

City of Central Point **Development Commission**Agenda

Members: Hank Williams

Taneea Browning

Neil Olsen

Kelley Johnson Melody Thueson Michael Parsons Rob Hernandez

Staff Liaison: Chris Clayton

April 22, 2021 6:00 p.m.

Central Point Central Point City Hall 140 South 3rd Street Central Point, Oregon

Meeting time, date, or location may be subject to change. Please contact the City Recorder at 541-423-1026 for additional information.

I. MEETING CALLED TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Community Development Commission - Regular Meeting - Aug 13, 2020 6:30 PM

IV. DISCUSSION ITEMS

- A. Facade Grant Request(Presented by Humphrey)
- B. Development Commission 5 year Project Goals(Presented by Clayton)

V. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail to Deanna.casey@centralpointoregon.gov.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

CITY OF CENTRAL POINT

Oregon

Community Development Commission

Regular Meeting Minutes Thursday, August 13, 2020

I. MEETING CALLED TO ORDER

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Taneea Browning	Ward IV	Present	
Neil Olsen	Ward I	Present	
Kelley Johnson	Ward II	Present	
Melody Thueson	Ward III	Present	
Michael Parsons	At Large	Present	
Rob Hernandez	At Large	Present	

Staff members present: City Manager Chris Clayton; Finance Director Steve Weber; Police Chief Kris Allison; Police Captain Dave Croft; Detective Josh Abbott; Community Development Director Tom Humphrey; and City Recorder Deanna Casey.

III. APPROVAL OF MINUTES

A. Community Development Commission - Regular Meeting - Jun 11, 2020 6:30 PM Mike Parsons moved to approve the Minutes as presented.

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Michael Parsons, At Large
SECONDER: Taneea Browning, Ward IV

AYES: Williams, Browning, Olsen, Johnson, Thueson, Parsons,

Hernandez

IV. DISCUSSION ITEMS

A. Resolution No. _____, A Resolution of the Central Point Development Commission Approving a Transfer of Appropriations(Presented by Weber)

Finance Director Steven Weber explained that during the fiscal year 2020-21 budget adoption process staff discussed a dollar for dollar matching emergency small business assistance grant opportunity through business Oregon. After some discussion, the Board directed staff to apply for a grant and that \$50,000 of contingency could be used as matching funds if the grant was awarded.

City of Central Point Development Commission August 13, 2020 Page 2

Staff has received a notice of intent to award letter from Business Oregon stating that the grant proposal was approved. Contingency funds will be transferred to the Materials & Services budget category to make a \$50,000 grant to the City as matching funds for the emergency small business assistance grant program, which will be reimbursed through CARES Act funding.

Mr. Weber worked with SOREDI to get approval of the fund for local small businesses and explained the application process has not been finalized yet. The Central Point Chamber will help with the process and marketing to the business community. There are specific guidelines required by Business Oregon. We do not currently have a count of businesses who may want to take advantage of the grants.

The proposed resolution will transfer \$50,000 from Contingency Fund to Materials & Services. Overall there will be \$150,000 available through the city for small businesses that meet the CARES Act funding criteria.

Kelley Johnson moved to approve Resolution 2020-02, A Resolution of the Central Point Development Commission Approving a Transfer of Appropriations.

RESULT: APPROVED [UNANIMOUS]

MOVER: Kelley Johnson, Ward II SECONDER: Rob Hernandez, At Large

AYES: Williams, Browning, Olsen, Johnson, Thueson, Parsons,

Hernandez

V. ADJOURNMENT

Michael Parsons moved to adjourn the meeting at 6:45 p.m. Taneea Browning seconded.

approved by the Development Commi	ission at its meeting of
Dated:	Chair Hank Williams
ATTEST:	
City Recorder	



City of Central Point Staff Report

ISSUE SUMMARY

TO: Community Development Commission **DEPARTMENT**:

Community Development

FROM: Tom Humphrey, Community Development Director

MEETING DATE: April 22, 2021

SUBJECT: Facade Grant Request

ACTION REQUIRED: RECOMMENDATION:

Motion Approval

The Development Commission has received a request for a Building Façade Grant for 216 Pine Street. One of the building spaces was occupied late last year by Cheryl Petersen who opened a new business known as the Pine Street Marketplace.

The applicant wishes to add an awning to improve her businesses' curb appeal and to make it more distinctive so that people can find it. She has obtained a bid from Deluxe Awning for two options, one for \$1,740 and the other for \$2,090 (see Attachment A). The East Pine Street Building Façade Grant normally covers 50% of the qualifying expenses to a maximum of \$10,000. The Façade Grant program currently has sufficient funds to cover grant requests.

In this case however the applicant has been unable to obtain written consent from the property owner (a requirement of the grant program) and the owner is also unwilling to contribute to any building improvements. The applicant has asked if the Commission would be willing to cover the entire cost of option #1 due to her circumstances and desire to improve her business without the owners help. The owner has offered only oral approval and it is uncertain whether we will received anything in writing. Local taxes have been paid and are up to date on the property.

The Council has authorized staff to make determinations regarding the building façade grant program but this situation is unique. Staff thought it prudent to present this request to the Development Commission in order for them to make a determination and to provide their direction. This proposal exceeds the 50-50 share of improvements but the request is limited to the less expensive of the two awning improvement options and there is no proposal to ask for more financial assistance (up to the \$10,000 program offer).

This program is designed as an incentive for property/business owners to make improvements that make the Downtown more attractive and make the businesses more successful. Given the desire and willingness of the business owner to stay in her location in spite of the owners lack of cooperation, staff believes that this is a reasonable request and a positive City investment.

If the Development Commission favors this request with its limited scope, then planning staff will administer the grant.

ATTACHMENTS:

- 1. Attachment A UR-2021-0001
- 2. Attachment B UR-2021-0001
- 3. Attachment C UR-2021-0001 Pine Street Marketplace

Tom Humphrey

From:

dctpete <dctpete@gmail.com>

Sent:

Thursday, November 19, 2020 7:36 AM

To:

Tom Humphrey

Subject:

FW: Proposal from Deluxe Awning Company

Attachments:

Pine Street Mkt Proposal.PDF

Hi Tom,

I hope all is well in your world 🐯.

I met with the awning company and wanted to pass this along. In addition; I've attempted to fill out the application for the architectural improvement, however, the information I have is limited at best. Most of the information I do not have access to; as it relates primarily to the building and David would have that; I believe. I'm not sure how to proceed at this point because I am still having difficulty reaching him.

Thank you very much.

Cheryl

From: Kyle Robinson < kyle@deluxeawning.com>

Sent: Friday, November 13, 2020 4:17 PM

To: dctpete@gmail.com

Subject: Proposal from Deluxe Awning Company

Hi Cheryl,

Thanks again for meeting with me.

Please find the attached proposal for the awning options we discussed. I have also attached some digital images I created to give you an idea of what the awning will look like. I'm never satisfied with these photos, as they don't look as good as the actual awning, however it gives you a pretty good idea.

Please let me know if you have any questions at all, or want to move forward. I appreciate the chance to work with you. Have a great weekend!

Thank you,

Kyle Robinson

Proprietor

Phone: 541-488-1575
Fax: 541-488-3683
www.deluxeawning.com





p 541 488 1575 / r 488 3683 / deluxeawning.com 260 4th Street, Ashland, OR 97520

CCB NO 88912 BONDED & INSURED

0.1	ATRION	OE DELAXI	ENDUSTRIES	INC AN	OREGON	CORPORATIO

Kyle Robinson November 13, 2020 DATE

Fixed Frame Awning	
PROJECT TYPE	
Cheryl Peterson Pine Street Marketplace	
CUSTOMER	
928-899-6557	
PHONE	
dctpete@gmail.com	
EMAIL	,
216 East Pine Street	

PROPOSAL

LOCATION

Central Point

Option #1

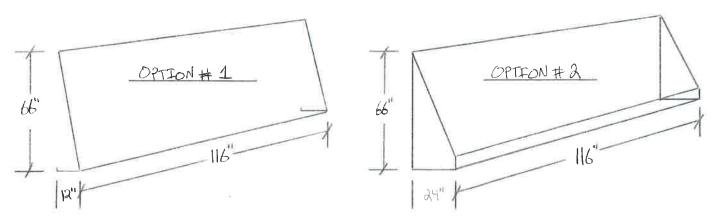
Fixed frame awning installed over entryway:

- Dimensions: 116" width x 66" height x 12" projection (open-end frame style)
- Fully welded steel frame with durable powder coat finish; color: Black
- "Tempotest" canvas with 10 year manufacturer's warranty; color: Black/White Stripe

Option #2

Fixed frame awning installed over entryway:

- Dimensions: 116" width x 66" height x 24" projection (fully covered frame)
- Fully welded steel frame with durable powder coat finish; color: Black
- "Tempotest" canvas with 10 year manufacturer's warranty; color: Black/White Stripe



SPECIFICATIONS T790-47				COSTS	
cover "Tempotest"	color Black/V	Vhite St	ripe	Installed Option #1	\$ 1,740
frame Steel	coating Powder coat	color	Black		\$
valance Rigid	height	edge	Wrapped	Installed Option #2	\$ 2,090
grommets Black	lace Black				\$
light flap N/A					\$
					\$
					\$
APPROXIMATE CO	MPLETION DATE				\$
order date	source		уdge	TOTAL	\$
O CONFIRMATION	O ESTIMATE Ø PRO	POSAL	O CONTRACT		,
APPROVED BY					





[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Deanna Casey

From: Dean and Cheryl Petersen <dctpete@gmail.com>

Sent: Thursday, April 1, 2021 3:28 PM

To: Tom Humphrey

Cc: Chris Clayton; Steven Weber

Subject: Re: Awning Request / Pine Street Marketplace

Thank you Tom! I appreciate the support.

I have been looking at new locations for my shop, however, I've decided to stay in Central Point as I appreciate the small business support and mindset from the city and you.

I can certainly wait for an answer on the funding, no problem.

I have received verbal approval so if there is a need to for someone to validate that with David, I would be happy to provide his phone number. It is highly unlikely we will obtain an sort of written approval from him.

Yes, I would be interested in any classes, seminars or anything that might give me ideas to better my business! Thanks again for all your help!

Sent from my iPhone

On Apr 1, 2021, at 12:09 PM, Tom Humphrey <Tom.Humphrey@centralpointoregon.gov> wrote:

Hello Cheryl,

I have shared your request with the City Manager and the Finance Director and both have asked me to take your request directly to the Development Commission (our City Council). Their next meeting will be Thursday night, April 22nd and hopefully you can wait that long for an answer. I am able to make most façade reimbursement arrangements but in those cases that require a departure from common practice, the Development Commission has asked to see them. In this case they will need to decide to reimburse you with verbal and not written authorization and also whether they wish to reimburse the entire amount under the circumstances. The Urban Renewal Agency operates independent of the City's administration of COVID or Cares Act funding and we can't mix façade improvements with rent assistance.

I will prepare a report and recommendation to the Development Commission with your request knowing that they have been very supportive of our local businesses. You are also welcome to get in touch with Finance Director Steve Weber (who is copied in this message) to talk with him about Federal Relief funding for state and local governments. I hope that my response provides you with some guidance and reassurance. We are glad to have your business in the City of Central Point!

Bye the way, the City also supports local business owners through a Destination Business Program with the assistance of consultant Jon Schallert, www.JonSchallert.com. Is this something that you might be interested in pursuing? Let me know.

Sincerely yours,

Tom Humphrey AICP Community Development Director City of Central Point

541-423-1025

From: dctpete <dctpete@gmail.com> Sent: Tuesday, March 30, 2021 7:01 AM

To: Tom Humphrey < Tom. Humphrey@centralpointoregon.gov>

Subject: Awning Request / Pine Street Marketplace

Hi Tom.

I hope all is well; I can't believe how quickly your retirement day is coming!

We spoke previously about installing an awning in the front of our shop; 216 E Pine Street. I'm hoping you can help with 2 hurdles I am facing with this project:

1-Obtaining written authorization from David

If I am unable to get the approval in writing, is a verbal approval adequate?

2-Funding

I am able to make my rent to David without fail however, I don't have the extra funding for the awning

I would like to humbly propose a solution. I understand that the city will pay 50% toward improvements to the building and the awning would definitely add great style and curb appeal to the whole block. I also understand that the city is assisting businesses with funds to help cover rent. Would it be possible for the city to cover the entire cost of the awning (1700.00) in lieu of providing funds for rent? I have a quote from Deluxe Awning Company in Ashland; they have installed several awnings in Central Point. Given that the city will cover half of that cost; \$850.00, the additional cost to the city would be and extra \$850.00 which would be less than rent assist.

The justification for my request is that as we emerge from COVID, more people are getting out and this would greatly add to our presence on Pine Street. More importantly for my business; I have had several customers say that it is hard to find us because we don't have signage on the building. Once we have the awning, I will place signage. I have chosen this route versus spending money on a temporary banner which is not a good look for downtown. This would also help my business grow and add staying power for me when my branding and signage is in place.

Thank you for your consideration on this matter. I look forward to hearing from you. Cheryl Petersen/owner Pine Street Marketplace

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City of Central Point Staff Report

ISSUE SUMMARY

TO: Community Development Commission

DEPARTMENT:

Administration

FROM: Chris Clayton, City Manager

MEETING DATE: April 22, 2021

SUBJECT: Development Commission 5 year Project Goals

ACTION REQUIRED: RECOMMENDATION:

Information/Direction

BACKGROUND INFORMATION: Over the past several budget cycles, the efforts of the City's Urban Renewal District have been focused on two primary areas. First, we have been meeting the debt service requirements for the Downtown/Pine Street Streetscape Project (the first significant project accomplished by the Urban Renewal District). And second, we have been working with developers and business owners to fund façade improvement projects within district boundaries. Moving forward, the district will continue to gain strength in terms of annual tax increment generation, and cash reserves. Thus, new projects-both small and largeare now feasible within our visible five-year planning horizon. As a refresher, the existing plan mission, goal, and project information is provided below. **URBAN RENEWAL MISSION** It is the mission of the Central Point Development Commission to eliminate blight and depreciating property values within the urban renewal district. This mission will be accomplished through the preparation and implementation of an urban renewal plan that maximizes both public and private investments within the Urban Renewal Area, investments that are designed to target, facilitate and strengthen the economic and aesthetic vitality of the Urban Renewal Area as the City's traditional mixed-use urban core. To accomplish its mission the Central Point Development Commission will develop and implement an urban renewal plan known as the Downtown and East Pine Street Corridor Revitalization Plan. RELATIONSHIP TO THE STRATEGIC PLAN This Plan is intended to further the objectives of the City's strategic planning goals, strategies and actions as set forth in City of Central Point 2040 Strategic Plan, as it exists on the effective date of this Urban Renewal Plan, or as it may be amended from time to time, which is hereby incorporated by reference as if it were included in full. CONSISTENCY WITH THE COMPREHENSIVE PLAN This Plan has been prepared in conformity with the City's adopted Comprehensive Plan including its goals, policies, procedures and implementing provisions, as exist on the effective date of this Urban Renewal Plan, or as may be amended from time to time, which is hereby incorporated by reference as if it were included in full. <u>COMPLIANCE WITH THE LAND DEVELOPMENT CODE</u> The use and development of all land within the Urban Renewal Area shall comply with the City's Land Development Code and all other, codes, policies, regulations, including the "Downtown Revitalization Plan," and all other applicable Federal State, and County regulations, as they exist on the effective date of this Urban Renewal Plan, or as they may be

amended from time to time, which are incorporated hereby by reference as if they were included in full. URBAN RENEWAL ACTIVITIES To achieve the goals and objectives of this Plan, the following activities may be undertaken by the Central Point Development Commission, or caused to be undertaken by others, in accordance with applicable Federal, State, County and City laws, policies and procedures and in compliance with the provisions of this Plan. The Central Point Development Commission's responsibility for all activities identified in the Plan is subject to the availability of appropriate funding. **URBAN RENEWAL** PROJECTS AND ACTIVITIES A. The following projects and activities are deemed necessary to: a) Eliminate blighting conditions and influences; b) Reverse presently depreciating property values; c) Make the Area attractive for the stabilization, expansion, rehabilitation or redevelopment of existing businesses, industries and housing; d) Create a physical, visual and economic environment that will attract new, job producing development of the Area's vacant land; and to e) Further the objectives of the Urban Renewal Plan as set forth in Section 1.5, Mission Statement, Goals and Objectives. B. All public improvements herein proposed shall be constructed in conformance with the approved standards and policies of the City of Central Point. C. With funds available to it, the Central Point Development Commission may fund in full, in part, a proportionate share of, or cause to be funded, the following numbered projects and activities: 1. DOWNTOWN AREA STREETSCAPE IMPROVEMENTS. Within Downtown Core Area (Part 2, Figure 6) improve streetscapes on the primary pedestrian streets. Streetscape improvements may include curb and gutter, sidewalks, crosswalks, street trees, tree grates, street lights, plazas, gateways, and street furniture. All streetscape improvements shall be constructed in accordance with an approved streetscape master plan for the Downtown Core Area. 2. EAST PINE STREET IMPROVEMENTS. Improve the streetscape along that section of East Pine Street between the Downtown Core Area and Hamrick Road. Streetscape improvements may include curb and gutter, sidewalks, crosswalks, street trees, tree grates, street lights, plazas, gateways, portal signage on I-5, and street furniture. All streetscape improvements shall be constructed in accordance with an approved streetscape master plan East Pine Street. 3. NEIGHBORHOOD SIDEWALKS AND STREET **LIGHTING.** Install sidewalks on residential streets in the Northside and Southside Neighborhoods illustrated in (Part 2, Figure 2, Urban renewal Boundary and Planning Sub Areas). All sidewalk improvements shall be made in accordance with city sidewalk standards and may include street lighting, and street trees. 4. HWY. 99 CORRIDOR IMPROVEMENTS. Improve Hwy. 99 (Front Street) streetscape from the proposed Twin Creeks railroad crossing south to Bush Street. Streetscape improvements may include curb and gutter, sidewalks, street trees, tree grates, street lights, plazas, gateways, cross-walks and street furniture. All streetscape improvements shall be made in accordance with an approved streetscape master plan for the area. 5. INTERSECTION SIGNALIZATION. Install/upgrade/modify traffic signals at the following intersection: a) Twin Creeks RR-Xing. Install new signalized intersection at Hwy. 99 and Twin Creeks Dr. including a new railroad crossing at Twin Creeks Dr. Improvements shall include, but not be limited to easement acquisition, sidewalks, street lights, and landscaping; b) Downtown Core Area Signals, add new signals and modify others within the Downtown Core Area. Plans for signalization shall be based consistent with the City's Transportation System Plan; c) Hwy. 99 and Fire District 3 Station, to improve the safety of emergency vehicle egress install an emergency signal on Hwy. 99 by Fire District No. 3 station; d) East Pine St. and Peninger, modify existing signal in accordance with Interchange Access Management Plan 33; e) East Pine St. and Gebhard Extension, add new signals at future intersection of Gebhard Rd. and E. Pine Street. 6. OFF-STREET PARKING **FACILITIES.** All public parking constructed under the provisions of this Section shall comply with the objectives and policies of the City of Central Point Comprehensive Plan and the City of Central Point Transportation System Plan as applies to the Downtown, and with the

applicable standards set forth in the Land Development Code. a) Oak Street Parking Facility. Design and construct a parking facility on the northwest corner of Oak Street and Third Street. b) Manzanita Street Parking Facility. Design and construct a parking facility on the southeast corner of Manzanita Street and First St. 7. UNDERGROUND EXISTING POLE MOUNTED UTILITY SYSTEMS. Within the Downtown Core Area, and along Hwy. 99 underground existing overhead utilities in accordance with an approved comprehensive underground utility plan. 8. GEBHARD ROAD EXTENSION TO COLLECTOR STREET **STANDARDS.** Extension of Gebard Road to local collector street standards from the northerly limits of the Urban Renewal Area to East Pine Street. 9. PFAFF PARK RENOVATION. Renovate Pfaff Park including new landscaping, restroom facilities, playground equipment, and lighting. 10. FREEMAN ROAD UPGRADE TO COLLECTOR STREET STANDARDS. Between Oak St. and Hopkins Road rebuild Freeman Road to collector street standards, including curb, gutter, sidewalks, street lights, traffic control devices, and street trees. 11. **PENINGER ROAD SOUTHERLY EXTENSION.** Extend Peninger Road south across Bear Creek to collector street standards to intersect with Hamrick; including intersection signal modifications at East Pine Street and Peninger, southerly bridge crossing and bike lanes. The specifics and timing of this project shall be based on a transportation analysis prior to commencement of construction. 12. MISCELLANEOUS PUBLIC WORKS. Throughout the life of this Urban Renewal Program, the Central Point Development Commission, consistent with their priorities and financial resources, may assume the costs, or share of the costs, of engineering and constructing public works projects within the Urban Renewal Area to further the objectives of this Urban Renewal Plan. Such projects may include the installation or reconstruction of the following: a) Storm Drains; b) Sanitary Sewers; c) Water Mains and Fire Hydrants; d) Curbs or Curbs and Gutters; e) Sidewalks, including Irrigated Tree Plantings; f) Street Work; and g) Alley Paving. 13. CITY OF CENTRAL POINT COMMUNITY CENTER. Assist with the feasibility analysis, site and architectural design, land acquisition, and construction of a community center within the Area. The Agency's participation in the development of a community center shall be limited to the percentage of the total design and development costs, including land acquisition that can be reasonably attributed to serving the Area. 14. FIRE SAFETY. New Fire equipment to service growth within Urban Renewal Area. The Central Point Development Commission will coordinate and enter into a written agreement with Fire District No.3 regarding the timing of implementation of this project. 15. **ECONOMIC DEVELOPMENT INCENTIVE PROGRAM.** The Central Point Development Commission may establish incentive programs to encourage commercial and residential development within the Urban Renewal Area. The economic incentive programs may be in the form of grants, or loans. Prior to the establishment of any economic incentive program the Central Point Development Commission shall prepare and adopt an economic development incentive program defining: a) Criteria for eligibility; b) Terms and conditions of the program; c) Loan procedures for recycling the funds as loan obligations are paid; d) Procedures where loan payments are not paid or paid in an untimely manner; e) Procedures and conditions for which deferred payment loans may be offered; f) Procedures for administering and servicing the program; and g) Such other procedures and conditions which the Central Point Development Commission deems necessary.

FINANCIAL ANALYSIS: In early May, the Development Commission will be presented with the 2021-2022 Development Commission Budget. The budget will include a carry-over balance of nearly 1 million dollars and a projected annual tax increment of \$659,250.

LEGAL ANALYSIS: To add the Bear Creek Greenway Project, we will likely need to process a minor amendment to the Urban Renewal Plan during the upcoming fiscal cycle.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS: 2040 City of Central Point Strategic Plan - Strategic Priority Community Investment GOAL 1 - Build a strong city that is fiscally

sustainable and provides enhanced services and small-town nuance. <u>STRATEGY 1</u> - Partner with Urban Renewal to develop objective criteria to prioritize incentives and investments for planning and infrastructure projects that maximize value to the community in terms of costbenefit, providing a connection between the east and west sides of town, and providing an urban form that is walkable, attractive and resilient to change.

STAFF RECOMMENDATION: Staff Recommends discussing, amending, and confirming a 5-year project plan for the Central Point Urban Renewal District.

RECOMMENDED MOTION: I move to approve the 5-year project plan for the Central Point Urban Renewal District (as presented or as amended).

ATTACHMENTS:

1. Urban Renewal 5-Year

Urban Renewal 5- Year	Urban Renewal Project/Plan	Estimated Project Cost
Bear Creek Greenway Improvements	Currently Not Included (Amend Fire Safety)	\$2,000,000.00
Building Located at 2nd and Pine	Property Acquisition	\$1,500,000 हैं)
Freeman & Pine	Property Acquisition	\$750,000 (20)
Residential Infill Assistance	Economic Development Incentive Program	(Genewal 100,007*
Hamrick & Pine Intersection	Intersection Signalization	\$500,000 है)
Penninger Road S. Improvements	PW Infrastructure	Sent: C
99 Pedestrian Signal (Crater Works)	Intersection Signalization	(tachment)
Downtown-Residential Infill Infrastructure	Neighborhood Sidewalk and Street lighting	₹
Downtown Small Pipe Replacement	PW Infrastructure	Packet Pg. 16