

# PLANNING COMMISSION MEETING AGENDA



June 2, 2026

6:00 PM

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

to request a Zoom link for virtual participation

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## 10. Meeting Called to Order

## 20. Roll Call

## 30. Correspondence

## 40. Approval of Minutes

A. Approval of the March 3, 2026 Meeting Minutes

## 50. Public Appearances

## 60. Business

## 70. Discussion Items

A. Sign Code Amendment Project Update

## 80. Administrative Reviews

## 90. Miscellaneous

## 100. Adjournment

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*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



March 3, 2026

6:00 PM

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## 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, Jim Mock, Kay Harrison, Rick Aarons, Royce Chambers, Kelly Akin.

Staff: Stephanie Powers, Planning Director, Justin Gindlesperger, Community Planner III, and Cecelia Bagnoli, Community Planner I.

## 3. Correspondence

Revised Chapter 16 & 17 – Environmental Overlay

Revised Resolution 941

## 4. Approval of Minutes

### A. Approval of December 2, 2025 Meeting Minutes

Kay Harrison made a motion to approve the December 2, 2025 Minutes. Jim Mock seconded. ROLL CALL: Alicia Van Riggs—yes; Thomas Van Voorhees—yes; Jim Mock—yes; Kay Harrison—yes; Rick Aarons—yes; Royce Chambers—yes; Kelly Akin—abstain. **Motion Passed.**

## 5. Public Appearances

None.

## 6. Business

### A. Environmental Management Element (CPA-23004)

Community Planner III Justin Gindlesperger provided an overview of the Environmental Management Element of the Comprehensive Plan. He explained that environmental management involves the long-range evaluation and management of environmental and natural resources. The Comprehensive Plan establishes policies and guides regulations for the protection, improvement, recognition, and enjoyment of environmental and natural resources.

Mr. Gindlesperger presented highlights of the update process, including a new Local Wetland Inventory, Riparian Corridor Inventory, and Historic Resource Inventory. He explained that the City used the Safe Harbor process for the Local Wetland and Riparian Corridor inventories, which must be completed prior to expansion of the Urban Growth Boundary (UGB).

Mr. Gindlesperger explained that the Comprehensive Plan amendments address and are consistent with the Oregon Statewide Planning Goals. The Environmental Element primarily relates to Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Space; Goal 6 – Air, Water, and Land Resources Quality; and Goal 7 – Areas Subject to Natural Hazards. He further explained that the Environmental Element is part of the City's Comprehensive Plan and coordinates with other elements of the Comprehensive Plan, including Parks, Land Use, and Public Facilities.

There was no public testimony.

Mr. Gindlesperger recommended that the Planning Commission approve the resolution forwarding a favorable recommendation to City Council.

Commissioner Tom Van Voorhees asked whether the riparian corridor functions as a buffer. Mr. Gindlesperger explained that the corridor acts as a buffer and will be mapped as a stream corridor within the overlay.

Chair Van Riggs asked about protections related to demolished buildings. Mr. Gindlesperger explained that the protections apply only to the land and not to demolished structures.

**Motion:** Rick Aarons made a motion to approve Resolution No. 940 declaring the Planning Commission's intent to approve a Major Comprehensive Plan Amendment to the Environmental Management Element and the Environmental Overlay Map in the Land Use Element.

**Second:** Kelly Akin.

**Roll Call Vote:**

- Alicia Van Riggs — Yes
- Tom Van Voorhees — Yes
- Kay Harrison — Yes
- Jim Mock — Yes
- Rick Aarons — Yes

- Royce Chambers — Yes
- Kelly Akin – Yes

**Motion Passed.**

**B. Environmental Overlay: Text Amendments – Title 17 & Title 16 (ZC-26002)**

Mr. Gindlesperger introduced an overview of the proposed text amendments to Title 17 and Title 16 of the Code. He explained that the mapping standards and protections are guided by Safe Harbor Standards (OAR 660-023-0090). Riparian areas are measured 50 feet from the top of bank, and wetlands are limited to the extent of the resource (i.e. no buffer).

Mr. Gindlesperger reviewed the amendments to CPMC 17.66 – Environmental Overlay, explaining that the structure includes three overlays. The Floodplain Overlay standards will remain in CPMC 8.24. The Stream Corridor Overlay includes protections for riparian corridors identified in the inventory and is consistent with Safe Harbor Standards. The Wetland Overlay includes new text to implement standards for wetland protection and is also consistent with the Safe Harbor Standards.

Mr. Gindlesperger reviewed CPMC 16.10, explaining that it will help implement goals and policies. Approval criteria within this code section will be consistent with environmental regulations that separate wetlands and riparian areas from developable areas, prohibit the creation of individual lots within resource areas, and include conservation, protection, and maintenance provisions.

He reviewed the permitted and prohibited uses for wetland and riparian areas.

Commissioner Tom Van Voorhees asked if existing non-conforming development within the riparian corridor can be rebuilt if demolished. Mr. Gindlesperger explained that it can be rebuilt, but not in a way that expands further development into the resource area.

Commissioner Kelly Akin asked about wetland delineation requirements and provisions to reduce stream corridors. Mr. Gindlesperger explained that development occurring more than 25 feet from the edge of the wetland does not require DSL review. He further explained that riparian area development is coordinated through the Oregon Department of Fish and Wildlife.

The commissioners discussed procedures for adding correspondence to the record.

**Motion:** Kay Harrison made a motion to approve Resolution No. 941 declaring the Planning Commission's intent to approve major amendments to Central Point Municipal Code Chapter 17.66 to establish Environmental Overlay standards and Chapter 16.10 to limit new lots in riparian corridors

and wetlands, incorporating revisions presented at the hearing and included in the materials distributed to the Commission.

**Second:** Royce Chambers.

**Roll Call Vote:**

- Alicia Van Riggs — Yes
- Tom Van Voorhees — Yes
- Kay Harrison — Yes
- Jim Mock — Yes
- Rick Aarons — Yes
- Royce Chambers — Yes
- Kelly Akin — Yes

**Motion Passed.**

**7. Discussion Items**

None.

**8. Administrative Reviews**

**A. Cartiva (SPAR-25003)**

Planning Director Stephanie Powers provided a brief report on the City's approval, with conditions, of a Type II application submitted by Cartiva Properties for development of a 2.09-acre site into an automobile sales and rental facility, including an approximately 6,600 square-foot office and sales building, a 7,340 square-foot employee and customer parking area, vehicle display and inventory areas, site lighting, stormwater treatment facilities, landscaping, and related site improvements.

The commissioners asked several questions regarding the Cartiva project, including architecture, street front standards, and drainage. The commissioners expressed support for the modern design of the building.

**9. Miscellaneous**

**A. Planning Director Report**

Planning Director Stephanie Powers reported that Community Planner Justin Gindlesperger is working on a Type II application for offices on East Pine Street. She also noted that Community Planner Cecelia Bagnoli is working on a Type II application for an event center on East Pine Street.

**B. Planning Commissioner Reports**

None.

**10. Adjournment**

Commissioner Alicia Van Riggs moved to adjourn the meeting. The meeting was adjourned at 6:47 p.m.

The foregoing minutes of the December 2, 2025 Planning Commission meeting were approved at its meeting on March 3, 2026.

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Alicia Van Riggs  
Planning Commission Chair



CITY OF CENTRAL POINT, OREGON

## Memorandum

Sign Code Updates

June 2, 2026

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

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The City of Central Point is undertaking a comprehensive update to its sign regulations to improve clarity, modernize development standards, and ensure the code reflects current community needs, legal requirements, and contemporary design practices. The existing sign regulations have not undergone a substantial update in several decades and contain formatting inconsistencies, organizational challenges, and standards that may no longer align with current development patterns or technologies.

In December 2025, the Planning Commission participated in an initial discussion regarding the City's sign regulations and identified several policy topics for future exploration, including sign illumination, digital signage, code organization, and compatibility with surrounding land uses. Staff has since developed a preliminary project work plan and public engagement strategy to guide the amendment process through anticipated adoption in January 2027.

The purpose of this discussion item is to:

- Reintroduce the project to the Planning Commission;
- Provide an overview of the updated project schedule and engagement process;
- Schedule the upcoming study session and community sign tour for either a joint session with the CAC/PC on July 14 or a PC study session on July 7; and
- Obtain preliminary feedback from the Commission prior to commencement of detailed code drafting.

### **Project Purpose**

The Sign Code Amendment Project is intended to:

- Improve the organization, readability, and usability of the City's sign regulations;
- Modernize standards related to sign design, illumination, placement, and technology;
- Support local businesses while promoting community character and visual quality;
- Ensure regulations remain content-neutral and legally defensible;
- Clarify administrative procedures and approval processes; and
- Develop standards that are easier for applicants, staff, and the public to understand and administer.

At this stage of the process, staff is focused on project organization, stakeholder outreach, policy exploration, and public engagement prior to development of formal draft amendments.

## **Project Schedule & Process**

Staff has developed a work plan targeting Planning Commission recommendation in November 2026 and City Council adoption in January 2027. Key project milestones include:

- June 2, 2026 — Planning Commission project update
- July 2026 — Study session and community sign tour
- Fall 2026 — Draft code development and public review
- November 2026 — Planning Commission public hearing
- January 2027 — City Council adoption

The project work plan emphasizes early policy discussion and visual engagement prior to formal drafting in order to establish clear direction from advisory bodies and the community.

## **Public Engagement Strategy**

Staff is developing a public engagement strategy intended to gather input from commissioners, advisory committee members, business owners, sign companies, and community members throughout the amendment process.

Planned outreach efforts include:

- Project webpage and informational materials;
- Community Development newsletter articles;
- Stakeholder outreach to business owners and sign professionals;
- Visual preference exercises;
- Public hearings and comment opportunities; and
- A virtual and in-person community sign tour.

The project webpage will serve as the primary location for project information, schedules, draft materials, and opportunities for public participation.

## **Joint Study Session & Community Sign Tour**

Staff is currently coordinating a joint Planning Commission and Citizen Advisory Committee study session anticipated for July 2026. The study session will focus on:

- Existing sign conditions throughout the community;
- Preliminary policy topics;
- Sign typologies and illumination methods;
- Community character considerations; and
- Visual preference exercises.

In conjunction with the study session, staff is also developing a community sign tour intended to provide real-world examples of various sign types, illumination styles, and design approaches throughout Central Point and surrounding communities.

The sign tour will include both in-person and virtual components. A Google Maps-based self-guided tour is being developed to allow commissioners, committee members, and community

members to independently review sign examples and observe signage during both daytime and nighttime conditions.

Staff encourages commissioners to begin informally observing signage throughout the community, particularly during evening hours, with attention to:

- Illumination intensity and visibility;
- Digital signage characteristics;
- Sign compatibility with surrounding development;
- Readability and pedestrian orientation; and
- Overall visual impacts on streetscape character.

### **Preliminary Policy Topics**

Although formal code drafting is still in its early stages, staff anticipates future discussion regarding:

- Master sign plan option;
- Sign illumination standards;
- Digital signage regulations;
- Billboard and roof sign regulations;
- Freestanding and monument sign standards;
- Sign placement and dimensional standards;
- Administrative procedures;
- Nonconforming sign regulations;
- Design compatibility and community character;
- Sign code organization and formatting; and
- Clarification of definitions and exemptions.

Future discussions will incorporate visual examples and comparative analysis to support policy development.

### **Current Staff Activities**

Staff is currently:

- Developing the project webpage;
- Preparing visual preference materials;
- Organizing the virtual sign tour;
- Developing stakeholder outreach materials;
- Beginning preliminary code chapter organization; and
- Coordinating future project milestones and public engagement activities.

The sign code amendments are anticipated to be organized within Chapter 17.75.050 and reformatted to improve readability and usability.

### **Commission Feedback Requested**

At this time, staff requests preliminary feedback from the Planning Commission regarding:

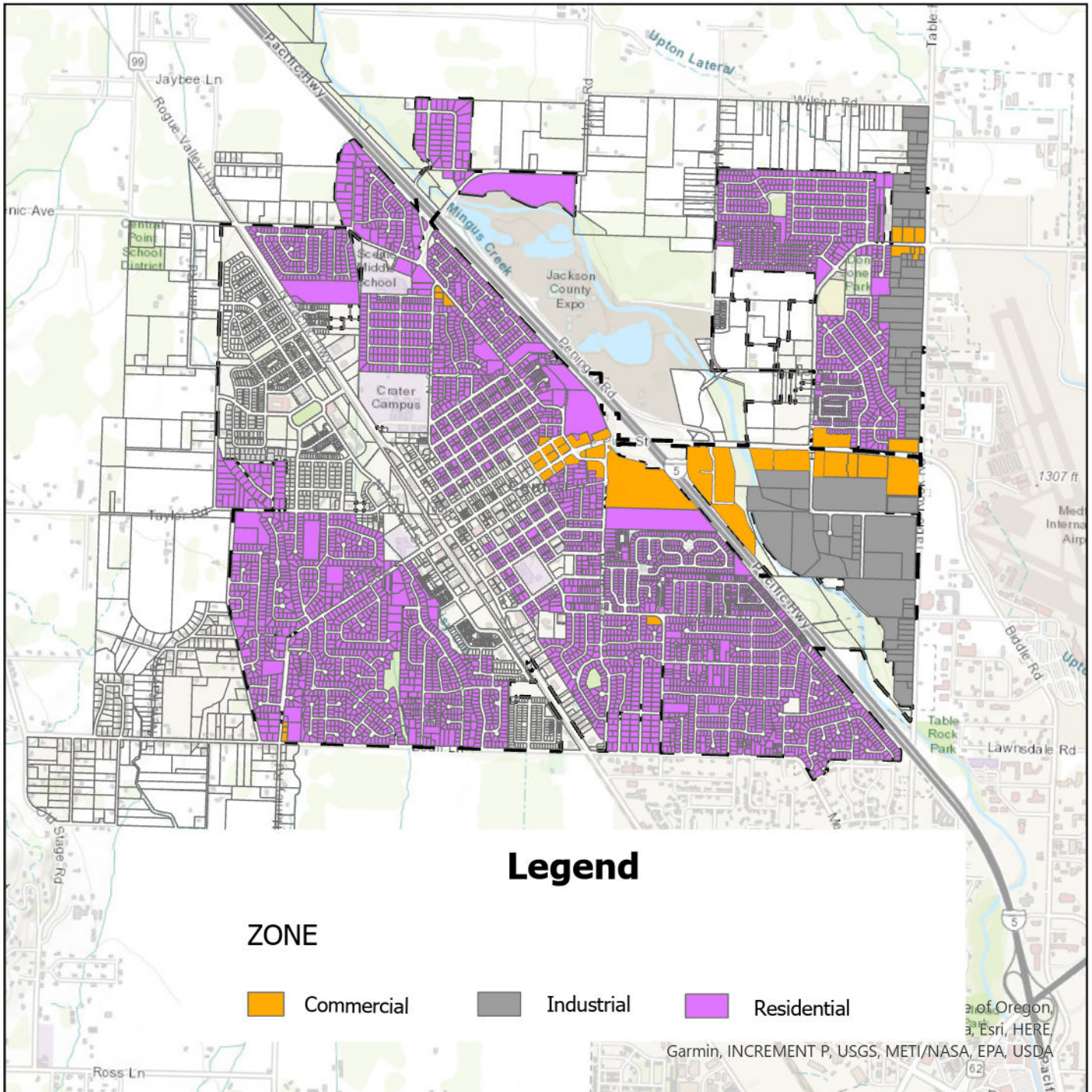
1. Key sign-related issues or concerns commissioners would like explored during the amendment process;

2. Signage examples or corridors commissioners believe should be included in the community sign tour;
3. Topics commissioners would like emphasized during the joint study session; and
4. Additional outreach or engagement opportunities staff should consider as the project moves forward.


## **Conclusion**

The Sign Code Amendment Project represents an opportunity to modernize the City's regulations in a manner that supports local businesses, improves code usability, promotes community character, and reflects the evolving needs of Central Point.

Staff looks forward to continued collaboration with the Planning Commission, Citizen Advisory Committee, stakeholders, and the broader community throughout the amendment process.



0 1,000 2,000 4,000 Feet



Map Created: 05/20/2026  
By: C. Bagnoli