



City of Central Point
Development Commission
Meeting

Members: Hank Williams
Allen Broderick
Bruce Dinger
Tanea Browning
Mike Quilty
Brandon Thueson
Rob Hernandez

Staff Liaison: Chris Clayton

Thursday, February 23, 2017
6:30 P.M.

Central Point
Council Chambers
140 S. 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 – 6:30 p.m.**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
- IV. DISCUSSION ITEMS**
 - A. East Pine Streetscape Financing Update
- V. BUSINESS**
 - A. Consideration of Resolution No. 2017-03 Modifying the Historic Façade Grant Program
 - B. Consideration of Resolution No. 2017-04 Approving a Historic Façade Grant for the Property at 51 East Pine Street, James Gough, Applicant (File No. HFG 2017-03).
- VI. ADJOURNEMENT**

CITY OF CENTRAL POINT
Development Commission Notes
January 26, 2017

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams opened the meeting at 6:00 p.m.

II. MEMBERS IN ATTENDANCE:

Chair: Mayor Hank Williams

Commission Members: Bruce Dingler, Rob Hernandez, Brandon Thueson (Via Phone), Tanea Browning and Mike Quilty were present. Allen Broderick was excused.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Planning Manager Don Burt; Finance Director Steven Weber; Information Technology Director Jason Richmond; and City Recorder Deanna Casey were also present.

III. APPROVAL OF DECEMBER 8, 2016 DEVELOPMENT COMMISSION MINUTES

Mike Quilty moved to approve the minutes as presented. Tanea Browning Seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

IV. DISCUSSION

A. Discussion of Façade Improvement Grant Program

Planning Manager Don Burt explained that the Historic Façade Improvement Program is designed to encourage the historic renovation of buildings in the downtown, regardless of the era. Since implementation of the program there has been minimal interest in historic preservation vs. non-historic façade improvements. The Commission discussed at a previous meeting the options of opening the program up to a broader array of façade improvements. He presented modifications to the Historic Building Façade Grant Program with references to the term historic removed. The Commission would still be responsible for approval of any applications for the program in regards to design.

The Commission agreed with the recommendations and directed staff to return with a final version for adoption.

V. BUSINESS

A. Consideration of Resolution No. 2017-01 Accepting the Annual Financial Report for Fiscal Year 2016-17

Mr. Burt explained that every year the Urban Renewal District is required to publish a report showing any impacts to affected taxing districts in regards to the program. He explained that money was spent on regular budgeted services, the Hwy 99 Streetscape and Walgreen Streetscape reimbursement.

Tax increment revenue collections have been increasing, but are still negligible when placed in the context of property tax collections by all affected taxing districts. The overall impact on affected taxing districts for FY15-16 amounted to \$0.0019 per dollar of property tax revenue collected by affected taxing districts. The most significant impact is to the city of Central Point at approximately \$0.014 per dollar of property tax revenue collected, followed by the School District and the Fire District.

Mike Quilty moved to approve Resolution No. 2017-01 Accepting the Annual Financial Report for Fiscal Year 2016-17. Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dinger, yes; Tanea Browning, yes; Brandon Thueson, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

B. Consideration of Resolution No. 2017-02 Approving a Historic Façade Grant for the Property at 411-415 East Pine Street, Rhonda Broderick, Applicant

Mr. Burt explained that the Development Commission has received a request for a Historic Façade Improvement Grant for 411 East Pine Street. According to the Assessor's records the building was constructed in 1958 of concrete block and stucco surfacing. At one time the building was used as the US Post Office. The building does not have any recorded historical or architectural significance.

The applicant has repainted the building and installed a new corrugated metal awning and parapet wall above the awning. Metal and plastic awnings are not eligible for reimbursement, nor is the new construction of the parapet.

The estimated total cost for the improvements to the building was \$19,952. The only qualifying improvements are the painting and related labor. When adjusted for the improvements qualifying for the grant the estimated qualifying amount totals \$4,310 with a reimbursement amount of \$2,155. Authorization from the Commission regarding this application will allow staff to proceed with disbursement of funds upon verification of qualifying receipts.

There was discussion regarding the application process and noted that the two applications received have been submitted after the work has been completed. The program states that no work can begin on the project until contracts/agreements are properly executed by the Development Commission. Unless instructed otherwise the staff will strictly adhere to this requirement.

Mike Quilty moved to approve Resolution No. 2017-02 approving a Historic Façade Grant for the Property at 411-415 East Pine Street, Rhonda Broderick, Applicant. Rob Hernandez seconded. Roll call: Hank Williams, yes;

Bruce Dinger, yes; Tanea Browning, yes; Brandon Thueson, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

VI. ADJOURNMENT

Mike Quilty moved to adjourn, Tanea Browning seconded. All said aye and the meeting was adjourned at 6:29 p.m.



STAFF REPORT

February 23, 2017

(File No. UR-2016-001)

AGENDA ITEM: IV-A

East Pine Streetscape Financing Update

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The City is moving forward on the Water Reservoir refunding, from which an approximate \$5,100,000 will be available for funding of the East Pine Streetscape Project. It is anticipated that at the March 23, 2017 Development Commission meeting the latest scope of work and cost estimates for the project will be discussed. Consideration will also be given to approval of an Intergovernmental Agreement (IGA) between the City and the Development Commission structuring the terms of the loan from the City to the Development Commission. Bond Counsel has already prepared the IGA and the City's attorney is currently reviewing the IGA for City Council's and Development Commission's consideration in March.

ISSUES:

None

EXHIBITS/ATTACHMENTS:

None

ACTION:

Discussion only

RECOMMENDATION:

Discussion only



STAFF REPORT

February 23, 2017

(File No. UR-2015-07)

AGENDA ITEM: V-A

Consideration of Resolution No. 2017-03 approving the Modifications to the Historic Building Façade Grant Program.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The Development Commission has discussed the low frequency of use of the Historic Building Façade Grant Program (Grant Program) and instructed staff to prepare modifications to the Grant Program. On January 26, 2017 the Development Commission, in an effort to broaden the appeal of the Grant Program, considered modifications to the Grant Program. After discussion the Development Commission instructed staff to prepare a resolution for final consideration to modify the Grant Program. The purposes of the modifications were to:

1. Clarify the review process;
2. Broaden the scope of projects qualifying for the Grant Program (less emphasis on historic and more emphasis on the TOD design standards and the design guidelines of the Central Point Downtown Revitalization Plan.;
3. Removing reference to compliance with the Secretary of Interior's Standards for Rehabilitation and with the State Historic Preservation Office; and
4. Rename the Grant Program to the East Pine Street Façade Grant Program.

ISSUES:

None.

EXHIBITS/ATTACHMENTS:

Attachment "A" Resolution No. 2017-03

ACTION:

Consider Resolution No. 2017-03

RECOMMENDATION:

Approve Resolution No. 2017-03

ATTACHMENT “A”

EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM

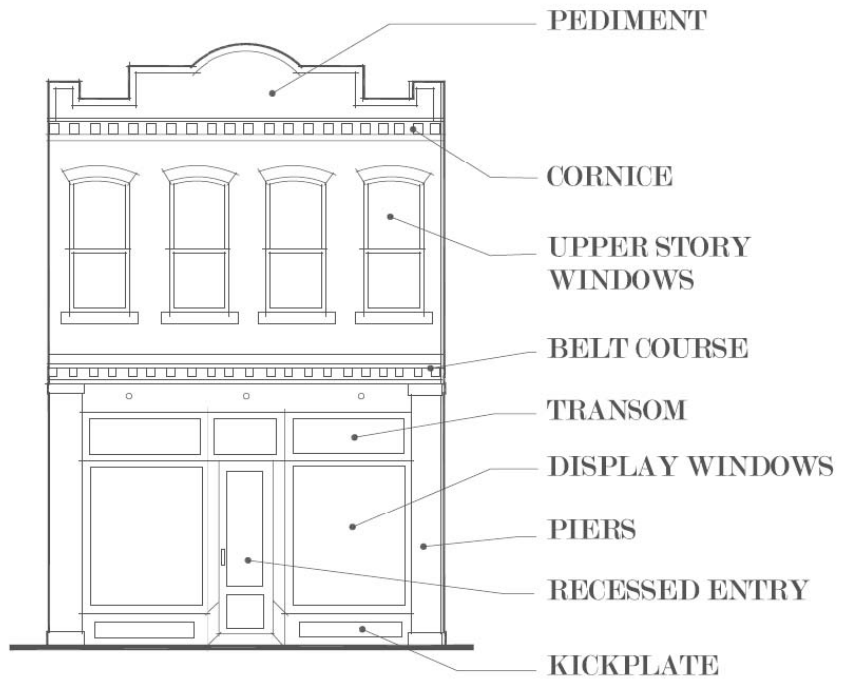
(Revised 02/23/2017)

INTRODUCTION

The Building Façade Grant Program was designed to encourage the rehabilitation/restoration of commercial 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 commercial properties 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. Code.

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 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 contributing 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 in an amount no less than \$500.00 and no more than \$15,000.00. These grants will total up to 50% of the total eligible project costs and must be matched with 50% of private funds. These grant funds will be reimbursements. (Funds will be paid after the job is complete and approved by the Commission. The building owner is responsible for all project cost. The owner must submit proof of payment to the Commission in order for reimbursement of qualifying costs.

ATTACHMENT “A”

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

- Awnings appropriate to the specific building.
- Cleaning of exterior surfaces.
- Improve or add lighting. The lighting must be designed to light only your building – no wash.
- Repair/Restoration of facade features
- Replacement of doorways/storefronts
- Repointing
- Painting (only if building was originally painted)/Specific colors subject to approval by the Development Commission
- Repair or replace windows
- Signs must be in compliance with the City of Central Point Sign Ordinance and be appropriate to the building’s construction period

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:

- New construction
- 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

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 Director of the City of Central Point Development Commission Office, 140 S. Third Street, Central Point, OR 97502, 541-423-1039.
- 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

ATTACHMENT “A”

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 prepare the financing and rehabilitation pro-forma. At this time, representatives from the CPDC will assist the Applicant in securing matching funds through the existing Low-Interest Loan Program, or other sources, if necessary.
2. **Scope of Work with Cost Estimates.** The applicant will submit the final scope of work with cost estimates and a working drawing, 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. It will provide approval or make recommendations for alternatives, if deemed necessary. Where painting is a listed work item, the color must be approved by this Development Commission.
- 4.
5. **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.
6. **Grant Agreement.** Upon approval by the Development Commission a Grant Agreement (Resolution) will be signed by the Development Commission.
7. **NO WORK CAN BEGIN ON A PROJECT UNTIL A RESOLUTION BY THE DEVELOPMENT COMMISSION IS PROPERLY EXECUTED**
8. **Rehabilitation Monitoring.** The Development Commission will monitor the façade project to assure compliance.
9. **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 warranties and guarantees. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

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 is included in the Application Package.
2. **Eligible Structures.** All commercial structures within East Pine Street area (see attached map) are eligible for façade grant funding..
- 3.
4. **Codes and Ordinances.** All authorized grant awards are subject to compliance with all applicable local, state, and federal regulations.

EQUAL OPPORTUNITY:

ATTACHMENT "A"

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits or 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.

FORMS:

EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM
City of Central Point Development Commission, City of Central Point

Property Owner _____

Business Name _____

Address _____

Tax parcel ID# _____

Phone: _____ E-Mail: _____

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

_____ Two (2) copies of a color photo of façade to be rehabilitated

_____ 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 Redevelopment Authority of the City of Central Point and the City of Central Point Development Commission, 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.

ATTACHMENT “A”

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

**CENTRAL POINT DEVELOPMENT COMMISSION
RESOLUTION NO. 2017-003**

**A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION ODIFYING
THE HISTORIC BUILDING FAÇADE GRANT PROGRAM**

WHEREAS, on March 8, 2012, by Ordinance No. 1955 the City Council approved *The Downtown & East Pine Street Corridor Revitalization Plan, An Urban Renewal Plan for the City of Central Point* (the “Plan”); and

WHEREAS, Section 1.6.1 of the Plan sets forth the projects and activities that the Central Point Development Commission (the “Commission”) may fund as necessary to implement the Plan; and

WHEREAS, Section 1.6.1 (C)(15) identifies as an urban renewal activity the creation of incentive programs encouraging redevelopment within the Urban Renewal Area; and

WHEREAS, On August 13, 2015 the Commission, by Resolution No. 2015-007 approved the Historic Building Façade Grant Program (the “Grant Program”), an economic development incentive program to encourage the renovation and rehabilitation of building facades within the East Pine downtown area; and

WHEREAS, Since implementation of the Grant Program there has been limited activity due to the Grant Programs historic emphasis; and

WHEREAS, To encourage use the Grant Program is being modified to include façade renovations and rehabilitation for all commercial properties within the Grant Program area.

NOW, THEREFORE, BE IT RESOLVED that the Commission by Resolution No. 2017-003 hereby modifies the Grant Program as presented in Attachment “A”.

PASSED by the Central Point Development Commission and signed by me in authentication of its passage this 23rd day of February 2017.

Central Point Development Commission Chair

ATTEST:

City Representative



STAFF REPORT

February 23, 2017

AGENDA ITEM: V-B

Consideration of Application for Façade Improvement Grant, 51 East Pine, Francisco and Maria Orozco (File No. UR 2017-001)

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The Development Commission has received a request for a Historic Façade Improvement Grant for 51 East Pine Street. The applicant/owner is James Gough. The applicant is proposing to refurbish the existing neon “Corner Club” sign. As a neon sign it does not comply with the City’s current sign regulations; however, it is classified as a legal non-conforming sign. Legal non-conforming signs may be refurbished, but not altered.

Based on an internet search the Corner Club building was constructed in 1948 and the Corner Club established that same year and has been operating in that location for the past 68 years. The Corner Club sign was install in 1948 and is post WWII period neon sign.



The applicant’s proposal is to refurbish the sign at an estimated cost of \$5,125. The Historic Façade Grant will cover 50% of the qualifying expenses (see table below).

ESTIMATED CONSTRUCTION COSTS, CORNER CLUB BUILDING

Painting	Qualifying	Non-Qualifying	Total
Paint Sign (2 Sides)	\$ 2,975.00	\$ -	\$ 2,975.00
Electrical			
Transformer Replacement (if needed)	\$ 200.00	\$ -	\$ 200.00
Removal Installation			
Remove and Re-install Materials	\$ 600.00	\$ -	\$ 600.00
Neon Replacement			
Neon Replacement (Materials)	\$ 1,350.00	\$ -	\$ 1,350.00
Totals	\$ 5,125.00	\$ -	\$ 5,125.00
Grant Eligible	\$ 5,125.00		
Grant Amount (50% max.)	\$ 2,562.50		

Approval of the Historic Façade Grant only authorizes final payment upon verification of final billing and payment of invoices. Authorization of this application allows staff to proceed with disbursement of funds upon verification of qualifying receipts.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Resolution No. 2017-04 Approving Historic Façade Grant, Corner Club Building.

ACTION:

Consider Resolution No. 2017-004 approving a Historic Façade Grant for the Corner Club Building

RECOMMENDATION:

Approve the Historic Façade Grant per Resolution No. 2017-04

RESOLUTION NO. 2017-04
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
AUTHORIZING APPROVAL OF A HISTORIC FAÇADE GRANT FOR THE CORNER CLUB
BUILDING, 51 EAST PINE STREET

(File No: HFG 2017-001)

WHEREAS, the Central Point Development Commission has reviewed and application for a Historic Façade Grant from James Gough for 51 East Pine Street; and

WHEREAS, the building at 51 East Pine Street is historically known as the Merritt Building, an historic building in the City of Central Point; and

WHEREAS, the requested Historic Façade Grant meets all applicable criteria set forth in the Historic Façade Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2017-04 hereby approves the Corner Club Building Historic Façade Grant in an amount not to exceed \$2,562.50 and authorizes the Urban Renewal Director to reimburse the Applicant an amount not to exceed \$2,700 subject to verification of qualifying receipts.

PASSED by the Development Commission and signed by me in authentication of its passage this 23rd day of February 2017.

Hank Williams, Chair

ATTEST:

City Representative