

PLANNING COMMISSION MEETING AGENDA



August 5, 2025

6:00 PM

Email planning@centralpointoregon.gov

to request a Zoom link for virtual participation

www.centralpointoregon.gov

10. Meeting Called to Order

20. Roll Call

30. Correspondence

40. Approval of Minutes

A. Approval of June 3, 2025 PC Meeting Minutes

50. Public Appearances

60. Business

70. Discussion Items

A. Urbanization Strategy--Exclusive Agriculture Overlay & Holding Zones

B. Land Use and Meeting Procedures Refresher

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.

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

June 3, 2025 6:00 PM

Email planning@centralpointoregon.gov
to request a Zoom link for virtual participation
www.centralpointoregon.gov



1 Meeting Called to Order

The meeting was called to order at 6:01 PM

2 Roll Call

Commissioners Tom Van Voorhees (Chair), Jim Mock, Alicia Van Riggs, Kay Harrison Royce Chambers, and Rick Aarons were present. Also in attendance were Planning Director Stephanie Powers, and Planning Secretary Karin Skelton

3 Correspondence

Updated code amendments

4 Approval of Minutes

A. Approval of May 6, 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; Kay Harrison, yes; Rick Aarons, yes. Motion Passed.

5 Public Appearances

None.

6 Business

A Potential Amendments to CPMC 2.16, Planning Commission

Planning Director Stephanie Powers stated the purpose of the meeting is to review proposed amendments to CPMC 2.16 which governs the establishment, roles and procedures of the Planning Commission. This has remained largely unchanged since the original adoption in 1978. She reviewed the proposed changes with regard to membership and powers and explained the rules governing public hearings.

The commissioners discussed the duties and powers of the Planning Commission. They clarified the terms of office and expressed interest in training opportunities that might be available to enhance their understanding of various issues.

Ms. Powers reviewed the Legal and administrative updates.

The Commissioners discussed language related to occupational diversity requirements for Planning Commission members. They discussed ways to provide opportunities for youth to be involved in local government.

Ms. Powers reviewed the changes they suggested and said she would provide them to the City Attorney for approval and then they would go to the City Council.

Alicia Van Riggs made a motion to approve the proposed code amendments with the changes discussed. Kay Harrison seconded. ROLL CALL: Jim Mock, yes; Alicia Van Riggs, yes; Royce Chambers, yes; Kay Harrison, yes; Rick Aarons, yes. Motion Passed.

7. Discussion Items

8. Administrative Reviews

None

9. Adjournment

The meeting was adjourned at 7:04 p.m.

Ms. Powers gave an update on the current projects in the City.

- A modification to the plans for Ferment & Fire on Front Street is approved
- The Wetlands inventory is targeted to go to the CAC in November.
- There is discussion regarding development of a holding zone to retain tax benefits for EFU property within the UGB subsequent to annexation.
- There are no current planning applications
- There will be no Planning Commission meeting in July

The foregoing minutes of the June 3, 2025 Planning Commission meeting were approved by the Planning Commission at its meeting on August ____, 2025.

Tom Van Voorhees
Planning Commission Chair

August 5, 2025

To: Planning Commissioners
From: Stephanie Powers, Planning Director
Re: Urbanization Strategy Study Session

Background

The City has a limited supply of development-ready land to meet projected residential and employment growth. To address this, the Urban Growth Boundary (UGB) was expanded in 2022 by approximately 444 acres to include land for future residential, employment, parks, and open space uses.

- Before these lands can be annexed and developed, the City must complete long-range planning tasks required by Jackson County and acknowledged by the State, including: Transportation System Plan (TSP) Update to incorporate the UGB expansion areas (completed);
- Environmental Element Update, including a Local Wetland and Riparian Corridor Inventory, in compliance with Statewide Planning Goals 5, 6, and 7 (in progress); and
- Land Development Code Update, including the adoption of a minimum residential density of 6 units per gross acre (in progress).

Once these tasks are complete, property owners contiguous to the city limits may apply for annexation with a concurrent zone map amendment consistent with the General Land Use Plan (GLUP) map.

Council Action

At its June 25, 2025 meeting, the City Council adopted a Resolution of Intent to initiate amendments to the Comprehensive Plan and Land Development Code to:

- Establish an Exclusive Agriculture (EA) Overlay;
- Create Residential and Employment Holding Zones; and
- Amend Titles 16 and 17 to provide implementing regulations for the EA Overlay and Holding Zones, including updates to land division standards and residential density requirements.

Purpose

The EA Overlay and Holding Zones are intended to incentivize property owners in Exclusive Farm Use (EFU) zones to annex into the City without losing the tax benefits of active farm use. This strategy reduces financial barriers, supports agricultural continuity during transition, and ensures phased, infrastructure-aligned urbanization.

Next Steps

At the August 5 Study Session, staff will present an overview of the EA Overlay and Holding Zone concepts, answer questions, and outline the path toward draft code amendments for Planning Commission review later this year.

Attachments:

1 – City Council Resolution of Intent

Attachment 1 – City Council Resolution of Intent

RESOLUTION NO. 1833

A RESOLUTION DECLARING THE CITY COUNCIL'S INTENT TO INITIATE AMENDMENTS TO THE COMPREHENSIVE PLAN AND CENTRAL POINT MUNICIPAL CODE TITLES 16 AND 17 TO ESTABLISH AN EXCLUSIVE AGRICULTURE OVERLAY, RESIDENTIAL AND EMPLOYMENT HOLDING ZONES, AND TO REFINE PROVISIONS RELATED TO LAND DIVISIONS, LAND USE, AND MINIMUM DENSITY STANDARDS

RECITALS:

- A. An amendment to the Comprehensive Plan and the Central Point Municipal Code (Land Divisions and Zoning) may be initiated by adoption of a resolution of intent by the City Council (Chapter 17.96.200 and 17.10.200, respectively); and
- B. The City Council recognizes the need to provide a path for properties currently zoned Exclusive Farm Use (EFU) within the Urban Growth Boundary to voluntarily annex into the City while maintaining eligibility for farm use assessment until urban development occurs; and
- C. The City Council finds that establishing an Exclusive Agriculture Overlay and holding zones for residential and employment uses would support the City's long-range planning goals and provide clarity and flexibility for landowners during the transition from rural to urban uses; and
- D. The City Council further finds that refining and clarifying existing provisions related to land divisions, land use, and minimum density standards will facilitate orderly development and better align with current housing and economic development objectives; and
- E. The City Council determines that it is in the City's economic interest and that the public necessity, convenience, and general welfare support consideration of such amendments.

The City of Central Point resolves:

Section 1. By this resolution, the City Council authorizes the Community Development Department to proceed with preparation of proposed amendments to the Comprehensive Plan and Central Point Municipal Code Titles 16 (Land Divisions) and 17 (Zoning) to:

- Establish an Exclusive Agriculture Overlay;
- Create residential and employment holding zones; and
- Refine and clarify provisions related to land divisions, land use, and minimum density standards.

Section 2. Prior to formal adoption of the amendments described in Section 1, the requirements of Chapter 17.96 and 17.10 et seq. of the Central Point Municipal Code shall be met, including public notice, hearings, and Planning Commission review and recommendation.

PASSED by the Council and signed by me in authentication of its passage this 26 day of June, 2025.



Council President Rob Hernandez

ATTEST:



City Recorder

August 5, 2025

To: Planning Commissioners
From: Stephanie Powers, Planning Director
Re: Refresher on Code Amendments & Land Use Decision-Making Procedures

Oregon’s land use planning program provides a statewide framework for the development of local comprehensive plans and implementing regulations. This system is designed to manage growth in a way that supports both community priorities and state planning goals.

The Planning Commission plays a vital role in guiding this process—serving at times as a recommending body and, in other cases, as the final decision-maker. As Central Point continues to experience growth and increased land use activity, it’s important that all Commissioners have a clear understanding of the application types and procedures that govern local decision-making, especially the distinction between quasi-judicial and legislative actions.

To support you in your role, staff will lead a refresher on the Commission’s responsibilities and the decision-making framework established under state law and local ordinance. This session will provide a high-level overview of relevant procedures and reinforce best practices for reviewing applications, conducting hearings, and issuing decisions or recommendations.

Topics for Discussion

The study session will cover the following key areas:

1. Overview of Recent Code
 - Updates that clarify the Planning Commission’s role and authority
2. Review of Oregon Land Use Planning Framework
 - How state law, statewide goals and local plans interconnect
3. Land Use Application Types
 - Type I – Ministerial: Staff decision, no discretion
 - Type II – Administrative: Staff decision with limited discretion
 - Type III – Quasi-Judicial: Commission holds public hearing, renders decision
 - Type IV – Legislative: Commission makes recommendation to Council
4. Quasi-Judicial vs. Legislative Processes

- Scope and legal standards for each type
 - Noticing and hearing requirements
 - Ex-parte contact and bias disclosure
 - Required findings and appeal procedures
5. Role of the Planning Commission
- Decision-making vs. advisory roles
 - Consistent application of approval criteria
 - Upholding transparency, impartiality and public trust
6. Robert's Rules of Order:
- How to make a motion, deliberate and decide effectively

Next Steps

This session is designed to be conversational and supportive while strengthening shared understanding among the full Commission. A formal legal training with the City Attorney will follow in early 2026 and provide a more in-depth look at legal standards, ethics, and hearing procedures.

If there are specific questions or past scenarios you'd like to revisit, please feel free to bring them. This is a great opportunity to build confidence, clarify expectations, and support a fair and cohesive decision-making process moving forward.