



CITY OF CENTRAL POINT

Oregon

City Council Meeting Agenda Thursday, December 13, 2018

Next Res (1560) Ord (2051)

I. REGULAR MEETING CALLED TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. SPECIAL PRESENTATIONS

1. Special Recognition of Council Members
2. School District No. 6 Report

V. PUBLIC COMMENTS

Public comment is for non-agenda items. If you are here to make comments on a specific agenda item, you must speak at that time. Please limit your remarks to 3 minutes per individual, 5 minutes per group, with a maximum of 20 minutes per meeting being allotted for public comments. The council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. Complaints against specific City employees should be resolved through the City's Personnel Complaint procedure. The right to address the Council does not exempt the speaker from any potential liability for defamation.

VI. CONSENT AGENDA

A. Approval of November 8, 2018 City Council Minutes

- B. Proclamation Thanking Bruce Dingler for his Leadership, Dedication and Commitment to the City of Central Point
- C. Proclamation Thanking Michael Quilty for his Leadership, Dedication and Commitment to the City of Central Point
- D. Acceptance of Park Commission Report

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. PUBLIC HEARING

Public comments will be allowed on items under this part of the agenda following a brief staff report presenting the item and action requested. The presiding officer may limit testimony.

- A. Resolution No. _____, A Resolution Approving the Central Point Housing Implementation Plan, A Housing Strategy 2019-2024 (Holtey)

IX. ORDINANCES, AND RESOLUTIONS

- A. Resolution No. _____, A Resolution Canvassing the Votes Cast at the General Election held November 6, 2018 (Clayton)

Mayor
Hank Williams

Ward I
Bruce Dingler

Ward II
Michael Quilty

Ward III
Brandon Thueson

Ward IV
Tanea Browning

At Large
Rob Hernandez

At Large
Michael Parsons

- B. Resolution No. _____, A Recreation Adopting Code of Conduct for Recreation Program Participants, Volunteers, and Instructors (Samitore)

X. BUSINESS

- A. Planning Commission Report (Humphrey)

XI. MAYOR'S REPORT

XII. CITY MANAGER'S REPORT

XIII. COUNCIL REPORTS

XIV. DEPARTMENT REPORTS

XV. EXECUTIVE SESSION ORS 192.660 (2)(a) and ORS 192.660 (2)(e)

The City Council will adjourn to executive session under the provisions of ORS 192.660. Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

XVI. 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

City Council Meeting Minutes Thursday, November 8, 2018

I. REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 7:00 PM by Mayor Hank Williams

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Bruce Dinger	Ward I	Present	
Michael Quilty	Ward II	Excused	
Brandon Thueson	Ward III	Present	
Taneeea Browning	Ward IV	Present	
Rob Hernandez	At Large	Present	
Michael Parsons	At Large	Present	

Staff Present: City Manager Chris Clayton; Parks and Public Works Director Matt Samitore; City Attorney Sydnee Dreyer; Police Chief Kris Allison; Captain Dave Croft; Community Development Director Tom Humphrey; Principal Planner Stephanie Holtey; Community Planner II Justin Gindlesperger; and City Recorder Deanna Casey.

IV. SPECIAL PRESENTATIONS

1. Best of the Best Recognition (Police Department)

Police Chief Kris Allison explained that Channel 12 has a competition each year to find out where the Best of the Best are in the Rogue Valley. Over the last few years they have encouraged citizens to make recommendations. This year Central Point Officer JR Godley was chosen as the Best of the Best for Law Enforcement Officer in the Rogue Valley. Officer Godley is very active in the community with pop warner and local football teams. Central Point was also recognized for best middle school; high school; Principle; Teacher; Fire Fighter; Twin Creeks for retirement community; Seven Oaks Farm and the Grange Co-op.

V. PUBLIC COMMENTS

Jackson County Commissioner Bob Strosser.

Commissioner Strosser stated that he was just visiting with the community and checking in. He thanked the Elected Officials who will be moving on after the election for their service. There was no specific reason for tonight's visit.

VI. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Brandon Thueson, Ward III
SECONDER:	Rob Hernandez, At Large
AYES:	Williams, Dingler, Thueson, Browning, Hernandez, Parsons
EXCUSED:	Michael Quilty

- A. **Approval of October 25, 2018 City Council Minutes**
- B. **Acceptance of September 30, 2018 Financial Statements**
- C. **Approval of Community Christmas Parade Route and Temporary Street Closure**

VII. ITEMS REMOVED FROM CONSENT AGENDA

VIII. ORDINANCES, AND RESOLUTIONS

- A. **Resolution No. _____, Approving the Second extension of the Solid Waste Disposal and Landfill Capacity Guarantee Agreement with Dry Creek Landfill, Inc.**

City Manager Chris Clayton explained that the City and Rogue Disposal have been working to provide a modernized solid waste facility for the citizens of Central Point. The initial agreement was signed in 1997 with the initial agreement term extending until 2029. There are options for 10 year extensions to be considered in 2009 and 2019. The City Council approved the first 10 year extension of the capacity guarantee agreement February 17, 2009.

Rogue Disposal/Dry Creek Landfill has submitted a letter of request asking the Council to consider the second 10 year extension. Extending the Solid Waste Disposal and Landfill Capacity Guarantee Agreement offers several benefits to the citizens including the ability to service the needs of Central Point citizens; ensures that solid waste is properly disposed of in a manner consistent with all local; state and federal regulations. Approval of a new 10 year extension will not alter the current agreement and all remaining terms will remain in full.

Michael Parsons moved to approve Resolution No. 1558, Approving the Second Extension of the Solid Waste Disposal and Landfill Capacity Guarantee Agreement with Dry Creek Landfill, Inc.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Tanea Browning, Ward IV
AYES:	Williams, Dingler, Thueson, Browning, Hernandez, Parsons
EXCUSED:	Michael Quilty

B. Resolution No. _____, Adopting Findings, Authorizing an Exception from Competitive Bidding and Awarding a Contract to Brown and Caldwell for an Update to the City Water Master Plan

Parks and Public Works Director Matt Samitore explained that Brown and Caldwell, Inc., completed our 2008 Water Master Plan, as well as additional updates to the master plan in 2010, 2012, and 2014. They also maintain the city's water system hydraulic model, which allows us to make critical decisions about efficient operation of our water infrastructure.

It is time to update our Master Plan and staff would like to award the bid to Brown and Caldwell, Inc. We are asking the Council to approve the attached Resolution stating an exception from the competitive bid process. Brown and Caldwell have knowledge of our system and knowledge of the Medford Water Commission System which makes them the best option for Central Point. We have already invested significant time and resources with them and the City has been happy with their work. The city is saving significant time and public resources by maximizing the company who has knowledge of our infrastructure.

The City Attorney recommended one change in the agreement by changing one reference from Utah to Oregon. There was discussion about why staff believes that the bid process would not give us better results. They have talked with other engineers who know that Brown and Caldwell has background with us and they would not be able to provide a lower bid.

City Manager Chris Clayton stated that we as a city believe in the competitive bid process and have not used an exception in the past. We believe this is the best option for the city for this project.

Rob Hernandez moved to approve Resolution No. 1559, Adopting Findings, Authorizing an Exception from Competitive Bidding and Awarding a Contract to Brown and Caldwell for an Update to the City Water Master Plan.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Hernandez, At Large
SECONDER:	Brandon Thueson, Ward III
AYES:	Williams, Dingler, Thueson, Browning, Hernandez, Parsons
EXCUSED:	Michael Quilty

IX. BUSINESS

A. Bicycle Safety Improvements Pine Street (7th-Exit 33)

Minutes Acceptance: Minutes of Nov 8, 2018 7:00 PM (CONSENT AGENDA)

Mr. Samitore explained that the City received an All Roads Safety Training (ARTS) Grant through the Oregon Department of Transportation (ODOT) to analyze potential safety improvements for bicyclist's riding East bound on East Pine Street from 7th Street to the Exit 33 overpass. Staff signed a contract with RH2 Engineering, and they have prepared a set of plans based upon ODOT's initial review. The drawings show elimination of most of the third east bound travel lane in order to delineate the bicycle lane. The proposed design would meet the requirements of the grant.

The complete elimination of most of the third eastbound lane could potentially cause other traffic issues. A traffic impact analysis should be conducted if this plan is favored by the council. The city has not received any plans from ODOT on further enhancements to the overpass itself. Staff would like to obtain a second option of a separated bike/pedestrian path that would not utilize as much of the right-of-way. He presented an option that showed safety enhanced bike lanes in green and keep the current configuration. We are concerned that if we make changes now to the lane configurations ODOT will not be able to incorporate those changes in future plans for the overpass.

Mr. Clayton explained the possible need for two left turn lanes onto I-5 heading south in the near future. Before we make changes we need to know what the plans are for the overpass by ODOT.

Consensus is that the city should not proceed with this project until further information is gathered from the State regarding the overpass.

B. Floodplain Management Update

Community Planner II Justin Gindlesperger provided a brief overview of the City's floodplain management program. The city participates in the National Flood Insurance Program (NFIP), which has minimum management standards for communities, but Central Point implements higher standards to promote a stronger community. Central Point has seven streams with 208 acres in the high risk floodplains.

Participation in NFIP provides base floodplain management standards and makes federal flood insurance available for all residents and businesses in our community. The city participates in the Community Rating System (CRS), which allows us to earn automatic flood insurance discounts of 20% on flood insurance premiums. Participation in the CRS requires documentation and certification from the City. The recertification for the 2017/2018 cycle has been completed and the city continues to maintain records of the management activities through Newsletter articles and a detailed webpage.

C. 2019 Citizen Survey Update

Principal Planner Stephanie Holtey updated the Council on the current status of the 2019 Citizens Satisfaction Survey. We have conducted several meetings to discuss proposed questions. There are too many questions and staff will be working to make the survey shorter. The questions and topics are still being refined to pin point the

information we are looking for. Citizens have responded in the past that they like the “Small Town Feel” of Central Point but we have never been able to define what that means to them. Several of the questions this year will work on clarifying what that means.

Mr. Clayton explained all the work that Mrs. Holtey has done with this project. She has taken on the project and managed it well. If Council has any specific questions or concerns regarding the proposed survey they are welcome to contact Mrs. Holtey by Tuesday next week. Participation for the survey will be online, we will send out information asking all citizens to participate. It has been discussed offering a discount on a water bill or recreation class to help increase participation.

Mr. Clayton has been working with a Strategic Planning Specialist and hopes to be able to use some of the survey questions towards that process. There was discussion regarding questions from the last survey and if we have done anything about the results. We implemented fees after the last survey because citizens showed they would support them for Parks and Police.

D. Planning Commission Report (Humphrey)

Community Development Director Tom Humphrey presented the Planning Commission report for November 6, 2018.

- The Planning Commission continued a public hearing to consider a Master Plan for the Chicory Village in the TOD Corridor. The applicant has requested a continuance for one more month in order to allow the applicant’s agent time to add updated material in the Master Plan addressing concerns raised by the Commission at a previous meeting. No additional public comment was received at the meeting.
- The Commission continued a public hearing to consider a Tentative Plan for a 22 lot subdivision known as Chicory Village. The applicant requested the continuance for one more month in order to allow their agent to address concerns raised by the Commission and staff at the previous meeting. No additional comment was received at the meeting.
- The Commission held a public hearing to consider a housing implementation Plan (HIP) to monitor and respond to housing concerns in the City including affordability. The HIP sets forth a series of short and long range actions and is intended to be updated on a five year cycle. Actions to be considered include regulatory reforms, affordable housing incentives, funding sources and ongoing monitoring programs. The HIP represents Central Point’s participation in response to a Regional Housing Strategy developed as a condition of the Grater Bear Creek Valley Regional Plan. The Commission discussed the plan and recommended City Council approval with recommended changes.

X. MAYOR'S REPORT

Mayor Hank Williams reported that he attended:

- The arrival celebration for JD Day at the airport and later at Don Jones Memorial Park for a Meet-N-Greet.
- The Medford Water Commission meeting.

XI. CITY MANAGER'S REPORT

City Manager Chris Clayton reported that:

- RVTD has presented an alternate bus route. They are having issues turning on to 2nd Street from Pine. Staff will be reviewing their proposal and return to Council with updates.
- He attended the MakerSpace ground breaking ceremony.
- The City has received the first lease payment for the Upton Road Farm property.
- He will be researching taxes regarding Bed and Breakfast properties.
- The city will be having the Volunteer Thanksgiving Lunch next Wednesday. All committee members are invited to attend.
- There will be a ceremony at the Don Jones Memorial Park on Monday for Veterans Day.
- Staff will be asking the Council to help with some Differed Improvement Agreements that were set up years ago by a previous Public Works Director. These agreements state that the property owner would be required to make public improvements in front of their property if asked by the city. Some of these are very old and no longer valid.

XII. COUNCIL REPORTS

Council Member Tanea Browning reported that:

- She had a fantastic vacation with her family last week.
- She was honored to attend the best of the best for Southern Oregon where Central Point cleaned house. Congratulations to JR Godley for his recognition and the School District for collecting four awards as well. Alvarez Construction from Central Point was another recipient. I am very proud that our city is home to so many incredible businesses and organizations.
- She attended the ground breaking ceremony on Monday night for Craterworks at the old Crater Iron building. It was well attended, there is a video on Facebook that is pretty popular. She thanked those who attended and is looking forward to the ribbon cutting ceremony in early spring.
- She will be attending the LOC Training for Elected Officials on Friday, December 14th in Grants Pass. She would love to car pool or caravans with other elected officials. This travel date will give us the opportunity to chat about the training.

Council Member Michael Parsons reported that:

- He attended the JD Day Welcome Home event at Don Jones Park. He is truly a hometown hero to many.
- He attended the CraterWorks ground breaking ceremony.

- He attended the Planning Commission meeting on Tuesday.

There were no other reports.

XIII. DEPARTMENT REPORTS

Parks and Public Works Director Matt Samitore reported that:

- The last change orders for Twin Creeks Rail Project are approved by Legal Counsel and are ready to be signed by all parties. We are hoping to start construction in December.
- The Veterans Day event will be at Don Jones Memorial Park on Monday November 12, 2018. We are having all Veterans speak this year.

Police Chief Kris Alison reported that:

- The JD Day welcome home was well attended. She was so impressed with the amount of people at the airport and park in support of our hometown hero.
- The Police Department did a greenway sweep today. This is done every other week by the Central Point Police for our part of the greenway. Our officers provide handouts for resources and make sure no one is miss-using the greenway.

Community Development Director Tom Humphrey reported that:

- The Citizens Advisory Commission met this week and entertained the idea of rezoning property at the south end of 2nd Street. The Planning Commission will discuss this option in January.
- He has been contacted by Ted Zuk, Jackson County Development Services Director/Building Official regarding the time frame of UGB Amendment.
- He handed out a flyer for the Brownfields Grant program. Staff is informing different businesses in the city about the option to use this grant. We will be helping Don Pfaff with the grant for his building assessment on Pine Street. We have two years to use the funds available.

City Attorney Dan O Conner attended a neighborhood conference in FL and he looks forward to talking to staff about some of the ideas and programs coming from that conference.

Finance Director Steven Weber had no report.

XIV. EXECUTIVE SESSION UNDER ORS 192.660 (2)(h) Legal Counsel

Rob Hernandez moved to adjourn to Executive Session under ORS 192.660 (2)(h) Legal Counsel. Michael Parsons seconded. All said "aye" and the regular meeting was adjourned to Executive Session at 8:38 p.m.

The Council returned to regular session at 9:19 p.m.

XV. ADJOURNMENT

Brandon Thueson moved to adjourn. Tanea Browning seconded. All said “aye” and the meeting was adjourned at 9:20 p.m.

The foregoing minutes of the November 8, 2018, Council meeting were approved by the City Council at its meeting of December 13, 2018.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder

Minutes Acceptance: Minutes of Nov 8, 2018 7:00 PM (CONSENT AGENDA)



PROCLAMATION

*Thanking **Bruce Dingler** for his Leadership, Dedication and Commitment to the City of Central Point*

WHEREAS, Bruce Dingler was first appointed to the Central Point City Council in December, 2005; and,

WHEREAS, Councilman Dingler was reelected in 2006, ultimately serving four terms of four years each, for a total of 13 years on the Central Point City Council; and,

WHEREAS, Councilman Dingler witnessed incredible change in the Central Point community and had a hand in influencing policies, procedures and practices that have impacted the place Central Point is today; and,

WHEREAS, Councilman Dingler's guidance and votes were influential in many key decisions including the revitalization of Downtown Central Point, among many, many others; and,

WHEREAS, Councilman Dingler was appointed by his fellow Councilmembers as Council President for the years 2011 through 2016.

NOW, THEREFORE:

The City of Central Point extends its sincere thanks to Bruce Dingler for his leadership, dedication and commitment to Central Point and our community.

INWITNESS WHEREOF, I HEREBY SET MY HAND THIS 13TH DAY OF DECEMBER, 2018

Mayor Hank Williams
 City of Central Point



PROCLAMATION

Thanking Michael Quilty for his Leadership, Dedication and Commitment to the City of Central Point

WHEREAS, Michael Quilty served on the Central Point City Council from 2002 through 2010 and was elected to office again in 2015 serving through 2018; and,

WHEREAS, Councilman Quilty has served the City of Central Point, Jackson County and the State of Oregon on numerous Transportation Committees and Advisory Groups; and,

WHEREAS, Councilman Quilty witnessed incredible change in the Central Point community and had a hand in influencing policies, procedures and practices that have impacted the place Central Point is today; and,

WHEREAS, Councilman Quilty has been a powerful influence for good in the growth and process of the community.

NOW, THEREFORE:

The City of Central Point extends its sincere thanks to Michael Quilty for his leadership, dedication and commitment to the City of Central Point and our community.

INWITNESS WHEREOF, I HEREBY SET MY HAND THIS 13TH DAY OF DECEMBER, 2018

*Mayor Hank Williams
City of Central Point*



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Parks and Recreation
FROM:	Dave Jacob, Recreation Program Coordinator		
MEETING DATE:	December 13, 2018		
SUBJECT:	Acceptance of Park Commission Report		
ACTION REQUIRED:	Consent Agenda Item	RECOMMENDATION:	Approval

Park Commission Report - November 15, 2018

- A. Memorandum of Understanding: City of Central Point & Direct Involvement Recreation Teaching for Skyrman Arboretum Education Programing.** Through a Memorandum of Understanding (MOU) with the city, Direct Involvement Recreation Teaching (DIRT) would offer educational programs at the Skyrman Arboretum. DIRT was formed with the goal of bringing hands-on education and authentic learning to the community through recreational activities and was recognized as an Oregon non-profit public benefit corporation recognized by the IRS as tax exempt under 501(c) 3 in 2014. The Park Commission supported moving forward with development of an MOU with DIRT for final approval by City Council.
- B. Don Jones Park Concession Stand Update.** The city received estimates for construction of the Don Jones Park concession stand all in excess of \$200,000. With the high costs for the project, there is little likelihood that the construction cost would be recovered so the project has been put on hold.
- C. Flanagan Park - Parking Update.** At its May 17th and August 16 meetings, the Park Commission reviewed parking plans for Flanagan Park which currently has no dedicated parking area. Commission members requested that an additional plan be developed which would move the parking area into the park. This would allow for additional parking spots and would be easier for the police department to regulate use. The Park Commission approved moving forward with the new in-park design for the project. The project will be budgeted for in FY 2019-21.
- D. Central Point Little League - Lease Agreement.** The Central Point Little League Board of Directors agreed to move forward with discussions of a 20-year lease agreement with the City. Potentially, in the first year of the proposed lease agreement, the city would install a waterline to the Little League fields to provide for irrigation and potable water. The city would also repair the existing field lighting system. In the long term, the city could potentially provide additional improvements to the site including paved parking areas. In return for these enhancements, the city would rehabilitate one or possibly two

of the existing fields for use for softball. The fields would then be available for city recreation programs, such as a softball league and camps. The goal is to have the agreement in place prior to the start of the next fiscal year so that improvement can be budgeted for. The Park Commission approved moving forward with development of a lease agreement for final approval by City Council.

E. Revised Special Event Fees. The following changes have been suggested to the Special Fee Schedule: Refundable damage deposit will be returned within 30 days. The special event gazebo rental fees have been rounded to allow for easier explanation of costs. The cost of the alcohol permit has been lowered from \$20 to \$15 to reflect the amount charged by the City. A \$15 water permit charge has been added to special events. This permit will be required for large scale water use related to items such as water bounce houses and dunk tanks. Additional rental changes may be added for items such as hoses, couplers, spider boxes, etc. Specific charges related to the damage deposit have been added: A \$15 charge for overflowing trash cans and \$5 charge per additional trash bag left on site. These will be deducted from the \$200 damage deposit. The Park Commission approved changes and forwarded them to City Council for final approval.

F. Code of Conduct: Volunteers, Instructors, Participants. The Parks and Recreation Department currently has no conduct standards in place. With the assistance of the city attorney, the Parks and Recreation Department has developed codes of conduct for volunteers, instructors, and recreation program participants which will provide program participants with basic acceptable standards. These codes of conduct will be signed by those attending recreations classes, volunteering at city events and teaching our recreation classes. The documents not only provide for basic standards but also provide consequence for unacceptable behavior which range from a verbal warning to removal from parks and recreation programs. The Park Commission approved the Codes of Conduct and forwarded them to City Council for final approval.

G. Parks and Recreation Rebranding: The Parks and Recreation Department has used the RECreate brand and logo for approximately eight years. Staff feels it's important to develop a new identity for our park and recreation programs moving forward. The rebranding process will be an opportunity to reintroduce the department to the community as we develop and improve our parks, recreation programs and specials events. The rebranding will begin with the January - April recreation guide and will include new logos, updated website, and other informational materials. The Park Commission reviewed, selected and approved a new Parks and Recreation logo.

H. Recreation Guide Advertising Rates: Recreation guide advertising rates have been unchanged for approximately eight years. In comparing current advertising rates with recreation guides for Ashland and Medford, Central Point is much lower. The advertising rates for Medford are higher since they are serving a larger audience and more recreation guides are sent out. The comparison with Ashland is more in line with Central Point since our population size is very similar. Revised advertising rates would be the same as Ashland's. Historically, the recreation guide does not carry a great deal of paid advertising but one of our goals moving forward is to seek more advertising. Additionally, advertising is also used in trade for sponsorship and partnership agreements so a more realistic advertising rate will benefit our special events and recreation programs. Park Commission requested that rates be lowered. Staff agreed and will provide revised lower advertising rates.



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Community Development
FROM:	Stephanie Holtey, Principal Planner		
MEETING DATE:	December 13, 2018		
SUBJECT:	Resolution No. _____, A Resolution Approving the Central Point Housing Implementation Plan, A Housing Strategy 2019-2024		
ACTION REQUIRED:	Resolution	RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

Since the Great Recession, lack of suitable housing and affordability has been a major concern affecting Central Point and the region. Although housing affordability is expected to improve and decline as a function of the economy, it is a significant issue that needs to be monitored and addressed. To that end, the Regional Plan and Housing Elements establish a framework for accomplishing this in the form of a Housing Implementation Plan (HIP) (Attachment “A”). The HIP sets forth the City’s preferred housing program with actions to be evaluated, developed, implemented, and monitored on a 5-year cycle. It doesn’t attempt to solve any housing affordability concerns in and of itself, but provides qualitative and quantitative success indicators for actions included in the HIP.

The City’s HIP implements goals and policies in the Housing Element and satisfies the requirement in the Regional Plan to develop a regional housing strategy. It was developed in collaboration with regional partners (i.e. DLCD, ECO|NW, and the Cities of Eagle Point, Medford, Ashland, Talent, and Phoenix), and based on input and direction from the Planning Commission and Citizen’s Advisory Committee at meetings in April, July, October and November 2018.

The City’s short-term strategy for 2019-2024 builds on existing programs and work already being performed. These actions are summarized below:

- Consider residential code amendments to streamline code requirements and improve accessibility, increase minimum densities consistent with the Housing Element, eliminate barriers to multifamily housing, and add new housing types.
- Evaluate barriers and challenges to residential infill projects in the High Mix Residential (HMR) zone in the Central Business District and identify possible

solutions to minimize or eliminate those barriers.

- Consider amendments to the transient lodging tax regulations to track and enforce requirements for short-term rentals, such as VRBO, Airbnb, etc.
- Amend the UGB and designate land use and zoning consistent with the adopted Concept Plans as general land use guide.
- Continue supporting low-and moderate-income households through direct contributions to partner agencies that provide services and financial support, such as ACCESS, Habitat for Humanity, St. Vincent de Paul, Meals on Wheels, etc.
- Evaluate the City’s Vertical Housing Tax Exemption Program to identify barriers to its use and explore changes to promote its success in the City, including expanding the area of applicability.
- Continue monitoring buildable lands using the Buildable Lands Inventory (BLI) database and update every 5 years.
- Monitor Regional Plan Compliance using the BLI to show that average residential density in areas newly added to the UGB is 6.9 units per gross acre, and that the percentage of dwelling units within or near activity centers complies with benchmarks for mixed-use/pedestrian friendly areas.

The long-term actions are those that may be considered in 2024 and subsequent cycle updates. This list may change over time based on housing needs, resource availability, and community direction. The long-term actions are listed in Section 3.3 of the HIP but generally consist of considering new ordinances addressing affordable housing, micro/tiny housing, and SDC waiver/discounts (Attachment “A”).

FINANCIAL ANALYSIS:

The HIP provides a list of actions the City proposes to evaluate, consider, implement and monitor. From a financial standpoint this will involve staff time to research and present the findings addressing the benefits and drawbacks of implementation, including financial analysis. For the 2019-2024 HIP cycle, housing actions involve satisfying requirements of the Regional Plan and accomplishing tasks necessary to amend the Urban Growth Boundary (UGB). Based on this assessment, the City Council can expect little to no financial impact as the work to be performed aligns with existing Department goals and key performance measures.

LEGAL ANALYSIS:

The HIP has been prepared to satisfy the requirements set forth in the Regional Plan and Housing Elements, specifically related to monitoring and addressing housing supply and affordability. The HIP is to establish a preferred approach to housing and does not create policy. It is essentially a task list and each action in the HIP will be subject to applicable review procedures per Central Point Municipal Code Chapter 17.05.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

The proposed HIP is consistent with the following Council Goals and Strategic Plan Goals:

1. Continually ensure that planning and zoning regulations are reviewed and consistent with comprehensive lands and vision.
2. Maintain Central Point's small town feel and remain family oriented as we grow.

The proposed HIP is designed to assure that sufficient numbers and quality housing can be provided to current and future residents by evaluating and updating the comprehensive plan and zoning code to eliminate barriers, increase density and allow more diverse housing types to meet market demand and community need. Additionally completion of the HIP satisfies a requirement of the Regional Plan and will allow the City to proceed with an application to amend the UGB.

STAFF RECOMMENDATION:

Consider the 2019-2024 Central Point Housing Implementation Plan and approve with or without changes.

RECOMMENDED MOTION:

Approve City Council Resolution No. ____ a Resolution Approving the Central Point Housing Implementation Plan, a Housing Strategy for 2019-2024.

ATTACHMENTS:

1. 12132018 Final Draft HIP (Clean Version)
2. 12132018 Council Resolution (HIP)



Housing Implementation Plan

Housing Strategy 2019-2024

Final Draft

City Council Resolution No. ____

Adopted: _____

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Table of Contents

- Executive Summary 5
- 1 Introduction..... 7
 - 1.1 Regional Housing Strategy 7
 - 1.1.1 Regional Housing Principles..... 7
 - 1.1.2 Housing Affordability, Defined 8
 - 1.2 Housing Element..... 8
- 2 Current Housing Programs..... 11
- 3 Central Point Housing Strategy..... 12
 - 3.1 Planning Process 12
 - 3.2 Short Term Actions..... 13
 - 3.2.1 Prepare and Adopt Residential Code Amendments..... 13
 - 3.2.2 Evaluate Residential Infill Barriers in High and Medium Density Zones in the Central Business District. 14
 - 3.2.3 Regulate and Enforce Transient Lodging Tax for Short-term Rentals. 14
 - 3.2.4 Amend the UGB and Designate Land Use and Zoning based on Adopted Concept Plans as a General Land Use Guide. 15
 - 3.2.5 Continue Supporting Low-Income and Homeless Populations through Partner Organizations. 15
 - 3.2.6 Evaluate the City’s Vertical Housing Program..... 16
 - 3.2.7 Monitor Buildable Lands. 16
 - 3.2.8 Monitor Regional Plan Compliance..... 17
 - 3.3 Long-Term Actions..... 17
 - 3.3.1 Evaluate Feasibility of a Multiple Unit Limited Tax Exemption Program..... 17
 - 3.3.2 Consider a Tiny House/Micro Housing Ordinance..... 18
 - 3.3.3 Evaluate Flood Risk/Insurance Requirements on Housing Affordability..... 18
 - 3.3.4 Evaluate Single-Family Housing Rehabilitation Grant/Loan Program..... 19
 - 3.3.5 Promote Affordable Housing Services and Support Offered by the City and Other Organizations. 19
 - 3.3.6 Develop a SDC Discount/Waiver Program as a Gap Financing Tool to Support Qualified Affordable Housing Projects..... 19
- 4 Reporting and Cycle Updates 20

Attachment: 12132018 Final Draft HIP (Clean Version) [Revision 1] (1075 : Housing Implementation Plan)

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Executive Summary

Since the Great Recession, lack of suitable housing and affordability has been a major concern affecting Central Point and the region. Although housing affordability is expected to improve and decline as a function of the economy, it is a significant issue that needs to be monitored and addressed. To that end, the Regional Plan and Housing Elements establish a framework for accomplishing this in the form of a Housing Implementation Plan (HIP). The HIP sets forth the City's preferred housing program with actions to be evaluated, developed, implemented, and monitored on a 5-year cycle. It doesn't attempt to solve any housing affordability concerns in and of itself but provides qualitative and quantitative success indicators for actions included in the HIP.

The HIP was prepared in collaboration with regional partners and based on input from the public and decision makers. A summary of the City's short- action plan is provided in Table 1 below. Performance measures are detailed in Sections 3.2.

No.	Priority	Action Description
3.2.1	High	Prepare and adopt residential code amendments to streamline code requirements and improve accessibility, increase minimum densities consistent with the Housing Element, eliminate barriers to multifamily housing and add new housing types.
3.2.2	High	Evaluate barriers and challenges to residential infill projects in the High Mix Residential (HMR) zone in the Central Business District and identify possible solution to minimize or eliminate those barriers.
3.2.3	High	Consider amendments to the transient lodging tax regulations to track and enforce requirements for short-term rentals, such as VRBO, AirBnB, etc.
3.2.4	High	Amend the UGB and designate land use and zoning consistent with the adopted Concept Plans as a general land use guide.
3.2.5	High	Continue supporting low- and moderate-income households through direct contributions to partner agencies that provide services and financial support, such as ACCESS, Habitat for Humanity, St. Vincent de Paul, Meals on Wheels, etc.
3.3.6	High	Evaluate the City's Vertical Housing Tax Exemption Program to identify barriers to its use and explore changes to promote its success in the City, including expanding the area of applicability.
3.2.7	High	Continue Monitoring Buildable Lands using the City's Buildable Lands Inventory (BLI) database and update every 5 years.
3.2.8	High	Monitor Regional Plan Compliance using the BLI to show that average residential density in areas newly added to the UGB average 6.9 units per acre (gross), and that the percentage of dwelling units within or near activity centers complies with benchmarks for mixed-use/pedestrian friendly areas.

Long-term actions are not intended for immediate implementation and have been selected to provide a reference for future amendments to the HIP. Long-term actions are listed in Table 2 and performance measures are set forth in Section 3.3.

Table 2. Central Point's Long Term Housing Strategy		
No.	Priority	Action Description
3.3.1	Moderate	Explore the feasibility of establishing a Multiple Unit Tax Exemption program in Central Point to incentivize multifamily housing. Based on findings and direction from the Planning Commission and/or City Council, design a program that will maximize the scale of impact and produce positive results for Central Point.
3.3.2	Moderate	Consider a tiny house/micro housing ordinance to allow 'tiny homes' and/or micro housing outside cottage housing developments.
3.3.3	Moderate	Evaluate flood risk/insurance requirements on housing affordability in the City's High Risk Floodplains. Identify possible mitigation measures and incorporate into the City's Hazard Mitigation Plan and Comprehensive Plan.
3.3.4	Low	Evaluate the feasibility of establishing a single-family housing rehabilitation loan/grant program outside the Urban Renewal Area based on the observed success of Urban Renewal's Single Family Rehabilitation Program.
3.3.5	Low	Develop a list of agencies and programs that offer financial support and services to low- and middle-income households and promote online, in the City's newsletter and/or other outreach platforms.
3.3.6	Low	Develop a SDC Discount/Waiver Program that can be used to provide gap funding for affordable housing projects funded and managed by federal and/or non-profit agencies that guarantee affordability for low- income families over the life a project.

Given the cyclical nature of housing needs and affordability issues, adjustments to the City's 5-year action plan is expected. Adjustments will reflect Central Point's housing needs, community conditions and lessons learned through implementation and monitoring.

1 Introduction

Housing supply and affordability have been a major concern for the City particularly since the Great Recession. The Housing Element identifies this concern and acknowledges that it is an issue that needs further analysis and consistent targeted action. For that reason, it establishes goals and policies that direct the City to develop a Housing Implementation Plan (HIP), a formal program to address housing concerns in the community over the short- and long-term.

The Housing Element recognizes the importance of regional collaboration to address growth management and housing affordability by establishing goals and policies to comply with the Greater Bear Creek Valley Regional Plan (“Regional Plan”). The Regional Plan was prepared in collaboration with Jackson County and the cities of Medford, Eagle Point, Phoenix, Talent, and Ashland, and adopted by the City as the Regional Plan Element. It establishes a 50-year land supply in urban reserves and requires compliance with performance indicators relative to minimum residential densities, land use, transportation planning, and regional housing strategy development.

The HIP is intended to be a living document that implements the goals and policies in the Housing and Regional Plan Elements relative to housing.

1.1 Regional Housing Strategy

The Regional Plan requires that RPS communities adopt a regional housing strategy that provides opportunities for a diverse range of housing types. DLCD facilitated collaboration among the RPS communities by hiring ECO|NW to develop regional housing strategy principles and an affordable housing toolkit to guide development of local plans. The objective at the outset was to provide a regional framework for addressing local housing concerns while allowing communities flexibility to adopt action plans that are appropriate to local housing needs, community values and capabilities.

1.1.1 Regional Housing Principles

The Department of Land Conservation and Development (DLCD) hired ECO|NW in partnership with the RPS communities to facilitate development of a regional housing strategy for each city based on regional housing principles. The regional housing principles describe the desired outcome of the regional housing strategy without prescribing specific programs that each community should adopt. The objective is to provide flexibility for each city to craft a program that best suits its needs and aligns with its values within the parameters of the regional principles¹. The regional housing principles are:

- Plan for residential growth in urban reserve areas (URAs) consistent with the committed residential density requirements in the Regional Plan.
- Identify opportunities for increasing land use efficiency within the existing urban growth boundary (UGB).
- Provide opportunities for development of a range of housing types with special attention to missing middle housing types and other multifamily housing types.

¹ RPS Regional Housing Strategy Principles. Beth Goodman, ECONorthwest. (2018).

- Accommodate medium and high density housing within the existing UGB and close to transit to the extent feasible.
- Work with a common definition of affordable housing based on income and affordable housing costs.
- Evaluate and identify opportunities and policy tools to support development of low-income housing.
- Evaluate and identify opportunities and policy tools to support development of middle-income affordable housing.

1.1.2 Housing Affordability, Defined

According to the Department of Housing and Urban Development (HUD), families paying more than 30% of their income for housing are cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care.² In Central Point, 54% of renters and 37% of owners are paying more than 30% of family income on housing costs underscoring the importance of this HIP to guide actions that help provide more stable, affordable housing in Central Point.

For the purpose of this HIP, affordable housing is divided into two (2) subcategories based on income: 1) low-income affordable housing for households earning less than 60% of the area Median Family Income; and 2) middle-income affordable housing for households earning between 60% and 120% of the area Median Family Income³.

In 2018 the Jackson County Median Family Income was \$58,900, which is an average income of \$4,908 per month. Table 3 provides a breakdown of median family income relative to affordable housing cost for the low and middle income categories.

	Percent of Median Family Income	Monthly Median Family Income	Affordable Monthly Housing Costs
Low-income Affordable Housing	Very Low Income 0% - 30%	Up to \$1,473	Up to \$442
	Low Income 30% - 60%	\$1,472 to \$2,945	\$442 to \$884
Middle-income Affordable Housing	Lower Middle Income: 60% - 80%	\$2,945 to \$3927	\$884 to \$1,178
	Upper Middle Income: 80% - 120%	\$3,927 to \$5890	\$1,178 to \$1,767

1.2 Housing Element

The Housing Element establishes goals and policies that provide the framework for housing programs in the City based on an analysis of housing needs over a 20-year period⁴. The most

² Department of Housing and Urban Development. Affordable Housing (2018). https://www.hud.gov/program_offices/comm_planning/affordablehousing/.

³ RPS Regional Housing Strategy Principles. Beth Goodman, ECONorthwest. (2018).

⁴ Central Point Comprehensive Plan: Housing Element. City of Central Point (2017).

significant are goals and polices that direct creation of the HIP and describe how it will be used to address housing needs through planning, implementation and monitoring activities.

Success of the HIP will be evident in how well actions implemented achieve the goals and policies in the Housing Element, which are provided below for reference. In the event the Housing Element goals and policies are amended resulting in a conflict with those listed below, those listed in the Housing Element shall apply.

Goal 1. To provide an adequate supply of housing to meet the diverse needs of the City’s current and projected households.

- Policy 1.1 Continue to support new residential development at minimum residential densities.
- Policy 1.2 Develop and maintain a Housing Implementation Plan (HIP) that is regularly updated based on current demographic and housing market conditions.
- Policy 1.3 Provide and maintain an efficient and consistent development review process.
- Policy 1.4 Work with regional partners to develop and implement measure that reduce upfront housing development costs.
- Policy 1.5 Support UGB expansions and annexations that can be efficiently provided with urban services and that will, in a timely manner, meet the City’s housing needs.
- Policy 1.6 When properly mitigated support higher density residential development within the Downtown and older surrounding residential areas, capitalizing on availability of existing infrastructure and supporting revitalization of the City’s core area.

Goal 2. To encourage the development and preservation of fair and affordable housing.

- Policy 2.1 As part of the HIP research and obtain local, state, and federal financial resources and incentives that support the development and preservation of affordable housing.
- Policy 2.2 Through the HIP explore and promote programs and incentives that support new affordable housing.
- Policy 2.3 Support and participate in the Greater Bear Creek Valley Regional Plan’s program addressing regional housing strategies, particularly as they apply to affordable housing
- Policy 2.4 As part of the HIP support regional efforts addressing homelessness and housing, medical and social services to special need households.

Goal 3. To maintain a timely supply of vacant residential acres sufficient to accommodate

development of new housing to serve the City's projected population.

Policy 3.1 Provide a sufficient inventory of residential planned and zoned vacant land to meet projected demand in terms of density, tenure, unit size, accessibility, and cost.

Policy 3.2 Throughout the 2017-2036 planning period the City's new vacant residential land use mix shall support an average density of not less than 6.9 dwelling units per gross acre.

Policy 3.3 Update the Housing Element's vacant acreage needs every four-years consistent with the PSU Population Research Centers population update.

Policy 3.4 To avoid speculation the City shall, when expanding the UGB establish procedures that give priority to lands that will be developed in a timely manner.

Goal 4. To ensure that a variety of housing will be provided in the City in terms of location, type, price and tenure, according to the projected needs of the population.

Policy 4.1 Residential land use designations on the General Land Use Plan and the Zoning Map shall be compliant with the residential land use needs identified in the Housing Element.

Policy 4.2 Based on the findings of the HIP incentivize housing types that are needed but not being provided in adequate numbers by the market forces.

Policy 4.3 In larger residential developments encourage a mix of densities and housing types to accommodate a variety of households based on age and income levels.

Policy 4.4 Support programs that encourage the ability of older residents to age in place by making existing housing more age friendly and accessible.

Goal 5. To ensure that municipal development procedures and standards are not unreasonable impediments to the provision of affordable housing.

Policy 5.1 As part of a HIP periodically evaluate development procedures and standards for compliance with the goals of this Housing Element and modify as appropriate.

Goal 6. To develop and maintain a HIP that includes programs that monitor and address the housing affordability needs of the City's low- and moderate-income households.

Policy 6.1 Support collaborative partnerships with non-profit organizations, affordable housing builders, and for-profit developers to gain greater access to various sources of affordable housing funds.

Policy 6.2 Support and participate in the Greater Bear Creek Valley Regional Plan's program addressing regional housing strategies.

Policy 6.3 Address the special housing needs of seniors through the provision of affordable housing and housing related services.

Goal 7. To assure that residential development standards encourage and support attractive and healthy neighborhoods.

Policy 7.1 Encourage quality site and architectural design throughout the City that acknowledges neighborhood character, provides balanced connectivity (multi-modal), and integrates recreational and open space opportunities.

Policy 7.2 Provide flexible development standards for projects that exceed minimum standards for natural resource protection, open space, public gathering places, and energy efficiency.

Policy 7.3 Where appropriate encourage mixed uses at the neighborhood level that enhance the character and function of the neighborhood and reduce impacts on the City's transportation system.

Policy 7.4 Support minimum parking standards for multiple family development served by public transit.

Policy 7.5 Maintain and enforce Chapter 17.71 Agricultural Mitigation ensuring that all new residential development along the periphery of the Urban Growth Boundary includes an adequate buffer between the urban uses and abutting agricultural uses on lands zoned Exclusive Farm Use (EFU).

2 Current Housing Programs

Prior to 2018 the City did not have a formal housing program; however, through the City Council and Community Development Department the City has either directly or indirectly supported housing goals or needs. The following summarizes prior housing initiatives, but is not intended to be exhaustive:

- Zoning standards:
 - Allow a variety of housing types, especially in the Transit Oriented Development (TOD) District and Corridor;
 - Performance zoning in conventional medium and high density zones allows applicants to apply more flexible TOD land use and site dimension standards (i.e. setbacks, lot coverage, parking ratios) in exchange for TOD building designs.
 - The City is responsive to feedback regarding development constraints and regularly reviews and updates its zoning code requirements to eliminate barriers to good residential and economic development. Examples of this include allowing performance zoning, establishing minimum densities in 2006, and adjusting design standards to provide for functional and attractive developments desired by the community.
- Central Point Planning Approach. Efficient land use application review process and proactive, solution-oriented approach to identifying and resolving issues can reduce time cost associated

with entitlements and produce better results for the community.

- Partnerships. The City maintains communication with partners in affordable housing, such as the Jackson County Housing Authority. Although funds are not directly budgeted for direct contribution to offset project costs, the City has historically collaborated to assure land is planned and zoned to support needed affordable housing projects near schools and transit areas.
- Direct Contributions.
 - The City Council provides direct contributions to partners that provide housing assistance and services to homeless and low-income residents in the community, including: ACCESS, Habitat for Humanity, St. Vincent de Paul, and Meals on Wheels.
 - The City offers discounts on water bills for qualified low-income households.
 - The City has provided transitional housing assistance to keep at least one family off the street until stable income and housing could be secured.

3 Central Point Housing Strategy

The Central Point HIP prioritizes actions or programs designed to eliminate barriers to housing development, reduce upfront development costs, and support development of affordable housing units in the city. The strategy includes actions that fall into one of four categories: 1) regulatory reforms, 2) affordable housing incentives, 3) affordable housing funding, and 3) monitoring. These are further divided into short- and long-term actions.

3.1 Planning Process

Based on recommendations from ECO|NW, the City presented a wide array of housing options to the Citizen’s Advisory Committee, Planning Commission and City Council for consideration in the Spring, Summer, and Fall 2018⁵. These were evaluated based on community values and perceived effectiveness and importance of each action to improve housing supply and affordability. Figure 1 illustrates the HIP planning process. As shown, actions are identified, evaluated, prioritized, developed and implemented to improve housing in the city as part of a continuous planning process. Monitoring programs will build on the Buildable Lands Inventory system already in place to track residential land supply, land use efficiency, and housing characteristics fundamental to advancing the goals and policies of the Housing and Regional Plan Elements.

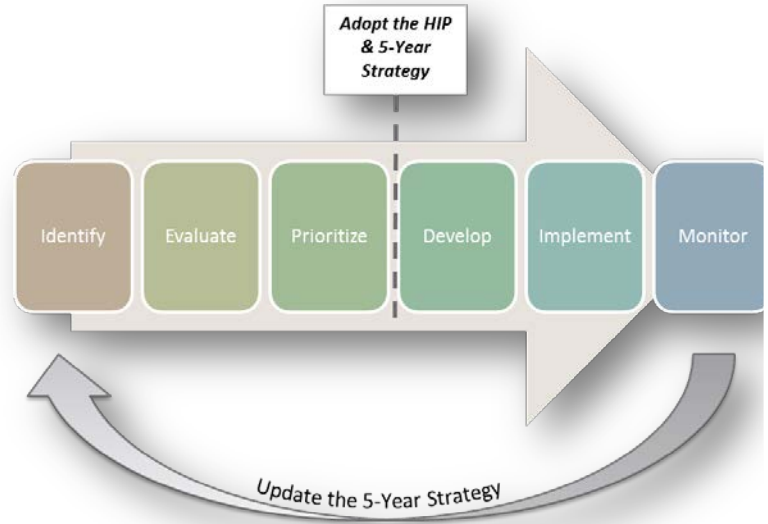


Figure 1 Housing Implementation Cycle

⁵ Central Point Housing Strategy: Draft Strategy. Beth Goodman, ECONorthwest. (2017).

3.2 Short Term Actions

Based on input and direction from citizens and decision makers, the City has established a short-term housing strategy (Table 2). These actions are considered a high priority and foundational to establishing a successful housing program. Consequently the short-term projects are planned for completion within the first 5-year reporting cycle.

3.2.1 Prepare and Adopt Residential Code Amendments.

Priority	High
Background	<p>The City's Zoning Code is in Title 17 of the Central Point Municipal Code (CPMC). Residential land use and zoning standards are provided in multiple chapters for conventional and TOD zones and includes separate chapters for parking, design, and development. This makes it difficult to find all relevant approval criteria for a project, which can discourage and add planning cost to projects.</p> <p>Some code standards are out of date and pose barriers to residential development. A recent code audit by ECO NW found barriers to multifamily development in the R-3, Multifamily Zone (i.e. building height and lot coverage limits). Additionally Missing Middle Housing is not clearly addressed and in some cases not permitted.</p>
Action	<p>Consolidate the City's residential standards into 1-2 chapters. Consider the following changes:</p> <ul style="list-style-type: none"> • Increase minimum residential densities consistent with the Housing and Regional Plan Elements; • Adjust dimensional standards in the R-3 zone to eliminate barriers to maximizing density: <ol style="list-style-type: none"> 1) Increase building height from 35-ft to 45-ft to allow 4 stories; 2) increase maximum lot coverage from 50% to 60-75% to increase building area allowed on a site while still providing adequate land for off-street parking and landscaping; and, 3) Consider adding a buffer between buildings on R-3 lots and those in the R-1, R-2 and LMR zones. • Amend ADU standards to comply with SB 1051, increase size of ADU from 35% to 50% or 800 s.f., whichever is less. • Add Cottage Housing as a permitted housing type in the R-1, R-2, and LMR zones with a density bonus of 1.5. • Consider allowing Missing Middle Housing types within the R-1 zone, such as corner duplexes, interior divisions that increase density but look like single family dwellings.
Goals & Policies	<p>Housing Element: 1.1, 1.3, 4.1, 5.1, 7.1, 7.2, 7.3, 7.4 Regional Plan Element: 4.1.5, 4.1.6</p>
Performance Measures	<ul style="list-style-type: none"> • Adopt residential code amendments. • Increase gross density in the current UGB. • Achieve gross density of 6.9 units per acre in areas newly added to the UGB for the period 2019-2024. • Increase multifamily construction in the R-3 zone. • Increase the number of ADUs in the City.

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3.2.2 Evaluate Residential Infill Barriers in High and Medium Density Zones in the Central Business District.

Priority	High
Background	In the Central Business District, lands zoned HMR, High Mix Residential require a minimum density of 25 units per acre. Many lots in this zone are developed with legally-nonconforming single-family detached homes. Lot sizes range in size from 0.03 to 0.6 acres but are 0.18 acres on average. The minimum density required for a 0.18 acre lot is 4 units and depending on the housing type, minimum off-street parking ranges between 6-8 spaces. Finding space on small lots to accommodate buildings, parking and landscape improvements may pose a barrier to infill and redevelopment in the downtown.
Action	Complete a study of residential infill barriers in the CBD and explore possible solutions such as density transfer options, lot consolidation, parking options, and the possible role of Urban Renewal.
Goals & Policies	Housing Element: 1.6, 5.1.7.3 Regional Plan Element: 4.1.5, 4.1.6
Performance Measures	<ul style="list-style-type: none"> • Complete Infill and Redevelopment Barriers Study. • Present the study and recommended solutions to the Planning Commission and/or City Council.

3.2.3 Regulate and Enforce Transient Lodging Tax for Short-term Rentals.

Priority	High
Background	The City collects a 9% tax for transient lodging that allow occupancy for 30 days or less. Regulations for the transient lodging tax are in CPMC 3.24 and currently include short-term rentals such as those rented through AirBnB, VRBO, etc. However enforcement poses a challenge because there is no mechanism to track short-term rentals in the City. This discrepancy in tax collection creates a competitive advantage for short-term rentals, which often include ADUs, single family dwellings or a portion thereof that would normally be available for full-time occupancy (owner or renter occupied)
Action	Consider code amendments to regulate short-term rentals including establishing a registration requirement,
Goals & Policies	Housing Element: Goals 1, 4; Regional Plan Element: 4.1.5,
Performance Measures	<ul style="list-style-type: none"> • Consider amendments to CPMC 3.24 to establish standards for short-term rental use and location and requires registration through the business license program.

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3.2.4 Amend the UGB and Designate Land Use and Zoning based on Adopted Concept Plans as a General Land Use Guide.

Priority	High
Background	Based on population projections and the Buildable Lands Inventory (BLI), the City has a demonstrated need to add new residential lands to the UGB. As part of the UGB Amendment it is necessary to show how the proposed land use designations will comply with the Comprehensive Plan. The Regional Plan Element requires specific land use allocations and average gross density commitments of 6.9 units per acre until 2035 and 7.9 units per acre from 2035-2060. The UGB amendments will use adopted Concept Plans for land use and transportation as a general guide to designate land use and zoning for the purposes of the UGB Amendment. At the time of annexation and development, interested parties may request adjustments to amend the Comprehensive Plan and Zoning Maps based on a master plan and demonstrated compliance with the Regional Plan performance indicators as addressed in the Concept Plan.
Action	Add new land to the UGB per the Housing Element and pre-assign Comprehensive Land Use and Zoning designations based on the land use distribution, committed residential density and transportation performance measures in the Regional Plan Element, which are illustrated in adopted Concept Plans.
Goals & Policies	Housing Element Goals: 1, 3, 4 Regional Plan Element: 4.1.5, 4.1.6, 4.1.7, 4.1.8
Performance Measures	<ul style="list-style-type: none"> • Add residential land to the UGB per the Housing Element. • Prepare findings as part of the UGB Amendment package demonstrating Regional Plan compliance using the Concept Plan as a general land use guide. • Amend the General Land Use Map and Zoning Map to pre-designate future land use and zoning.

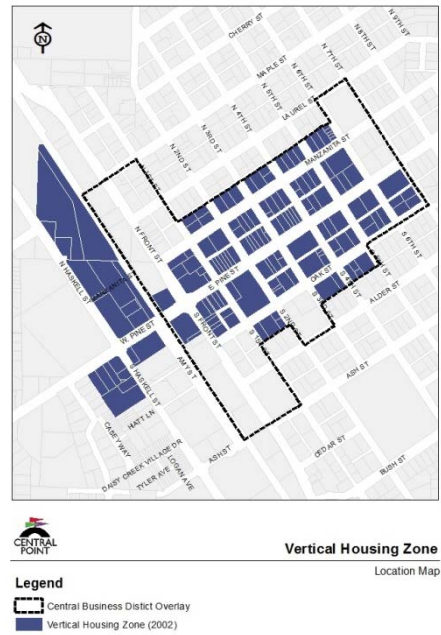
3.2.5 Continue Supporting Low-Income and Homeless Populations through Partner Organizations.

Priority	High
Background	As funds are available, the City has provided financial support to organizations including: ACCESS, Habitat for Humanity, St. Vincent de Paul, and Meals on Wheels. These funds are to support homeless populations and low-income families in Central Point.
Action	Continue to provide support to organizations that provide services and financial support to homeless and low-income families in Central Point.
Goals & Policies	Housing Element: 2.3, 6.3
Performance Measures	Report on contributions during the 5-year reporting period (2019-2024).

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3.2.6 Evaluate the City’s Vertical Housing Program.

Priority	High
Background	<p>The City established a Vertical Housing Tax Credit program in 2003 that has been used once for the construction of the Four Oaks Centre.</p> <p>Mixed-use projects in the City’s Vertical Housing zone can obtain up to an 80% exemption on structural improvements over a 10-year period based on the number of floors and whether affordable units are included.</p>
Action	Evaluate barriers to using the vertical housing tax credit through discussions with developers, financiers, or other stakeholders who have used it or might consider it. Make changes to improve the program if possible, including expanding the zone, and promote the program. .
Goals & Policies	Housing Element: 1.6, 2.1, 7.3 Regional Plan Element: 4.1.5, 4.1.6
Performance Measures	<ul style="list-style-type: none"> • Complete the evaluation and possible amendments. • Increase the number of mixed-use projects that use the credit.



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3.2.7 Monitor Buildable Lands.

Priority	High
Background	The City maintains a BLI that tracks vacant, infill, and redevelopment lands as new building permits are issued and non-conforming structures are demolished. This information is needed to evaluate land needs relative to population forecasts, which are now updated on a 4-year cycle by Portland State University.
Action	Continue maintaining the BLI as needed to complete an updated report for residential lands every 5-years concurrent with the HIP cycle update.
Goals & Policies	Housing Element: 3.1, 3.3, 3.5
Performance Measures	Produce a BLI Update every 5-years.

3.2.8 Monitor Regional Plan Compliance.

Priority	High
Background	The City maintains a BLI that tracks vacant, infill, and redevelopment lands as new building permits are issued and non-conforming structures are demolished. This information is needed to evaluate land needs relative to population forecasts, which are now updated on a 4-year cycle by Portland State University.
Action	Continue maintaining the BLI as needed to complete an updated report for residential lands every 5-years concurrent with the HIP cycle update.
Goals & Policies	Housing Element: 3.1, 3.3, 3.5
Performance Measures	Produce a BLI Update every 5-years.

3.3 Long-Term Actions

The City’s long-term strategy consists of actions rated as having a moderate- or low-priority. Long-term actions are those that the City can consider during future updates of the HIP and are not intended for immediate implementation. They are included here for reference and to demonstrate compliance with the Regional Plan.

3.3.1 Evaluate Feasibility of a Multiple Unit Limited Tax Exemption Program.

Priority	Moderate
Background	Through the Multiple Unit Limited Tax Exemption (MULTE) Program, the City can incentivize diverse housing options in the downtown or other high density zones around employment centers. The state enables and the city would have to develop and adopt a program that establishes a competitive process to offer a full tax exemption on structural improvements over a 10-year period. The process can require that certain percentage of the units be set aside as affordable, as well as other items deemed to be in the public interest (i.e. design elements, transit stops, etc.). To implement a MULTE program the City would need to set the program criteria, length of the tax abatement, and where it would apply, and negotiate approval with other taxing districts (i.e. Urban Renewal, FD3, SD6, etc.).
Action	Evaluate feasibility of developing MULTE program for Central Point to encourage multifamily housing development projects in the City’s high density zones. Explore regional development and implementation options through the Rogue Valley Council of Governments (RVCOG).
Goals & Policies	Housing Element: 1.4, 2.1, 4.2, 4.3
Performance Measures	Complete a feasibility study for a MULTE program in Central Point.

Attachment: 12132018 Final Draft HIP (Clean Version) [Revision 1] (1075 : Housing Implementation Plan)

3.3.2 Consider a Tiny House/Micro Housing Ordinance.

Priority	Moderate
Background	<p>Micro housing, including tiny houses, are small format homes typically 500 square feet or less. Micro housing can be provided as a stand-alone unit or small multifamily units. Stand-alone tiny homes on wheels have gained popularity for a simple, mobile lifestyle. Current regulations in Oregon limit the viability of tiny homes on wheels; however units built on permanent foundations are allowed subject to building code standards.</p> <p>The benefit of permitting micro housing is that smaller homes allow for smaller lots and more efficient use of land. Due to smaller size and land needs, they can provide the opportunity for more affordable housing, especially for homeowners. The scale of impact will depend on the market for smaller homes and the nature of regulations enacted.</p>
Action	Consider an ordinance allowing micro housing, including tiny homes
Goals & Policies	Housing Element 6.1 Regional Plan Element: 4.1.5
Performance Measures	Develop a draft ordinance for consideration by the CAC, Planning Commission and City Council.

3.3.3 Evaluate Flood Risk/Insurance Requirements on Housing Affordability.

Priority	Moderate
Background	<p>Flood insurance is mandatory for all structures that are financed through a federally affiliated lender. There are over 275 structures in the high risk floodplain and 73% of which were built before 1982 and are “Pre-FIRM.” Consequently many of these homes were built too low, without sufficient flood openings, with HVAC and/or utilities located below the flood elevation, etc. These risk factors can increase the cost of insurance premiums and total housing cost.</p> <p>The extent of the problem for homeowners and renters is not known. As the City prepares to update its Hazard Mitigation Plan, exploring the impact of flood insurance and risk on housing cost should be looked at and addressed.</p>
Action	Conduct a study to evaluate the impacts of flood risk and insurance on total housing cost. Address findings in the Hazard Mitigation Plan update and the Comprehensive Plan as appropriate.
Goals & Policies	Housing Element: Goal 1 and 2.
Performance Measures	<ul style="list-style-type: none"> • Address flood risk/insurance impacts on housing cost, including mitigation options in the Hazard Mitigation Plan. • Incorporate findings into the Comprehensive Plan.

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3.3.4 Evaluate Single-Family Housing Rehabilitation Grant/Loan Program.

Priority	Low
Background	Rehabilitating single family homes that are in poor condition improves living conditions in these dwellings and can be more affordable than redeveloping the site. Through Urban Renewal a program has been authorized to provide low interest loans or grants for this purpose. The CAC and Planning Commission recommend observing the performance of Urban Renewal's program before considering expanding it to other areas in the City.
Action	Based on observations of the Urban Renewal Program, evaluate development of a low interest loan or grant program to support rehabilitation of older single-family homes in poor condition outside of the Urban Renewal area.
Goals & Policies	Housing Element: 4.2, 4.4, 6.3
Performance Measures	Report on the Urban Renewal's program at the next HIP update and consider feasibility of expanding it to other areas of town via another funding mechanism. .

3.3.5 Promote Affordable Housing Services and Support Offered by the City and Other Organizations.

Priority	Low
Background	There are several organizations in the region that offer services and support to low-income households. Instead of reinventing the wheel, the City should consider assembling a list of resources and make these available to those in need.
Action	Develop a list of housing services and support and make available through the City's website, in print (as needed) and/or in the City's newsletter.
Goals & Policies	Housing Element: 2.1, 2.2, 2.3, 2.4 Regional Plan: 4.1.12
Performance Measures	Create a resource for affordable housing as a webpage, handout, and/or newsletter publication.

3.3.6 Develop a SDC Discount/Waiver Program as a Gap Financing Tool to Support Qualified Affordable Housing Projects.

Priority	Low
Background	SDCs are a prepaid impact fee for public infrastructure (i.e. water, streets, storm drainage, and parks). The cost varies depending on the use and its impact on the City's infrastructure. In some cases, the cost of SDCs may decrease financial viability of affordable housing projects. To address this,

the City can consider developing a program to pay the SDCs for qualified affordable housing projects. Both the CAC and Planning Commission recommended that any assistance be limited to federal and non-profit entities that assure the project will remain affordable for low-income households over the life of the project.

Although SDC discounts/waivers have not been needed in the past, developing a program to assist affordable housing partners assures timely response in the event the need arises.

Action	Consider a code amendments and funding sources to offer SDC discounts/waivers to federal and non-profit affordable housing partners.
Goals & Policies	Housing Element: Policy 1.4, 2.1, 2.2, 4.2
Performance Measures	Prepare draft code amendments for consideration by the CAC, Planning Commission and City Council.

4 Reporting and Cycle Updates

The Central Point HIP involves a range of actions, some ongoing and others with a discreet beginning and end. To remain current within housing needs in the City it is necessary to track progress and periodically adjust the City’s housing strategy. For this reason, the HIP will be updated on a 5-year cycle. The updates provide the opportunity to evaluate progress and scale the housing strategy to adapt to both housing needs and staff and resource capabilities. At the conclusion of the 5-year cycle, staff will present a brief report to the Citizen’s Advisory Committee and Planning Commission summarizing activities implemented, observed changes in housing characteristics, if any, and recommend changes for the next 5-year HIP. Based on input and direction from the Citizen’s Advisory Committee and Planning Commission, a revised HIP will be forwarded to the City Council for consideration and approval by Council Resolution.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE CENTRAL POINT HOUSING IMPLEMENTATION PLAN, A HOUSING STRATEGY FOR 2019-2024.

RECITALS:

- A. On August 9, 2012 by Ordinance No. 1964 the City Council adopted the Regional Plan Element, which acknowledges the Greater Bear Creek Valley Regional Plan (“RPS Plan”).
- B. As a condition of the Regional Plan Element of the City of Central Point, it is required that the City develop regional housing strategies within 5-years of acknowledging the RPS Plan.
- C. On October 12, 2017, the City Council, by Ordinance No. 2039, adopted the City of Central Point Housing Element, including goals and policies directing the City to develop a Housing Implementation Plan to track, monitor and address housing supply and affordability needs in the City.
- D. The 2019-2024 Housing Implementation Plan in Exhibit “A” has been prepared in accordance with the Regional Plan and Housing Elements including applicable performance indicators, goals and policies.
- E. At the April 13, 2018 and July 13, 2018 meetings, the Citizen’s Advisory Committee considered draft regional housing strategies and forwarded a recommendation to the Planning Commission to develop a Housing Implementation Plan with those strategies deemed most important and appropriate for the City of Central Point.
- F. At a duly notice public hearing on November 6, 2018, the Planning Commission considered the Citizen’s Advisory Committee’s recommended housing strategy and approved Resolution No. 860 recommending approval of the Central Point Housing Implementation Plan.

The City of Central Point resolves as follows:

Section 1. THEREFORE, the City Council hereby approves the Housing Implementation Plan: Housing Strategy 2019-2024 as presented in Exhibit “A”.

Passed by the Council and signed by me in authentication of its passage this _____ day of December, 2018.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment: 12132018 Council Resolution (HIP) (1075 : Housing Implementation Plan)



City of Central Point **Staff Report to Council**

ISSUE SUMMARY

TO: City Council **DEPARTMENT:**
Administration

FROM: Chris Clayton, City Manager

MEETING DATE: December 13, 2018

SUBJECT: Resolution No. _____, A Resolution Canvassing the Votes Cast at the General Election held November 6, 2018

ACTION REQUIRED:
Resolution

RECOMMENDATION:

BACKGROUND INFORMATION: The City Charter requires that the City Council canvass all election returns at the first regularly scheduled meeting following receipt from the County Clerk of the certification of election results. The City Recorder received the election report from Jackson County on November 28, 2018. A copy of the report is attached to the resolution.

The proposed resolution specifies who won the election for each position presented to the voters of Central Point.

The City Recorder is directed to prepare, sign, and deliver a certificate of election to each person elected within thirty (30) days after the canvass has been accepted.

FINANCIAL ANALYSIS: There is no financial impact to the City.

STAFF RECOMMENDATION: Approve the recommended Resolution

RECOMMENDED MOTION: I move to approve Resolution No. _____, Canvassing the Votes Cast at the General Election held November 6, 2018.

ATTACHMENTS:

1. Reso Canvassing Votes
2. 2018 Canvas of Votes

RESOLUTION NO. _____

A RESOLUTION CANVASSING THE VOTES CAST AT THE GENERAL ELECTION HELD NOVEMBER 6, 2018

Recitals

1. A general city election was held on November 6, 2018, during which time legal voters of the City of Central Point considered the election of City officers;
2. Pursuant to state law, the Jackson County Clerk has certified the results of said election, said certification having been issued on the 26th day of November, 2018; and
3. The City Charter requires that the City Council meet and canvass the returns of said election at the first regularly scheduled meeting following receipt of the Jackson County Clerk’s certification of election results.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CENTRAL POINT, OREGON, AS FOLLOWS:

Section 1. That the votes cast by electors of the City of Central Point for Council Member Ward I, Council Member Ward II, and Council Member Ward III at the general election of November 6, 2018, are hereby found, determined and declared to be as follows:

COUNCILMEMBER WARD I

Neil Olsen	3327
Gustavo Adolfo Pardo III	441
Rebecca L. Simpson	2610
Miscellaneous write-ins	21

COUNCILMEMBER WARD II

Kelley Johnson	3691
Michael G. Quilty	2340
Miscellaneous write-ins	27

COUNCILMEMBER WARD III

Brandon Thueson	4559
Miscellaneous write-ins	48

Pursuant to Central Point City Charter Section 27 (d) provided that the Council is the final judge of the election and qualifications of its members.

Section 2. Pursuant to the foregoing election results, certified to by the Jackson County Clerk and canvassed and ratified by the City Council by this resolution, it is hereby found, determined and declared that the following are the official results of the general election held on November 6, 2018.

Attachment: Reso Canvassing Votes (1073 : 2018 Canvas of Votes Resolution)

COUNCIL MEMBER WARD I	Neil Olsen
COUNCIL MEMBER WARD II	Kelley Johnson
COUNCIL MEMBER WARD III	Brandon Thueson

Section 4. The City Recorder is hereby directed to issue certificates of election to the persons declared elected in Section 3 above within thirty (30) days after the effective date of this resolution.

Passed by the Council and signed by me in authentication of its passage this 13th day of December, 2018.

Mayor Hank Williams

ATTEST:

City Recorder, Deanna Casey

Attachment: Reso Canvassing Votes (1073 : 2018 Canvas of Votes Resolution)

Statement of Votes Cast by Geography
Jackson County, Oregon, November 6, 2018 General Election
All Precincts, City of Central Point, All ScanStations, City of Central Point, Council Member, Ward 1,
City of Central Point, Council Member, Ward 3, City of Central Point, Council Member, Ward 2, All
Boxes

Official Results

Total Ballots Cast: 8173, Registered Voters: 12548, Overall Turnout: 65.13%

Choice	Votes	Vote %
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All Precincts

City of Central Point, Council Member, Ward 1 (Vote for 1)

8173 ballots (0 over voted ballots, 0 overvotes, 1774 blank voted), 12548 registered voters, turnout 65.13%

Neil Olsen	3327	51.99%
Gustavo Adolfo Pardo III	441	6.89%
Rebecca L Simpson	2610	40.79%
Write-in	21	0.33%
Total	6399	100.00%

City of Central Point, Council Member, Ward 2 (Vote for 1)

8173 ballots (2 over voted ballots, 2 overvotes, 2113 blank voted), 12548 registered voters, turnout 65.13%

Kelley Johnson	3691	60.93%
Michael G Quilty	2340	38.63%
Write-in	27	0.45%
Total	6058	100.00%

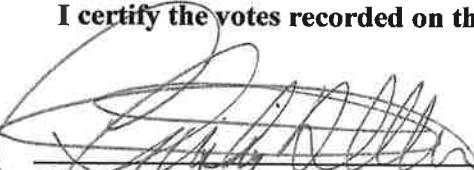
City of Central Point, Council Member, Ward 3 (Vote for 1)

8173 ballots (0 over voted ballots, 0 overvotes, 3566 blank voted), 12548 registered voters, turnout 65.13%

Brandon Thueson	4559	98.96%
Write-in	48	1.04%
Total	4607	100.00%

State of Oregon
ABSTRACT OF VOTE

I certify the votes recorded on this abstract correctly summarizes the tally of votes cast at the election indicated.


Christine D. Walker
County Clerk & Recorder
Jackson County, Oregon



11-26-18
Date

Attachment: 2018 Canvas of Votes (1073 : 2018 Canvas of Votes Resolution)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO: City Council **DEPARTMENT:** Public Works

FROM: Matt Samitore, Parks and Public Works Director

MEETING DATE: December 13, 2018

SUBJECT: Resolution No. _____, A Recreation Adopting Code of Conduct for Recreation Program Participants, Volunteers, and Instructors

ACTION REQUIRED: Resolution **RECOMMENDATION:** Approval

BACKGROUND INFORMATION: The Parks and Recreation Department currently has no participant conduct standards in place. With the assistance of the city attorney, the Parks and Recreation Department has developed the attached conduct policy for volunteers, instructors, and recreation program participants which will provide all involved with basic acceptable standards. The proposed conduct policy will be signed by those attending recreations classes, volunteering at city events and teaching our recreation classes. The documents not only provide for basic standards but also provide consequences for unacceptable behavior which range from a verbal warning to removal from Parks and Recreation programs.

FINANCIAL ANALYSIS: N/A

LEGAL ANALYSIS: N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of the Code of Conduct Policies

RECOMMENDED MOTION: Approve the resolution adopting the Codes of Conduct for Recreation Program Participants, Volunteers, and Instructors

ATTACHMENTS:

1. Codes of Conduct 11-15-18
2. Reso code of conduct

**Code of Conduct & Consequences for Participants of Central Point
Parks & Recreation Programs and Activities
January 1, 2019**

All Central Point Parks and Recreation program participants need to abide by the following basic behavior standards. We encourage parents or guardians to review and discuss the behavior standards with their children who are participating in our programs. Adult participants in our programs will be held to the same standards. All participants must sign the Code of Conduct waiver form provided when registering for classes. Upon signing the waiver, participants acknowledge they have read and agree with the code of conduct and acknowledge the consequences should they not be complied with.

Violations: In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Activities that infringe on the rights of parks and recreation participants, volunteers or staff.
- Destruction of parks and recreation materials, equipment, furniture and grounds.
- Inappropriate behavior or language that disturbs other participants, volunteers or staff.
- Inconsiderate or discourteous behavior toward other participants, volunteers or staff.
- Infractions against the parks and recreation policies regarding loitering, sales or solicitation.
- Possession, use, or sale of alcohol or controlled substances.
- Vandalism or littering in the parks and recreation facilities or on its grounds.
- Violation of any federal, state, county or city laws and ordinances.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate attire including footwear.
- Failure to maintain personal cleanliness and good hygiene.
- Participants, volunteers and staff have the right to participate in an environment where all participants can achieve their full potential without being impeded by discrimination or harassment based on race, religion, national origin, age, sex, marital status, political affiliation, veteran's status, disability, sexual orientation, or any other status protected by applicable federal, state or local nondiscrimination laws. Harassment may be verbal, visual or physical contact conduct.

Consequences: The City reserves the right to remove individuals from facilities or programs by assigning clearly stipulated periods of suspension. Any participant who engages in discriminatory, harassing, or otherwise objectionable behavior is subject to suspension and removal from the program. When a participant's behavior, adult or child, is deemed inappropriate, they will be dealt with using the following steps:

1. If a participant engages in prohibited behavior, staff members and/or instructors will verbally request that the behavior be discontinued. If the participant is a child, and the behavior does not stop, staff and/or the instructor will implement a time-out. Time-outs are given appropriate to the child's age, ability and the severity of the inappropriate

behavior. If the child's behavior reoccurs or escalates, the parents will be notified immediately and the child will be removed from the program for that day.

2. If a participant's unacceptable behavior continues on a regular basis, staff members, instructors and the participant (and their parent if the participant is a minor) will meet. A written report will be filed, stating the inappropriate behaviors already demonstrated and the expected changes for the next program meeting date. It is also to be stated that one more incident of unacceptable behavior will result in the participant's removal from the program permanently, or for a specific period of time depending on the severity of the behavior. This report will be signed by the participant, staff and parent if the participant is a minor. One copy will remain at the Parks and Recreation Department and the participant will retain another copy.
3. If, after the above procedures have been followed prohibited behaviors continue, the participant will be removed for the designated period of time, previously determined at the conference meeting. A parent will be contacted and requested to immediately remove the child from the program if the participant is a minor.
4. In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the Parks and Recreation Department reserves the right to immediately remove a participant from a program and to contact the police department.

If you have any questions or comments please contact the Central Point Parks and Recreation Department at 541-664-3321 Ext. 130 for further clarification.

**Code of Conduct & Consequences for Volunteers of Central Point
Parks & Recreation Programs and Activities
January 1, 2019**

The City of Central Point Parks & Recreation Department values the services and contributions of our adult and youth volunteers. Volunteers represent the City of Central Point Parks and Recreation Department and have the right to expect to work in an environment that enables them to achieve their full potential and provide the most rewarding contribution possible. To ensure a consistent, professional, enjoyable, and safe environment for our volunteers and staff, all volunteers are expected to abide by basic behavior standards. For youth volunteers, we encourage their parents or guardians to review and discuss the behavior standards. Upon signing the waiver, volunteers acknowledge that they have read and agree with the code of conduct and acknowledge the consequences should they not be complied with.

Violations: In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Activities that infringe on the rights of parks and recreation participants and/or staff.
- Destruction of parks and recreation materials, equipment, furniture and grounds.
- Inappropriate behavior or language that disturbs other participants, volunteers or staff.
- Inconsiderate or discourteous behavior toward other volunteers, participants, or staff.
- Infractions against the parks and recreation policies regarding loitering, sales or solicitation.
- Possession, use, or sale of alcohol or controlled substances.
- Vandalism or littering in the parks and recreation facilities or on its grounds.
- Violation of any federal, state, county or city laws and ordinances.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate attire including footwear.
- Failure to maintain personal cleanliness and good hygiene.
- Volunteers, participants and staff have the right to contribute in an environment where all can achieve their full potential without being impeded by discrimination or harassment based on race, religion, national origin, age, sex, marital status, political affiliation, veteran's status, disability, sexual orientation, or any other status protected by applicable federal, state or local nondiscrimination laws. Harassment may be verbal, visual or physical contact conduct.

Consequences: Any volunteer who engages in discriminatory, harassing, or otherwise objectionable behavior may be subject to disciplinary action and removal from the recreation program. When an instructor's is deemed inappropriate, they may be dealt with using the following steps:

1. If a volunteer displays inappropriate behavior at an event or program, staff members may verbally request that the behavior be discontinued.
2. If a volunteer's unacceptable behavior continues, staff members and the volunteer may meet. A written report may be filed, stating the inappropriate behaviors already

demonstrated and the expected changes prior to the next scheduled event. It may also be stated that one more incident of unacceptable behavior may result in the volunteer's removal from the event(s) permanently, or for a specific period of time depending on the severity of the behavior. If a report is filed, it will be signed by the staff member and volunteer. One copy will remain at the Parks and Recreation Department and the volunteer will retain another copy.

3. If, after the above procedures have been followed, inappropriate behaviors continue, the volunteer will be removed from event or program permanently and not considered for any volunteer opportunities in the future.
4. In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the Parks and Recreation Department reserves the right to immediately remove a volunteer from an event or program and to contact the police department.

If you have any questions or comments, please contact the City of Central Point Parks and Recreation Department at 541-664-3321 ext. 130 for further clarification.

**Code of Conduct & Consequences for Recreation Program Instructor of Central Point
Parks & Recreation Programs and Activities
January 1, 2019**

The City of Central Point Parks & Recreation Department values the services and contributions of our recreation program instructors (instructors). Our instructors have the right to expect to work in an environment that enables them to achieve their full potential and provide the most rewarding contribution possible. To ensure a consistent, professional, enjoyable, and safe environment for our instructors and staff, all instructors are expected to abide by basic behavior standards. As an instructor, you represent the City of Central Point Parks and Recreation Department. Upon signing the waiver, instructors acknowledge that they have read and agree with the code of conduct and acknowledge the consequences outlined in this document.

Violations: In keeping with standard definitions of social etiquette, the following will be considered unacceptable behaviors:

- Activities that infringe on the rights of parks and recreation participants, volunteers or staff.
- Destruction of parks and recreation materials, equipment, furniture and grounds.
- Inappropriate behavior or language that disturbs other participants, volunteers or staff.
- Inconsiderate or discourteous behavior toward other participants, volunteers or staff.
- Infractions against the parks and recreation policies regarding loitering, sales or solicitation.
- Possession, use, or sale of alcohol or controlled substances.
- Vandalism or littering in the parks and recreation facilities or on its grounds.
- Violation of any federal, state, county or city laws and ordinances.
- Violation of smoking ordinances both inside and outside of the building.
- Inappropriate attire including footwear.
- Failure to maintain personal cleanliness and good hygiene.
- Participants, volunteers and staff have the right to participate in an environment where all participants can achieve their full potential without being impeded by discrimination or harassment based on race, religion, national origin, age, sex, marital status, political affiliation, veteran's status, disability, sexual orientation, or any other status protected by applicable federal, state or local nondiscrimination laws. Harassment may be verbal, visual or physical contact conduct.

Consequences: Any instructor who engages in discriminatory, harassing, or otherwise objectionable behavior may be subject to disciplinary action and removal from the recreation program. When an instructor's is deemed inappropriate, they may be dealt with using the following steps:

1. If an instructor displays inappropriate behavior, staff members may verbally request that the behavior be discontinued.
2. If an instructor's unacceptable behavior continues on a regular basis, staff members and the instructor may meet. A written report may be filed, stating the inappropriate

behaviors already demonstrated and the expected changes for the next class or program meeting date. It may also be stated that one more incident of unacceptable behavior may result in the instructor's removal from the recreation program permanently, or for a specific period of time, depending on the severity of the behavior. If a report is filed, it will be signed by the instructor and staff member. One copy will remain at the Parks and Recreation Department and the instructor will retain another copy.

3. If, after the above procedures have been followed, inappropriate behaviors continue, the instructor will be removed from the recreation program permanently and not considered for any recreation instruction opportunities in the future.
4. In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the Parks and Recreation Department reserves the right to immediately remove an instructor from a program and to contact the police department.

If you have any questions or comments, please contact the City of Central Point Parks and Recreation Department at 541-664-3321 ext. 130 for further clarification.

RESOLUTION NO. _____

A RESOLUTION ADOPTING CODE OF CONDUCT FOR RECREATION PROGRAM PARTICIPANTS, VOLUNTEERS AND INSTRUCTORS

Recitals:

- A. The Parks and Recreation Division has never had a set of conduct polities for participants, instructors or volunteers;
- B. There have been no clear boundaries on how to deal with participants, volunteers or instructors who cause disruptions to classes or events;
- C. A transparent policy is needed for all to set rules for proper conduct within the recreation classes and events.

The City of Central Point resolves as follows:

Section 1. The City Council adopts the Code of Conduct for Recreation Program Participants, Volunteers and Instructors as shown in Exhibit A.

Section. The Code of Conduct shall be effective January 1, 2019.

Passed by the Council and signed by me in authentication of its passage this _____ day of December 2018.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment: Reso code of conduct [Revision 1] (1074 : Recreation Class Code of Conduct)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Community Development
FROM:	Tom Humphrey, Community Development Director		
MEETING DATE:	December 13, 2018		
SUBJECT:	Planning Commission Report		
ACTION REQUIRED:	Information/Direction	RECOMMENDATION:	Not Applicable

The following item was presented by staff and discussed by the Planning Commission at its regular meeting on December 4, 2018.

- A. A Public Hearing to consider a Master Plan for the Chicory Village residential development on 3.64 acres in the Transit Oriented Development (TOD) Corridor. The project is located at 3428 and 3470 Chicory Lane in the Low Mix Residential (LMR) zoning district and is identified on the Jackson County Assessor's Map as 37 2W 11C, Tax Lots 8300 and 8400. Applicant: Bob Fellows Construction, Agent: Jay Harland, CSA Planning (File No. MP-18001).** The Planning Commission conducted the public hearing that included a staff presentation and an explanation of how the City and applicant resolved issues with the first Master Plan submission. Building designs were revised to address concerns with scale, type, parking and access. Agreements were reached with Public Works regarding the extension of Haskell Street, use and ownership of parks and open space and how problems with drainage would be fixed. The Commission authorized a lesser rear setback for single story houses and allowed 6 foot high fences as part of the Master Plan. No additional public comment was received at the meeting and the Master Plan was approved.
- B. A Public Hearing to consider a Tentative Plan for a 22-lot Subdivision known as Chicory Village. The project site consists of 3.64 acres and is located in the Transit Oriented Development (TOD) Corridor in the Low Mix Residential (LMR) zoning district. The property is identified on the Jackson County Assessor's Map as 37 2W 11C, Tax Lots 8300 and 8400. Applicant: Bob Fellows Construction, Agent: Jay Harland, CSA Planning (File No. SUB-18003).** The Planning Commission conducted the public hearing that included a staff presentation and an explanation of how the City and applicant resolved issues with the tentative plan. Public comment was received and consisted of a question regarding residential density in this LMR zoning district and how Chicory Village might compare with new areas that may be brought into the Urban Growth Boundary. (UGB). The applicant provided a density calculation as part of his application and demonstrated how he satisfied City requirements. The Commission approved the tentative subdivision with conditions recommended by staff.



