduled or special meetings may be cancelled by the mayor or city manager. The chairperson upon his own motion may, or at the request of two members of the commission shall, by giving notice to members of the commission and those officials designated to sit with it, call a previously unannounced special meeting of the commission for a time not earlier than twenty-four hours after the notice is given. Notice of a previously unannounced meeting shall be delivered or telephoned to a newspaper of general circulation within the city, posted at the city hall and, to the extent feasible, provided to interested persons at least twenty-four hours prior to the meeting. (Ord. 1969 §1(part), 2013; Ord. 1445 §1, 1981; Ord. 1290 §2(part), 1978).

#### **2.16.080 Powers and duties.**

The commission shall have the powers and duties which are now or may hereafter be assigned to it by charter, resolution or order of this city and general laws of this state. (Ord. 1290 §2(part), 1978).

**2.16.090 Rules of procedure.**

Except as otherwise established by the city council, the planning commission may adopt rules governing the conduct of its business. (Ord. 1290 §2(part), 1978).

**2.16.100 Compensation.**

Planning commission members are to receive no compensation other than authorized expenses. (Ord. 1290 §2(part), 1978).

**2.16.110 Occupations.**

No more than two voting members shall be engage principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling, or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession. See ORS [227.030](#)(4) and [215.030](#)(5). (Ord. 1290 §2(part), 1978).

**2.16.120 Conflict of interest.**

A member of the planning commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken. See ORS [227.035](#) and [215.035](#). (Ord. 1290 §2(part), 1978).

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[1](#)

For statutory provisions concerning city planning and zoning, see generally ORS Ch. 227.

## **Attachment 2 – CPMC 2.16 (PC Discussion Draft)**

### Chapter 2.16

#### PLANNING COMMISSION

##### Sections:

- 2.16.005 Purpose.
- 2.16.010 Establishment.
- 2.16.020 Membership.
- 2.16.030 Terms of Office.
- 2.16.040 Vacancies and Removal.
- 2.16.050 Presiding Officers.
- 2.16.060 Staff Services.
- 2.16.070 Meetings.
- 2.16.080 Powers and Duties.
- 2.16.085 Training and Orientation.
- 2.16.090 Rules of Procedure.
- 2.16.100 Compensation.
- 2.16.110 Occupations.
- 2.16.120 Conflict of Interest and Recusal.

##### **2.16.005 Purpose.**

The Planning Commission serves as an advisory body to the City Council, guiding land use and development decisions that implement the City's Comprehensive Plan and support the vision of a safe, family-friendly community with a small-town feel. The Commission ensures compliance with state laws and facilitates public participation in the planning process.

##### **2.16.010 Establishment.**

A Planning Commission is hereby established for the City of Central Point, Oregon.

##### **2.16.020 Membership.**

The Commission shall consist of seven members who are not City officials or employees. At least six members must reside within city limits. The seventh member must either (1) reside within the urban growth boundary, (2) own and operate a business in the city, or (3) own real property in the city. The Mayor and City Manager may participate in discussion but shall not vote.

##### **2.16.030 Terms of Office.**

Commission positions shall be numbered one through seven. Members are appointed by the City Council to four-year terms beginning January 1. Initial appointments shall be staggered to

ensure term expirations are evenly distributed. The City Recorder shall maintain a current roster of appointments.

#### **2.16.040 Vacancies and Removal.**

Vacancies shall be filled for the unexpired term. A member may be removed by the City Council, after a hearing, for misconduct or nonperformance of duty. Absence from three meetings without approval from the Chair may result in a presumption of nonperformance and removal.

#### **2.16.050 Presiding Officers.**

The Planning Commission shall elect from among its members a Chair and Vice-Chair to serve two-year terms. Officers may be re-elected for consecutive terms. The Chair and Vice-Chair shall have full voting rights. Officers may be removed from their role by a majority vote of the Planning Commission for cause. In the event of a vacancy, the Commission shall elect a replacement to serve the remainder of the unexpired term.

#### **2.16.060 Staff Services.**

The City Manager shall provide the Commission with a Secretary and necessary staff and consulting resources. The Secretary shall maintain an official record of all proceedings.

#### **2.16.070 Meetings.**

A quorum shall consist of a majority of current members. The Commission shall meet on the first and third Tuesdays of each month, unless cancelled by the Community Development Director or Planning Director. Special meetings may be called with at least 24 hours' notice provided in accordance with Oregon Public Meetings Law. Meetings may be held remotely or in a hybrid format in accordance with adopted rules.

#### **2.16.080 Powers and Duties.**

The Planning Commission shall:

- A. Conduct public hearings on land use applications, zoning amendments, and comprehensive plan updates;
- B. Make recommendations to the City Council on legislative and quasi-judicial matters;
- C. Review and advise on long-range planning efforts and master plans;
- D. Promote public engagement and ensure consistency with state and local planning goals.

#### **2.16.085 Training and Orientation.**

All new Commission members shall complete training on land use procedures, ethics, public meetings law, and Oregon planning requirements within six months of appointment. Ongoing training opportunities shall be provided annually.

### **2.16.090 Rules of Procedure.**

The Commission may adopt or amend rules governing the conduct of its meetings and business, subject to Council oversight and consistent with applicable law.

### **2.16.100 Compensation.**

Commissioners shall serve without compensation, but may be reimbursed for authorized expenses.

### **2.16.110 Occupations.**

No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit. This provision complies with ORS 227.030(4).

### **2.16.120 Conflict of Interest and Recusal.**

Commission members shall comply with ORS 227.035 and ORS Chapter 244. A member shall not participate in any matter where they or a defined relative, household member, or associated business has a direct or substantial financial interest. Members must disclose actual or potential conflicts at the meeting and recuse themselves by abstaining from discussion and vote.