

PLANNING COMMISSION MEETING AGENDA



December 2, 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 November 4, 2025 Meeting Minutes

50. Public Appearances

60. Business

A. Sign Code Update Resolution of Intent

70. Discussion Items

80. Administrative Reviews

90. Miscellaneous

A. Planning Director Report

B. Planning Commissioner Reports

100. Adjournment

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Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a

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[AGENDA_FOOT]

PLANNING COMMISSION MEETING MINUTES



November 4, 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: Alicia Van Riggs (Chair), Tom Van Voorhees, Kay Harrison, and Royce Chambers, Jim Mock and Rick Aarons.

Staff: Stephanie Powers, Planning Director; Cecelia Bagnoli, Community Planner I, Karin Skelton, Community Development Specialist.

3. Correspondence

None.

4. Approval of Minutes

A. Approval of October 7, 2025 Meeting Minutes

Kay Harrison made a motion to approve the October 7, 2025 Minutes. Royce Chambers seconded. ROLL CALL: Tom Van Voorhees—yes; Kay Harrison—yes; Jim Mock—yes; Rick Aarons—yes; Alicia Van Riggs—yes; Royce Chambers—yes. **Motion Passed.**

5. Public Appearances

None.

6. Business

A. Consolidated Public Hearing for Land Use Element and Land Development Code Amendments (File Nos. CPA-25001 and ZC-25002).

Planning Commission Chair Alicia Van Riggs read the rules for a legislative hearing. The Commissioners had no conflicts of interest to declare.

The Public Hearing was opened

Planning Director Stephanie Powers explained the proposed land use amendments and stated the two actions were consolidated, however there are separate Resolutions for the Comprehensive Plan Amendments and for the Land Use Element Amendments. This will require two separate motions.

Ms. Powers reviewed the Comprehensive Plan Amendments. She reviewed the Exclusive Agricultural overlay and Holding Zones stating the overlay would allow farms to annex while maintaining agricultural use and tax benefits until urban services are available and development can begin. The holding zones would designate future residential and future employment zones while preserving existing uses.

Ms. Powers reviewed the proposed updates to Title 16 which include repeal of outdated PUD standards and consolidation of the TOD overlay into a single chapter with updated provisions. This will allow room for future amendments. There is also an update to integrate the EA overlay and Holding Zones. She explained the refinements made after CAC input and reviewed the approval criteria. She reminded the Commissioners there will be additional changes as the city grows and develops.

The commissioners reviewed the regulations regarding annexation and confirmed they would remain the same with the addition of the EA overlay and Holding Zones. They discussed reserve acreage and application procedures.

Public Comments

Jay Harland, CSA Planning

Mr. Harland recommended approval of the Amendments.

Larry Martin, Taylor Road

Mr. Martin stated he represents several landowners on Taylor Road who are hoping to annex as soon as possible. He expressed approval of the EA overlay stating these changes would be critical to their ability to annex and develop their properties.

The Public Hearing was closed.

Tom Van Voorhees made a motion to approve Resolution 937 approving the amendments to the Land Use Element of the Comprehensive Plan, 16(Subdivisions) and Title 17 (Zoning) in the Central Point Municipal Code. Kay Harrison seconded the motion. Chair Alicia Van Riggs noted there needed to be two separate motions.

Roll Call: Tom Van Voorhees—No; Kay Harrison—No; Jim Mock—No; Rick Aarons—No; Alicia Van Riggs—No; Royce Chambers—No; **Motion Failed.**

Tom Van Voorhees made a motion to approve Resolution 937 recommending City Council adopt a proposed Comprehensive Plan Land Use Element as set forth in the Staff Report for Title 16 (Subdivisions) in the Central Point Municipal Code. Kay Harrison seconded.

The Commissioners reviewed the procedures for the necessary motions.

Tom Van Voorhees amended his motion to approve Resolution 937 recommending City Council approval of Amendments to the Comprehensive Plan Land Use Element to establish the Exclusive Agriculture overlay and Holding Zones and to revise Comprehensive Plan text and organization for clarity and consistency. Kay Harrison seconded.

Roll Call: Tom Van Voorhees—yes; Kay Harrison—yes; Jim Mock—yes; Rick Aarons—yes; Alicia Van Riggs—yes; Royce Chambers—yes. **Motion passed.**

Rick Aarons made a motion to approve Resolution No. 938 recommending City Council approval of amendments to Title 16(Land Divisions) and Title 17 (zoning) of the Central Point Municipal Code to establish the Exclusive Agriculture Overlay and Holding Zones, modernize land division procedures, and clarify development standards and organization for consistency and implementation.

Roll Call: Tom Van Voorhees—yes; Kay Harrison—yes; Jim Mock—yes; Rick Aarons—yes; Alicia Van Riggs—yes; Royce chambers—yes. **Motion passed.**

7. Discussion Items

None.

8. Administrative Reviews

None.

9. Miscellaneous

A. 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 Rick Aarons moved to adjourn the meeting. Commissioner Royce Chambers seconded. The meeting was adjourned at 7:05 p.m.

The foregoing minutes of the November 4, 2025 Planning Commission meeting were approved at its meeting on December 2, 2025.

Alicia Van Riggs
Planning Commission Chair



CITY OF CENTRAL POINT, OREGON

Memorandum

Sign Code Updates

December 2, 2025

To: Planning Commissioners
From: Cecelia Bagnoli, Community Planner I
Re: Sign Code Updates Study Session

The City currently regulates signage across multiple sections of the municipal code, most of which were established in the early 1980s with only minimal updates since that time. As part of the ongoing Land Development Code update project, Planning staff is evaluating options to consolidate and modernize signage to improve usability, ensure legal compliance with federal and state law, and better align signage standards with the City's vision and values. This discussion will introduce key issues and gather preliminary feedback from the Planning Commission to help shape draft amendments to the sign code.

Background

In accordance with the U.S. Supreme Court decision in *Reed v. Town of Gilbert*, 576 U.S. 155 (2015), municipalities are required to adopt sign regulations that are content-neutral and consistent with First Amendment protections. In response, City staff have initiated a review of Title 15.24 (Sign Code) and Title 17 (Zoning) to identify areas where updates may be necessary.

While this review is in its early stages, the long-term intent of future amendments is to:

- Regulate the number, location, size, type, illumination, and other physical characteristics of signs in a manner that promotes public health, safety, and welfare.
- Improve traffic and pedestrian safety and support clear wayfinding, while ensuring opportunities for effective communication.
- Enhance the community's visual appearance and reinforce the small-town character valued by residents and businesses.
- Improve organization, clarity, and usability of the sign code so that it is easier to interpret for residents, businesses, applicants, and City staff.

Discussion

At the December 2nd meeting, staff will present an overview of legal considerations, peer-jurisdiction approaches to sign regulation, and draft goals for the sign code update. Staff is seeking the Planning Commission's consideration and feedback regarding priorities, concerns, and any additional topics the Commission would like included in the drafting process.

To support a productive conversation, staff requests the Commissioners consider the following questions in advance of the meeting:

- The Transit Oriented Development (TOD) Overlay currently prohibits internally illuminated signs but allows external illumination, halo lighting, and neon. From an aesthetics perspective, should this approach be applied citywide or remain specific to the TOD Overlay?
- The City currently prohibits billboards and digital signs (e.g., LED/LCD displays) citywide. Should billboards be considered within Commercial zones along Interstate 5? Does the Commission wish to continue prohibiting digital signs, except for scoreboards in Civic zones?
- Several legally nonconforming signs exist throughout the City. Under current regulations, these may remain until relocated, enlarged, or altered. Other jurisdictions require conformity when substantial site improvements occur. Does the Commission prefer to maintain Central Point's current approach or shift toward a more proactive model?
- Small-town character in Central Point is often interpreted as pedestrian-scaled signage with materials such as wood, metal, stone, or other textured, dimensional elements rather than flat, internally illuminated plastic cabinets. Staff will present visual examples at the meeting. Commissioners are encouraged to consider their preferences around materials, scale, and design.
- The City currently regulates signs by zoning district. Another option is to create "sign districts" based on roadway classification, land use typology, or corridor identity—for example, East Pine Street versus the Central Business District, the TOD Overlay, or residential neighborhoods. Which approach best aligns with the City's long-term vision?

Next Steps

At the conclusion of the discussion, staff is requesting a Resolution of Intent to initiate the signage code update for future consideration. Based on the Commission's direction, staff will prepare draft amendments for future discussion and subsequent consideration through a legislative adoption process.

RESOLUTION NO. _____

A RESOLUTION DECLARING THE PLANNING COMMISSION'S INTENT TO INITIATE AN AMENDMENT TO VARIOUS CHAPTERS IN CENTRAL POINT MUNICIPAL CODE TITLE 15 AND TITLE 17 ADDRESSING SIGN CODE REGULATIONS.

RECITALS:

- A. CPMC 17.10.200(A) authorizes amendments to the Land Development Code, including Titles 16 and 17, to be initiated by resolution of intent adopted by the Planning Commission; and
- B. Sign regulations applicable within the city are currently distributed across CPMC Chapter 15.24 (Sign Code) and various sections of Title 17 (Zoning), resulting in duplication, outdated provisions, and a lack of clear distinction between structural/construction standards and land use regulations governing the number, location, area, height, illumination, and design of signs; and
- C. In accordance with the U.S. Supreme Court decision in *Reed v. Town of Gilbert*, 576 U.S. 155 (2015), municipalities are required to adopt content-neutral sign regulations consistent with First Amendment protections, and the City's sign regulations should be reviewed and updated to ensure legal compliance, internal consistency, and clarity; and
- D. The Planning Commission finds that reviewing and updating the sign regulations within Title 17 will improve clarity, usability, consistency and alignment with community character, public safety, economic vitality and long-term planning objectives.

The City of Central Point resolves:

Section 1: Scope of Amendments. The Planning Commission hereby declares its intent to initiate consideration of amendments to CPMC Title 17 (Zoning) to:

- 1. Consolidate sign-related land use and design regulations, including but not limited to standards governing sign type, number, location, area, height, illumination, nonconforming signs, and district or corridor-specific sign standards; and
- 2. Relocate into Title 17 those sign regulations currently contained in CPMC 15.24 (Sign Code) that function as zoning or development standards rather than construction standards; and
- 3. Make any necessary and related conforming amendments to other sections in the code to ensure internal consistency.

Construction, structural, electrical, and safety standards applicable signs will continue to be addressed and updated within CPMC Title 15.24 through the City Council's normal

ordinance processes for building and construction.

Section 2: Procedure. Prior to formal application for the actions cited in Section 1 of this resolution the requirements of Section 17.10 et. seq. of the City of Central Point Municipal Code shall be met.

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

Alicia Van Riggs, Chair

ATTEST:

Planning Director