

PLANNING COMMISSION MEETING AGENDA



October 7, 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 the September 2, 2025 Meeting Minutes

50. Public Appearances

60. Business

A. Public Works Corporation Yard Alley Right-of-Way Vacation (File No. VAC-25002)

70. Discussion Items

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



September 2, 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 6:00 p.m.

2. Roll Call

Present: Chair Tom Van Voorhees, Commissioners Kay Harrison, Alicia Van Riggs, and Royce Chambers.

Absent: Commissioners Jim Mock and Rick Aarons.

Staff: Stephanie Powers, Planning Director; Justin Gindlesperger, Community Planner III.

3. Correspondence

None.

4. Approval of Minutes

A. Approval of August 5, 2025 Meeting Minutes

Commissioner Alicia Van Riggs moved to approve the August 5, 2025 minutes with corrections to a typographical error in Section 9 and the spelling of Jay Harland's name in Section 6. Commissioner Kay Harrison seconded.

Roll call vote: Tom Van Voorhees—yes; Alicia Van Riggs—yes; Kay Harrison—yes; Royce Chambers—yes. **Motion passed.**

5. Public Appearances

None.

6. Business

A. Alder Street Right-of-Way Vacation (File No. VAC-25001)

Chairperson Van Voorhees read the legislative public hearing statement and asked for disclosures of conflicts of interest. None were declared.

Planning Director Stephanie Powers presented the City-initiated request to

vacate a 10-foot by 200.74-foot portion of public right-of-way along the north side of Alder Street between South Front Street and South First Street. She explained that the area contains no public utilities and is not needed for existing or planned transportation or utility facilities. The purpose of the vacation is to return unused right-of-way to the adjoining properties at 163 South Front Street (former Yellow Basket) and 89 Alder Street (Jackson Soil and Water Conservation District) to support redevelopment of the Yellow Basket site and to create a street section consistent with the south side of Alder Street. She reviewed the approval criteria in ORS 271.080–271.130 and CPMC 17.05.500 and summarized how the proposal meets each requirement.

The public hearing was opened; no testimony was received. Commissioners asked clarifying questions about the origin of the right-of-way, whether adjoining owners must purchase the vacated property, and whether adequate right-of-way will remain for bicycle and pedestrian facilities. The public hearing was then closed.

Commissioner Kay Harrison moved to approve Planning Commission Resolution No. 935. Commissioner Alicia Van Riggs seconded. Roll call vote: Tom Van Voorhees—yes; Alicia Van Riggs—yes; Kay Harrison—yes; Royce Chambers—yes. **Motion passed.**

7. Discussion Items

There were no formal discussion items on the agenda. Commissioners noted their appreciation for receiving the Community Development Update between meetings, as it helps keep them informed about ongoing and upcoming activities. Ms. Powers invited topic suggestions to further expand awareness of planning practice in Central Point.

8. Administrative Reviews

None.

9. Miscellaneous

A. Planning Commission Officer Elections

Planning Director Stephanie Powers introduced the process for electing Planning Commission officers to two-year terms and invited discussion on the timing of elections. She explained that elections are typically held at the start of the calendar year, which would allow new officers to begin immediately with official terms commencing January 1, 2026.

Commissioners discussed an alternative approach of holding elections each September. Ms. Powers noted she would consult with the City Attorney to confirm whether that alternative would be consistent with the code.

Commissioner Tom Van Voorhees nominated Alicia Van Riggs to serve as Chairperson. Commissioner Kay Harrison seconded. Roll call vote: Tom

Van Voorhees—yes; Alicia Van Riggs—yes; Kay Harrison—yes; Royce Chambers—yes. **Motion passed.**

Commissioner Alicia Van Riggs nominated Tom Van Voorhees to serve as Vice Chairperson. Commissioner Royce Chambers seconded. Roll call vote: Tom Van Voorhees—yes; Alicia Van Riggs—yes; Kay Harrison—yes; Royce Chambers—yes. **Motion passed.**

B. Updates

Planning Director Stephanie Powers provided a brief update on current and long-range planning projects. She reported that several pre-application conference requests had been received in recent weeks, including preliminary development plans for multiple commercial projects on East Pine Street, a used car dealership on Ice Cream Drive, and a high-density residential project on North Haskell Street.

She also noted that staff continue to work on Comprehensive Plan and Development Code amendments addressing:

- Establishment of the Exclusive Agriculture Overlay and Holding Zone and related urbanization code updates;
- The Environmental Element and associated wetland and riparian corridor code amendments; and
- Additional code amendments to support master planned developments with anchor tenants in the Transit-Oriented Development (TOD) Overlay, as well as other technical corrections.

Ms. Powers announced that a new Community Planner I will join the department on October 1, 2025. She also informed the Commission that she recently launched a new column in the City newsletter to promote awareness of upcoming meetings and agenda items. Several attendees noted they were present at the meeting after reading the newsletter.

10. Adjournment

Commissioner Alicia Van Riggs moved to adjourn the meeting. Commissioner Royce Chambers seconded. The meeting was adjourned at 6:36 p.m.

The foregoing minutes of the September 2, 2025 Planning Commission meeting were approved its meeting on October 7, 2025.

Alicia Van Riggs
Planning Commission Chair

October 7, 2025

Item Summary

Conduct a public hearing and consider a City-initiated request to vacate a 20-foot by 221.12-foot section of alley right-of-way. The proposed area to be vacated bisects the Public Works Corporation Yard at 399 South Fifth Street, which is identified on the Jackson County Assessor's Map as 37S 2W 11BB, Tax Lots 6300 and 8200. It is within Block 34 of the Town of Central Point Plat established in 1889. The property owner is the City of Central Point.

Staff Source

Stephanie Powers, Planning Director

Background

On August 28, 2025, the City Council approved Resolution No. 1845 initiating the vacation of alley right-of-way that runs through the Public Works Corporation Yard (Attachment 1). The right-of-way was established in 1889 as part of the original town plat and has not been used for public purposes for over 80 years. During that time, buildings and other improvements were constructed on the property that extend into the unused right-of-way. The purpose of the vacation is to return the 4,422.4-square-foot area to private use and eliminate conflicts with existing structures and improvements.

Project Description

The proposed right-of-way vacation includes a 20-foot by 221.12-foot section of land extending between South Fifth and Sixth Street, south of Ash Street and North of Cedar Street. As shown on the Map of Survey, there are no easements or public utilities within the area to be vacated (Attachment 2).

Issues

At the time of this report, no issues or conflicts 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 Public Work Corporation Yard Alley 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 271.080-271.130 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 September 16, 2025. Two notices were posted on September 19, 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 September 27, and October 5, 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 on September 16, 2025. 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 20-foot strip of right-of-way through the Public Works

Corporation Yard 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, and no objections were received. Vacating this unused strip of right-of-way will eliminate conflicts with existing buildings and other improvements and allow for more efficient use of the site in the future, including potential redevelopment.

Conclusion: *Consistent.*

Conditions of Approval

None.

Attachments

Attachment 1 – City Council Resolution No. 1845

Attachment 2 – Map of Survey & Description of Proposed Vacation

Attachment 3 – Resolution No. 936

Action

Conduct a public hearing and consider forwarding 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. 936 recommending the City Council approve the City-Initiated Vacation of a Portion of the 20-foot Wide Alley Right-of-Way within Block 34 of the “Town of Central Point” Plat.

Recommended Motion

I move to approve Resolution No. 936 recommending the City Council approve the City-Initiated Vacation of a Portion of the 20-foot Wide Alley Right-of-Way within Block 34 of the “Town of Central Point” Plat.

RESOLUTION NO. 1845

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTRAL POINT
AUTHORIZING A CITY-INITIATED VACATION OF A PORTION OF THAT 20-FOOT WIDE ALLEY
RIGHT-OF-WAY WITHIN BLOCK 34 OF THE "TOWN OF CENTRAL POINT" PLAT**

RECITALS:

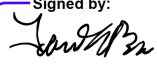
- A. WHEREAS, the old public works corporation yard contains a 20-foot wide alley that bisects the property.
- B. WHEREAS, the alley was platted in 1887 and has not been utilized for public right-of-way purposes for at least 80-years.
- C. WHEREAS, over time the City's public works corporation yard was developed with buildings and other structures constructed over the alley right-of-way.
- D. WHEREAS, the City has determined that the alley right-of-way is not necessary or planned for right-of-way purposes given existing development layout.
- E. WHEREAS, Oregon Revised Statutes (ORS) Chapter 271 provides for the vacation of public 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 20-foot wide alley right-of-way within Block 34 of the "Town of Central Point" plat records 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 20-foot wide alley within Block 34 of the "Town of Central Point" Plat 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 28th day of August 2025.

Signed by:

C41C0CAA1690410...

Mayor Tanea W. Browning

ATTEST:
Signed by:

7E33C968EAE435...

City Recorder

EXHIBIT "A"

**BLOCK 34 ALLEY RIGHT-OF-WAY VACATION
DESCRIPTION SHEET**

That 20.00-foot-wide alley within Block 34 per the plat entitled "TOWN OF CENTRAL POINT", recorded on June 4, 1887, and accepted as an annex to the original plat entitled "TOWN OF CENTRAL POINT", recorded February 29, 1887, in Volume 2 of Plats at Page 56 of the Records of Jackson County, Oregon (originally recorded in Volume 13 at Pages 431 and 432 of the Deed Records of Jackson County, Oregon), within Government Lot 1, in the Northwest One-quarter of the Northwest One-quarter of Section 11, Township 37 South Range 2 West, of the Willamette Meridian, in the City of Central Point, Jackson County, Oregon.

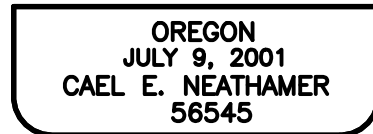
Containing 4,422 square feet (more or less).

Prepared by:
Neathamer Surveying, Inc.
3126 State Street, Suite 203
PO Box 1584
Medford, Oregon 97501
Phone: (541) 732-2869
Project Number: 09002-T-73

Date: June 25, 2025



Caël E. Neathamer



RENEWAL DATE 12/31/2026

EXHIBIT "B"

CENTERLINE OF 80' R/W

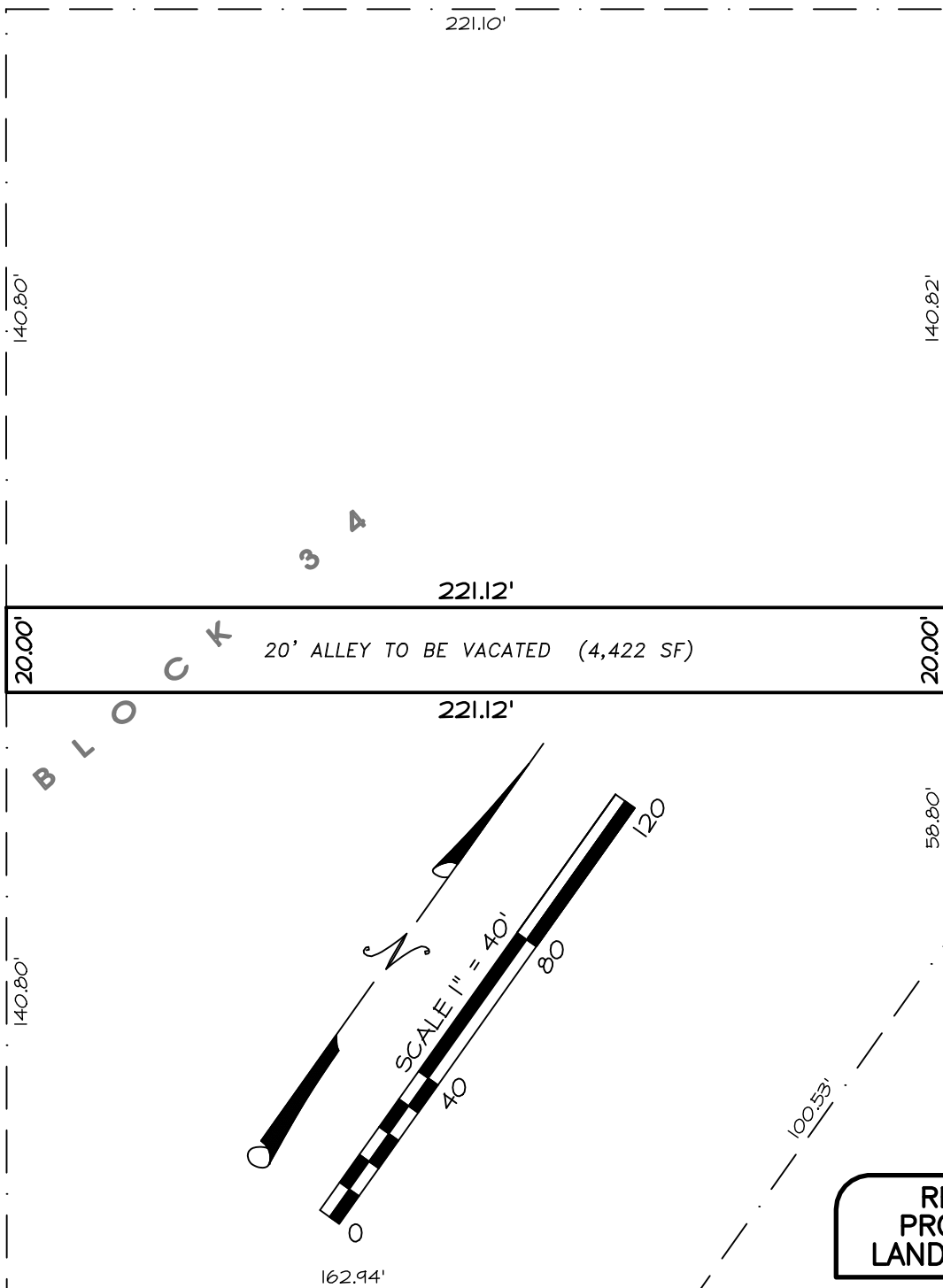
ASH STREET

SIXTH STREET

CENTERLINE OF 60' R/W

CENTERLINE OF 60' R/W

FIFTH STREET



R/W VACATION PER
INST 1969-000317

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

Cael E. Neatham

**OREGON
JULY 9, 2001
CAEL E. NEATHAMER
56545**

Renewal Date 12/31/26

CEDAR STREET

CENTERLINE

PLANNING COMMISSION RESOLUTION NO. 936

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CENTRAL POINT
RECOMMENDING APPROVAL OF A CITY-INITIATED VACATION OF A PORTION OF
ALLEY RIGHT-OF-WAY WITHIN BLOCK 34 OF THE “TOWN OF CENTRAL POINT” PLAT**

(File No. VAC-25001)

WHEREAS, the City of Central Point initiated proceedings to vacate a portion of public right-of-way consisting of a 20-foot by 221.12-foot section of alley bisecting the Public Works Corporation Yard at 399 South Fifth Street, identified as Tax Lots 6300 and 8200 on Jackson County Assessor’s Map 37S 2W 11BB, within Block 34 of the Town of Central Point Plat; and

WHEREAS, the alley right-of-way was established in 1889 and has not been used for public purposes for over 80 years, with buildings and improvements constructed across the unused right-of-way; and

WHEREAS, public notice of the proposed vacation was provided in accordance with ORS 271.110 and CPMC 17.05.500, including mailed notice, posted notice, and newspaper publication; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on October 7, 2025, to consider the proposed vacation; and

WHEREAS, after considering the staff report, testimony, and evidence in the record, the Planning Commission finds that the proposed vacation is consistent with ORS 271.080–271.130 and CPMC 17.05.500, does not conflict with public interest, and should be recommended for approval.

NOW, THEREFORE, BE IT RESOLVED, that the City of Central Point Planning Commission, by majority vote, recommends that the City Council approve the City-initiated vacation of a 20-foot by 221.12-foot portion of alley right-of-way within Block 34 of the “Town of Central Point” Plat.

Passed by the Planning Commission and signed by me in authentication of its passage this 7th day of October, 2025.

Chair, Planning Commission

ATTEST:

Planning Secretary