

# PLANNING COMMISSION MEETING AGENDA



September 2, 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 August 5, 2025 Planning Commission Meeting Minutes

## 50. Public Appearances

## 60. Business

A. Alder Street Right-of-Way Vacation.

## 70. Discussion Items

## 80. Administrative Reviews

## 90. Miscellaneous

A. Planning Commission Officer Elections

## 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



August 5, 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, Kay Harrison, Alicia Van Riggs and Rick Aarons were present. Also in attendance were Planning Director Stephanie Powers, and Planning Secretary Karin Skelton

## 3 Correspondence

None

## 4 Approval of Minutes

### A. Approval of June 3, 2025 Meeting Minutes

Kay Harrison made a motion to approve the June 3, 2025 Minutes. Alicia Van Riggs seconded. ROLL CALL: Jim Mock, yes; Alicia Van Riggs, yes; Kay Harrison, yes; Rick Aarons, yes. Motion Passed.

## 5 Public Appearances

None.

## **6 Business**

### **A. Urbanization Strategy—Exclusive Agriculture Overlay & Holding Zones**

Planning Director Stephanie Powers presented an overview and background of the Exclusive Agriculture Overlay and Holding Zone Concept. She explained it would incentivize land owners within the UGB to annex into the City by allowing them to retain tax advantages of the Exclusive Farm Use (EFU) zoning. There would be both residential and employment holding zones to establish the framework for applying zoning regulations and standards for future urbanization. She explained the advantages and disadvantages with regard to the proposed overlay & holding zones and described the next steps in the process.

The Commissioners discussed procedures and timing of infrastructure development. They wondered about unintended consequences of the proposed overlay and holding zones.

#### **Jay Harlan, Land Use Consultant**

Mr. Harlan reviewed the procedures for phased transition from farm use to urban development. He addressed the commissioners' questions regarding costs and impacts to property owners. He gave examples from other cities' experiences and stressed the importance of thoughtful future development.

### **B. Land Use and Meeting Procedures Refresher**

Ms. Powers gave an overview of the Land Use and meeting procedures. She explained the land use planning framework and reviewed the recent code updates regarding Planning Commission policy and procedures. She clarified the basics of disclosures, including Ex-Parte Contact, Conflicts of Interest and Bias.

She explained the different types of land use decisions. She defined what the record was and stressed the importance of the Planning Commission's role in facilitating a productive public meeting.

The commissioners had questions regarding the appellate process. Ms. Powers explained the process and gave examples from the Costco appeal.

Ms. Powers said the city was planning a joint study session with the City Council to review the legal rules and procedures for public meetings. This would be given by the City Attorney and was expected to happen most likely in February 2026.

**Discussion Items**

**Development Update**

- Ms. Powers told the Commissioners that Council Member Mike Parsons had passed this past week.
- There is a right of way vacation for Alder Street near the Yellow Basket Property on the agenda for September.
- The Commissioners would get more definite information when the joint study session was scheduled

**8. Administrative Reviews**

None.

**9. Adjournment**

Alicia Van Riggs made a Motion to Adjourn. Kay Harrison seconded. The meetir adjourned at 7:28 p.m.

The foregoing minutes of the August 5, 2025, Planning Commission meeting were approved by the Planning Commission at its meeting on September\_\_\_\_\_, 2025.

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Tom Van Voorhees  
Planning Commission Chair





September 2, 2025

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### **Item Summary**

Conduct a public hearing and consider a City-initiated request to vacate a 10-foot by 200.74-foot section of undeveloped right-of-way along the northwestern side of Alder Street between South Front Street and South First Street. The proposed right-of-way vacation is adjacent to the former Yellow Basket Property (163 South Front Street) and the Jackson Soil and Water Conservation District office (89 Alder Street) on property identified on the Jackson County Assessor's Map as 37S2W10AA, Tax Lots 4400 and 4500, respectively.

### **Staff Source**

Stephanie Powers, Planning Director

### **Background**

On June 12, 2025, the City Council approved Resolution No. 1827 initiating the vacation of street right-of-way along the north side of Alder Street between South Front and South First Streets (Attachment 2). The purpose is to return this land to the adjoining properties for private use because there is no current or planned public need (e.g., street expansion or utility extension). The City previously vacated a similar portion of right-of-way on the south side of Alder Street, which is now incorporated into the Grange Co-op retail and garden center. If approved, the current proposal will create a consistent street section along the affected block of Alder Street.

While the vacation benefits both the former Yellow Basket property and the Jackson Soil and Water Conservation District office, the request originated through discussions with the new Yellow Basket owners regarding redevelopment of the site, which occupies a prominent location at the intersection of South Front Street, a major arterial, and Alder Street, a local street. Along this frontage, a 10-foot-wide strip of right-of-way exists behind the sidewalk that is not needed for public purposes. Vacating this strip will return the land to private ownership, supporting redevelopment opportunities while preserving adequate right-of-way for transportation and utility needs.

### **Project Description**

The proposed right-of-way vacation includes a 10-foot wide by 200.74-foot section of land along the north side of Alder Street between South Front and South First Streets, excluding a 20-foot wide alley (Attachment 1). As shown there are no public utilities or easements within the area to be vacated.

## Issues

At the time of this report, no issues have been identified relative to the proposed vacation.

## Findings of Fact & Conclusions of Law

Pursuant to ORS 271.080–271.130 and CPMC 17.05.500, right-of-way vacations initiated by the City Council are processed as a legislative action requiring public hearings before both the Planning Commission and the City Council. In acting on a vacation, the governing body must determine whether the statutory and local requirements have been satisfied.

The Alder Street Right-of-Way Vacation has been evaluated against the applicable criteria for Vacation of Right-of-Way on the City Governing Body's own Motion set forth in ORS 271.080-130 and CPMC 17.05.500 and found to comply as evidenced in the Planning Department Findings set forth below. Based on the record and staff analysis, the following findings are made:

1. **Public Notice.** Statutory notice must be provided in accordance with ORS 271.110, including publication and mailed notice to affected property owners, and must demonstrate compliance with local notice procedures under CPMC 17.05.500.

*Finding: Notice of the proposed vacation was provided in accordance with ORS 271.110 and CPMC 17.05.500. Mailed notice was sent to affected property owners on August 13, 2025. Two notices were posted on August 21, 2025, one at each end of the area proposed for vacation. In addition, notice of the public hearings was scheduled for publication in the newspaper for two consecutive weeks, on August 24 and August 29, 2025, prior to the first hearing. The City finds that all statutory and local notice requirements have been met.*

*Conclusion: Consistent.*

2. **Agency and Utility Coordination.** The proposed vacation must be reviewed by public agencies and utility providers to ensure no conflicts with existing or planned facilities, or that necessary easements are retained.

*Finding: The proposed vacation was referred to affected public agencies and utility providers, including the City of Central Point Public Works Department, Rogue Valley Sewer Services (RVSS), Pacific Power, and Avista. No objections were received. Necessary easements, if any, will be retained to ensure the continued provision of utility services. The City finds that the proposed vacation does not conflict with existing or planned public utility needs.*

*Conclusion: Consistent.*

3. **Written Objections.** The Council must determine whether written objections have been filed by property owners within the affected area. A vacation cannot be approved if a majority of affected owners object, as calculated under ORS

271.080.

*Finding: At the time of this report, no written objections to the proposed vacation have been received. Pursuant to ORS 271.080, a vacation cannot be granted if a majority of affected property owners within the notice area file written objections. As no such majority objection has been filed, the statutory requirements regarding objections have been satisfied.*

*Conclusion: Consistent.*

4. **Public Interest.** The Council must find that the proposed vacation serves the public interest. This determination is made through the public hearing process, with consideration of testimony, staff analysis, and agency input.

*Finding: The proposed vacation of the 10-foot strip of right-of-way along the north side of Alder Street between South Front Street and South First Street will not adversely affect the public interest. The right-of-way is not needed to support existing or planned transportation facilities, utilities, or public access. All affected public agencies and utility providers were notified of the proposal, and no objections were received. Adequate right-of-way will remain along Alder Street to serve vehicular, bicycle, and pedestrian circulation, as well as current and future utility needs through retained easements as necessary.*

*Vacating this unused strip of right-of-way will create a uniform street section consistent with prior City actions on the south side of Alder Street. In addition, the vacation will return surplus land to private ownership, thereby facilitating reinvestment on the adjoining properties, including the redevelopment of the former Yellow Basket site. Redevelopment of this prominent location at the corner of South Front and Alder Streets is anticipated to provide new commercial services, community gathering space, and an improved streetscape, all of which serve the broader public interest.*

*Conclusion: Consistent.*

### **Conditions of Approval**

None.

### **Attachments**

1. 2025-06-17\_Alder Street Vacation Reduced Scale\_CN signed
2. Council Resolutions 1827
3. PC Resolution No. 935

### **Action**

Conduct a public hearing to consider the right-of-way vacation and make a recommendation to the City Council to 1) approve, 2) approve with conditions, or 3) deny the application.

**Recommendation**

Staff recommends the Planning Commission approve Resolution No. 935 recommending the City Council approve the City-Initiated Vacation of a Portion of Alder Street Public Right-of-Way Between South Front Street and South First Street.

**Recommend Motion**

I move to approve Resolution No. 935 recommending the City Council approve the City-Initiated Vacation of a Portion of Alder Street Public Right-of-Way Between South Front Street and South First Street.



RESOLUTION NO. 1827

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTRAL POINT AUTHORIZING A CITY-INITIATED VACATION OF A PORTION OF ALDER STREET PUBLIC RIGHT-OF-WAY – BETWEEN SOUTH FRONT STREET AND FIRST STREET

RECITALS:

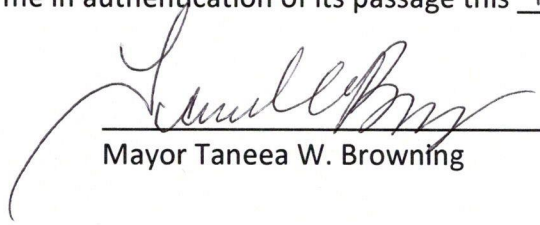
- A. WHEREAS, the north side of Alder Street, between South Front/Hwy 99 and First Street includes an approximately 10-foot wide strip behind the concrete sidewalk that is not utilized by the City for public right-of-way purposes.
- B. WHEREAS, the City vacated a similar portion of right-of-way along the South side of Alder Street, via right-of-way instrument 69-08591.
- C. WHEREAS, the owners of the Yellow Basket property seek to redevelop said property and the additional right-of-way is beneficial for the full development of said property.
- D. WHEREAS, the City has determined that the northerly 10-feet of Alder Street between Pine Street and First Street is not necessary or planned for further right-of-way purposes given existing street layout.
- E. WHEREAS, Oregon Revised Statutes (ORS) Chapter 271 provides for the vacation of public street rights-of-way.
- F. WHEREAS, the City Council of the City of Central Point desires to follow the provisions of ORS Chapter 271 to initiate vacation of the 10-foot wide Alder Street right-of-way on its own motion pursuant to ORS 271.130.

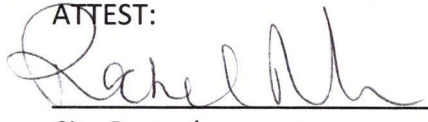
The City of Central Point resolves as follows:

**Section 1. Initiating Right-of-Way Vacation.** This Resolution initiating the right-of-way vacation of the northerly 10-feet of Alder Street, between Pine Street and First Street pursuant to ORS 271.130, as depicted in Exhibit A attached hereto, is effective immediately.

**Section 2. Public Hearing.** A duly noticed public hearing shall be set for a future date as noticed by the City Recorder.

Passed by the Council and signed by me in authentication of its passage this 12 day of June 2025.

  
\_\_\_\_\_  
Mayor Tanea W. Browning

ATTEST:  
  
\_\_\_\_\_  
City Recorder

**PLANNING COMMISSION RESOLUTION NO. 935**

**A RESOLUTION OF THE PLANNING COMMISSION RECOMMENDING CITY COUNCIL APPROVAL OF THE CITY-INITIATED VACATION OF A PORTION OF ALDER STREET PUBLIC RIGHT-OF-WAY BETWEEN SOUTH FRONT STREET AND SOUTH FIRST STREET**

**(File No. VAC-25001)**

**WHEREAS**, the City of Central Point initiated a request to vacate a 10-foot by 200.74-foot section of undeveloped public right-of-way along the north side of Alder Street between South Front Street and South First Street, as described in the legal description and survey map attached hereto as Attachment A; and

**WHEREAS**, the subject right-of-way is located adjacent to the former Yellow Basket property (163 South Front Street) and the Jackson Soil and Water Conservation District office (89 Alder Street), identified on the Jackson County Assessor's Map as 37S2W10AA, Tax Lots 4400 and 4500; and

**WHEREAS**, pursuant to ORS 271.080–271.130 and CPMC 17.05.500, the proposed vacation has been processed as a legislative action requiring public hearings before both the Planning Commission and the City Council; and

**WHEREAS**, notice of the proposed vacation was provided consistent with statutory and local requirements, including mailed notice to affected property owners, posting of notices at each end of the affected right-of-way, and publication in a newspaper of general circulation; and

**WHEREAS**, affected public agencies and utility providers, including the City of Central Point Public Works Department, Rogue Valley Sewer Services, Pacific Power, and Avista, were notified of the proposed vacation and raised no objections; and

**WHEREAS**, at the time of the Planning Commission hearing, no written objections had been received from a majority of property owners within the affected area; and

**WHEREAS**, the Planning Commission, having considered the staff report, findings of fact, conclusions of law, and testimony presented at the public hearing, finds that the proposed right-of-way vacation is consistent with the public interest, will not adversely affect public transportation or utility needs, and is consistent with prior City actions along Alder Street.

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** The Planning Commission hereby recommends that the City Council approve the vacation of a portion of Alder Street right-of-way as legally described and depicted in Attachment A.

**Section 2.** This recommendation is based upon the Staff Report dated September 2, 2025, the Planning Department Findings therein, and all attachments thereto, which are incorporated herein by reference.

PASSED by the Planning Commission and signed by me in authentication of its passage this 2nd day of September, 2025.

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Planning Commission Chair

ATTEST:

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City Representative

September 2, 2025

To: Planning Commissioners  
From: Stephanie Powers, Planning Director  
Re: Planning Commissioner Officer Elections

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On July 24 2025, the City Council adopted Ordinance No. 2138 amending CPMC 2.16 to authorize the Planning Commission to elect its own officers. Under the amended code, the Commission is responsible for electing a Chairperson and Vice Chairperson, each to serve a two-year term.

Historically, officer appointments have been made by the City Council. Beginning this month, the Commission may make nominations and, upon a duly seconded motion, vote to elect its officers.

The current Chairperson has expressed interest in stepping down after a number of years of service. This creates an opportunity for the Commission to elect new leadership consistent with the amended code. To maintain consistency, staff recommends that new officers serve for the remainder of 2025, with their official two-year term beginning January 1, 2026. This will align future officer elections with the calendar year. Alternatively, if the Commission and current Chairperson prefer, the effective date of the change may be set for January 1, 2026.

**Action:**

The Planning Commission should make nominations and vote to elect a Chairperson and Vice Chairperson to serve as officers under CPMC 2.16.