



City of Central Point
Development Commission
Agenda

Members: Hank Williams
Tanea Browning
Neil Olsen
Kelley Johnson
Melody Thueson
Michael Parsons
Rob Hernandez

October 13, 2022
6:30 p.m.

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

Staff Liaison: Chris Clayton

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 11, 2022 6:15 PM

IV. DISCUSSION ITEMS

- A. Commercial Facade Grant Program Discussion(Presented by Holtey)

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 11, 2022**

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	Late	6:21 PM
Michael Parsons	At Large	Present	
Rob Hernandez	At Large	Present	

III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Jun 23, 2022 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Taneea Browning, Ward IV
AYES:	Williams, Browning, Olsen, Johnson, Parsons, Hernandez
ABSENT:	Melody Thueson

IV. DISCUSSION ITEMS

- A. Open House Downtown & East Pine Street Corridor Revitalization Plan Amendment(Presented by Clayton)

City Manager Chris Clayton presented the Central Point Redevelopment Commission Plan, The Central Point Development Commission is being asked to review the proposed Downtown & East Pine Street Corridor Revitalization Plan Amendment (Amendment) and to decide whether to recommend the Amendment be forwarded through the public review process of urban renewal amendments including presentation to the Planning Commission for their review of conformance with the Central Point Comprehensive Plan, to the Jackson County Commission for their approval by adopting a resolution as there is property within the proposed amendment area that is in unincorporated Central Point, and to the

Minutes Acceptance: Minutes of Aug 11, 2022 6:15 PM (APPROVAL OF MINUTES)

Central Point City Council for consideration of a non-emergency ordinance to adopt the Amendment.

Rob Hernandez moved to forward the Downtown & East Pine Street Corridor Revitalization Plan Amendment to the Central Point Planning Commission for the review of the Amendment’s conformance to the Central Point Comprehensive Plan, to the Jackson County Commission for their adoption by resolution and then to the Central Point City Council for the review, to hold a public hearing and vote on adoption of a non-emergency ordinance.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Hernandez, At Large
SECONDER:	Kelley Johnson, Ward II
AYES:	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

V. ADJOURNMENT

Mike Parsons moved to adjourn the meeting at 6:53 p.m.

The foregoing minutes of the August 11, 2022, Development Commission meeting were approved by the Development Commission at its meeting of _____.

Dated:

Chair Hank Williams

ATTEST:

City Recorder

Minutes Acceptance: Minutes of Aug 11, 2022 6:15 PM (APPROVAL OF MINUTES)



City of Central Point

Staff Report

ISSUE SUMMARY

TO: Community Development Commission **DEPARTMENT:** Community Development

FROM: Stephanie Holtey, Planning Director

MEETING DATE: October 13, 2022

SUBJECT: Commercial Façade Grant Program Discussion

ACTION REQUIRED: Information/Direction **RECOMMENDATION:** Not Applicable

BACKGROUND INFORMATION:

When the Urban Renewal District was established in 2012, a series of projects was set forth in the Downtown & East Pine Street Corridor Revitalization Plan (“Urban Renewal Plan”) to address blight and incentivize public and private investments. In 2015, the Development Commission approved Resolution No. 2015-007 creating a Historic Façade Grant Program to incentivize restoration and rehabilitation of building facades in Central Business District. The program was modified in 2017 and 2021 to expand the use of the program by eliminating the historic requirement and to provide a way to encourage business retention by allowing a one-time \$2,500 grant to a business owner within an eligible building.

At this time, the City is in receipt of an inquiry about a façade grant for the Cowley Building. The new building owner has preliminary plans to repaint the building, install new awnings and possibly new lighting (Attachment 1). This project is consistent with the program guidelines except that the property owner does not currently meet the property insurance requirement. As provided in the Façade Grant Program Application, proof of property insurance (Attachment 2) is required before staff can authorize a grant. The application does not specify the type or amount of insurance required, which limits staff’s ability to provide meaningful guidance to potential applicants.

DISCUSSION:

At the October 13, 2022 Development Commission meeting, staff would like to discuss the Façade Grant Program policies pertaining to property insurance as it relates to the Cowley Building Façade Grant inquiry including but not limited to the following objectives:

1. Establish clear reasons for requiring property insurance (e.g. protection the District from liability or safeguard its investment in the event of property loss) and the associated amounts.
2. Receive direction regarding an alternative to property insurance, such as a written agreement to rebuild or repay the District if property loss occurs within a specified time period from the grant award date.

3. Other options/considerations.

ATTACHMENTS:

1. Cowley Building Facade Improvement Concepts
2. 2021 Commercial Facade Grant Program Application Form

ATTACHMENT 1 – Cowley Building Façade Improvement Concepts



Attachment: Cowley Building Façade Improvement Concepts (1597 : Commercial Façade Grant Program Discussion)

East Pine Street Building Façade Grant Program

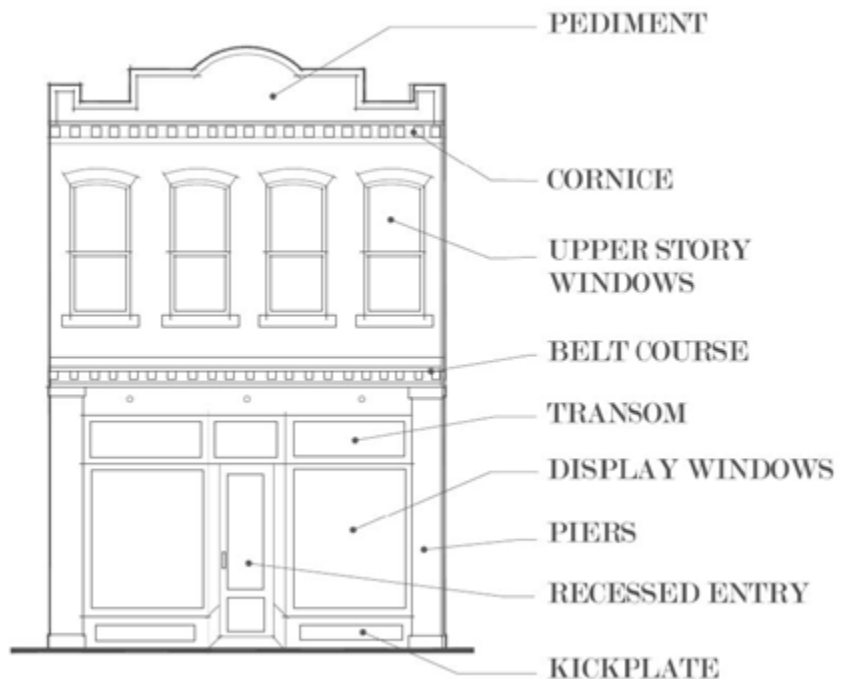
Revised 5/27/2021 by Resolution No. 2021-01

INTRODUCTION

The Building Façade Grant Program was designed to encourage the rehabilitation/restoration of building facades within the Central Point Downtown Business District as part of the Downtown and East Pine Street Corridor Revitalization Plan. The program is only available for the rehabilitation/restoration of building facades within the *East Pine Street* area (see attached map).

In furtherance of this goal, the façade program will make grants available to owners of buildings, within the East Pine Street area, for façade projects that are compliant with applicable Transit Oriented District (TOD) design standards per Section 17.67 of the City's Zoning Ordinance and that are consistent with the Design Guidelines of the Central Point Downtown Revitalization Plan.

Façade is defined as any portion of the exterior of a structure visible from the public right-of way. The drawing to the right is an example of a typical commercial storefront façade and the typical architectural components.



The types of activities that are eligible under this façade program include, but are not limited to, the following:

- New Construction (façade only, including the expansion of the original lineal feet of façade frontage)
- Awnings, appropriate to the specific building.
- Cleaning of exterior surfaces.
- Improve or add lighting. The lighting must be designed to light only your building
- Repair/Restoration of facade features
- Replacement of doorways/storefronts
- Repointing
- Painting
- Repair or replace windows
- Signage. Signs must be in compliance with the City of Central Point Sign Ordinance and be appropriate to the building's construction period. Only one sign per property will be eligible for consideration.

The above are required to comply with the TOD design standards per Section 17.67 of the City's Zoning Ordinance.

The types of activities that are not eligible under this façade program include but are not limited to, the following:

- Property acquisition
- Interior improvements
- Flat or sloped roof repair and/or replacement not visible from the public right-of-way
- Machinery and equipment
- Furniture and fixtures
- Inventory and accounts receivable

THE EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM

The East Pine Street Building Façade Grant Program will provide eligible applicants with grants to assist in the rehabilitation/restoration of facades on structures within the Downtown Business District of the City of Central Point. Façade is defined as any portion of the exterior of a structure visible from the public right-of-way. Funding is provided for eligible façade improvements that are \$500.00 in value or greater, but not more than \$10,000.00. Applicants are eligible for a one-time grant of up to \$2,500 per property without a corresponding match. This outright grant will be authorized on a case by case basis by motion of the Development Commission. Should an applicant decide to apply for a program grant beyond this one-time offer, normal grant program guidelines will be followed minus whatever part of the \$2,500 outright grant offer has been used. The grants will total up to 50% of the eligible project costs and must be matched with 50% of private funds. Over time multiple grants per property will be considered, but only if the value of the combined grants does not exceed the maximum grant limit of \$10,000. The grant funds will be reimbursements. Funds will be paid after the job is complete and approved by the Development Commission. The building owner is responsible for all initial project costs. The applicant must submit proof of payment to the Development Commission in order for reimbursement of qualifying costs.

APPLICATION PROCEDURES

Each potential recipient of façade grant funds must comply with the following Application Procedures. Completed Applications will be time-dated and processed in order of receipt. The Development Commission will not consider any Application with incomplete or missing information.

Application Procedures are as follows:

- I. Obtain Application Package. Application packages are available by contacting the City of Central Point Development Commission Office, 140 S. Third Street, Central Point, OR 97502, 541-423-1025.
- II. Complete Application. Fill out and sign the Application form. Return the completed Application form to the Development Commission office with the following required supportive documentation.
 1. Verification of Ownership (copy of Deed)
 2. Tax Statement (evidence that real estate taxes are current)
 3. **Verification of Property Insurance**
 4. Two (2) copies of a color photo of façade to be rehabilitated

PROJECT PROCEDURES

The following process describes the course of the façade program. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The purpose of this meeting is to discuss the scope of work and financing.
2. **Scope of Work with Cost Estimates.** The applicant will submit the final scope of work with cost estimates and a working drawing (to scale), with color schemes, if appropriate, for review by the Development Commission.
3. **Review.** The Development Commission will review each project's Scope of Work to determine if it follows the Guidelines of the program
4. **Contractor Bidding.** The owner will solicit bids from qualified contractors to perform the rehabilitation work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
5. **Grant Agreement.** Within two (2) weeks of submittal of an application the Development Commission will approve, conditionally approve, or deny the application. The applicant will be provided a written notice of the Development Commission's action. Upon approval, or conditional approval of the application by the Development Commission the applicant may commence work.
6. **Rehabilitation Monitoring.** The Development Commission will monitor the façade project to assure compliance with the Grant Agreement.
7. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by the Development Commission and the Owner. The grant payment will be issued upon the approval of the Development Commission and the Owner and upon receipt of all paid invoices.

PROJECT COMPLIANCE

The Applicant for the East Pine Street Building Façade Grant Program is advised of the following Program Compliance requirements through these guidelines:

1. **Property Taxes.** The funding for this program is provided through public tax dollars. Therefore, it is incumbent upon Owners desiring to obtain façade assistance, to be current in payment of local property taxes. It is the responsibility of the Applicant to provide this tax information to the Development Commission. Tax Verification forms for this purpose are included in the Application Package.
2. **Eligible Structures.** All structures within the East Pine Street area (see attached map) are eligible for façade grant funding.
3. **Codes and Ordinances.** All authorized grant awards are subject to compliance with all applicable local, state, and federal regulations.

EQUAL OPPORTUNITY

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits of discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

THE EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHERE APPLICABLE.

Note: As used in the East Pine Street Building Façade Grant Program the term "Development Commission" refers to the Urban Renewal Director or designated staff of the Development Commission.



East Pine Street Building Façade Grant Program Application
City of Central Point Development Commission

Property Owner: _____

Business Name: _____

Address: _____

Tax parcel ID: _____

Phone: _____ Email: _____

Proposed Grant Amount: _____ Total Project Cost: _____

Application Checklist:

- _____ Verification of Ownership (copy of Deed)
- _____ Tax Statement (evidence that real estate taxes are current)
- _____ **Verification of Property Insurance**
- _____ Attach bids from contractors
- _____ Attach hand sketches or professional drawings of the project

Applicant shall indemnify, defend and hold harmless the City of Central Point, the Development Commission of the City of Central Point, and its officers, directors and employees from any and all loss, cost damage, expense, claims and liabilities, including without limitation attorneys' fees, arising out of or in connection with work performed under this contract. This provision shall survive the termination of this Agreement.

The undersigned, individually and on behalf of the above-named entity, agrees to all of the above guidelines and stipulations.

Signature of Applicant Date

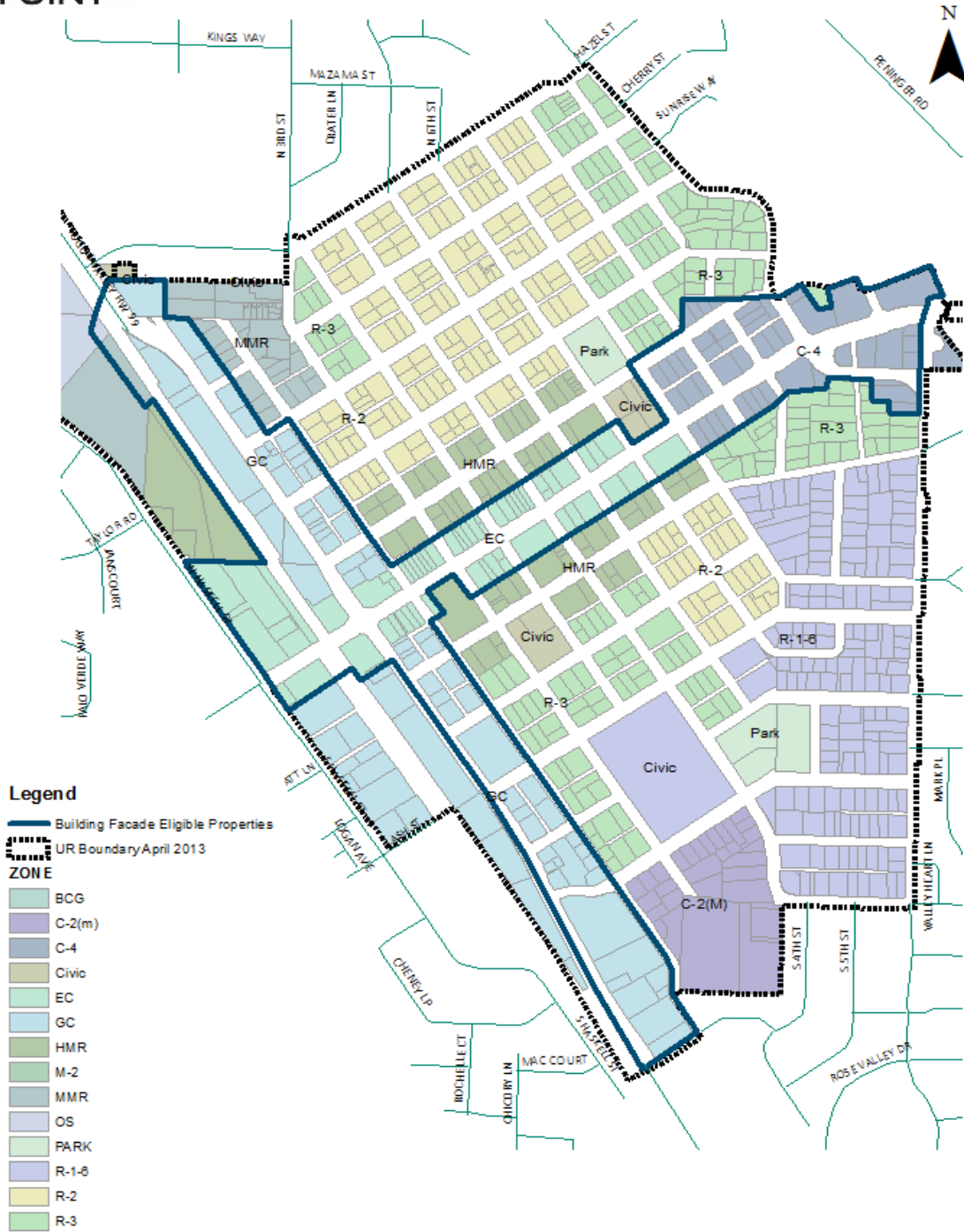
Urban Renewal Director Date Received

Attachment: 2021 Commercial Façade Grant Program Application Form (1597 : Commercial Façade Grant Program Discussion)



Building Facade Grant/Loan Program

Eligible Properties



- Legend**
- Building Facade Eligible Properties
 - UR Boundary April 2013
- ZONE**
- BCG
 - C-2(m)
 - C-4
 - Civic
 - EC
 - GC
 - HMR
 - M-2
 - MMR
 - OS
 - PARK
 - R-1-6
 - R-2
 - R-3

Attachment: 2021 Commercial Facade Grant Program Application Form (1597 : Commercial Facade Grant Program Discussion)