



City of Central Point
Development Commission
Meeting

Members: Hank Williams
Allen Broderick
Bruce Dinger
Tanea Browning
Mike Quilty
Brandon Thueson
Rick Samuelson
Staff Liaison: Chris Clayton

Thursday, August 13, 2015
6:00 P.M.

Central Point
Council Chambers
140 S. 3rd Street
Central Point, Oregon

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

I. MEETING CALLED TO ORDER – 6:00 p.m.

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. DISCUSSION ITEMS

A. Review final draft of Gebhard Road Alignment Study

V. BUSINESS

A. Consideration of Resolution No. 2015-06 approving the Building Façade Improvement Loan Program.

B. Consideration of Resolution No. 2015-07 approving the Historic Building Façade Improvement Grant Program.

VI. ADJOURNEMENT

CITY OF CENTRAL POINT
Development Commission Minutes
June 11, 2015

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams called the meeting to order at 6:00 p.m.

- II. ROLL CALL:** Chair: Mayor Hank Williams
Commission Members: Bruce Dingler, Rick Samuelson, Brandon Thueson, Tanea Browning and Mike Quilty were present.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Police Chief Kris Allison; Planning Manager Don Burt, and City Recorder Deanna Casey were also present.

III. APPROVAL OF MINUTES

A. Approval of March 26, 2015 Development Commission Minutes

Brandon Thueson moved to approve the March 26, 2015 Development Commission Minutes. Rick Samuelson seconded. Roll Call: Mayor Williams, yes; Tanea Browning, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; and Mike Quilty, yes. Motion approved.

IV. DISCUSSION ITEMS

A. Review draft of Façade Improvement Loan/Grant Program

Planning Manager Don Burt stated that staff was directed by the Commission to prepare a façade loan program. The terms of the loan were set at a maximum loan of \$10,000, five years at 0%. He presented the proposed loan document which would cover façade improvements only, the reasoning being that a building's façade is visible to the public and any improvement to the façade mitigates blight. He also presented an option for a grant program. These funds would be used for historic façade renovations.

No action is required tonight. Staff would like to make sure this is the direction the Commission was intending for the program. At this time there are no specific businesses inquiring about the program options. It could take up to six months before the first loan/grant would be approved. There was discussion regarding prevailing wage issues depending on the size of the loan.

B. Review draft of Residential Incentive Program

Mr. Burt explained that this program would provide grants of up to \$50,000 and must be matched with private funds. The purpose for this grant is for residential infill and to encourage residential infill in the downtown's R-3, MMR and HMR

districts. Funding for the program would come from tax increment revenue, with the underlying assumption that each project, when completed will generate sufficient increases in property value for a reasonable payback.

Consideration should be given to using the same funding mechanism used in the Streetscape Reimbursement Program, which is to commence reimbursement once the project begins to generate tax increment revenue.

There was discussion regarding when the program should be available to the public. There was some concern that the current tax incentive would not cover the program. It was explained that the commission would not provide funds until the project was complete and it could take time before any projects could begin. We do not currently have any projects waiting for this program.

No action is requested tonight, this was an informational item. Staff will return in October if there is any interest in the program.

V. BUSINESS

A. Consideration of Resolution No. 2015-04 Adopting the FY 15-16 Development Commission Budget.

Mr. Burt presented the Resolution adopting the Annual 2015 - 2016 Budget for the Development Commission. It was not recommended to change this process to bi-annual like the City Budget. The program is so new that we are unsure how the funds will come in and what projects will be funded.

He explained that the Commission does still owe Walgreens for their Streetscape and will begin payments this year. He explained some of the projects that are on the horizon. He explained that we have options to move around on the list. We do not plan to have an ending balance with this budget. If we don't use funds in a specific year those funds will carry over to the next year.

The total proposed budget is \$414,300. As you review the budget you will notice that the funds are mostly for projects. The City picks up most of the administrative personnel costs at this time.

Chair Hank Williams opened the Public Hearing. No one came forward and the public hearing was closed.

Rick Samuelson moved to approve Resolution No. 2015-04, Adopting the FY 15-16 Development Commission Budget. Mike Quilty seconded. Roll Call: Mayor Williams, yes; Tanea Browning, yes; Bruce Dingle, yes; Rick Samuelson, yes; Brandon Thueson, yes; and Mike Quilty, yes. Motion approved.

B. Consideration of Resolution No. 2015-05 Accepting the FY14-15 Annual Financial Report

Mr. Burt presented the Fiscal Year 2014/15 Annual Financial Report. Oregon Revised Statute requires urban renewal agencies to prepare an annual financial report for the preceding and current fiscal year. The annual financial report is required to contain five elements, including an analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all affected tax districts. When completed the notice shall be published acknowledging that the Financial Report has been prepared and available to interested parties. The deadline for filing the report is January 31st of each year.

Until this current fiscal year Central Point's urban renewal program did not generate sufficient revenue to warrant preparation of a financial report. As noticed in the attached Report tax increment revenue collections have increase to a measureable level, but are still negligible when placed in the context of property tax collections by all affected taxing districts. The overall impact on affected taxing districts for FY 13-14 amounted to only .009% of all property tax revenues collected by affected taxing districts.

Rick Samuelson moved to approve Resolution No. 2015-05 accepting the FY14-15 Annual Financial Report. Brandon Thueson seconded. Roll Call: Mayor Williams, yes; Tanea Browning, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; and Mike Quilty, yes. Motion approved.

VI. ADJOURNMENT

Rick Samuelson moved to adjourn, Brandon Thueson seconded, all said "aye" and the meeting was adjourned at 6:45 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder



STAFF REPORT

August 13, 2015

AGENDA ITEM: IV-A

Gebhard Road Preferred Route Analysis

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Over the course of the past few months the City has conducted numerous (5) public meetings to discuss route alternatives for the extension of Gebhard Road. The end result of the meetings was a consensus by both the stakeholders and the Planning Commission for what is known as Option C-1 (see Attachment "A"). The objective of tonight's meeting is to bring the Development Commission up-to-date and get a general consensus regarding the Development Commission's preferred option. The next step will be to include the preferred Gebhard Road alignment in the City's Transportation System Plan.

ISSUES:

At the July Planning Commission meeting consideration of a preliminary master plan for White Hawk is scheduled. One of the issues will be compliance with the City's Transportation System Plan for the extension of Gebhard Road. Currently, the proposed preliminary master plan does not address the extension of Gebhard Road. It would be helpful to the applicant if they were given some direction on the preferred route for Gebhard Road, allowing them to make necessary adjustments to their master plan, or not.

EXHIBITS/ATTACHMENTS:

Attachment "A – Power Point Slides re Gebhard Road Route Alignment"

ACTION:

Discussion of preferred route

RECOMMENDATION:

Identify a preferred route and direct Staff to forward a favorable recommendation to the City Council to include Option C-1 in the City's Transportation System Plan.

GEBHARD ROAD ALIGNMENT STUDY

Alternatives Evaluation
Planning Commission

City of Central Point
July 7, 2015

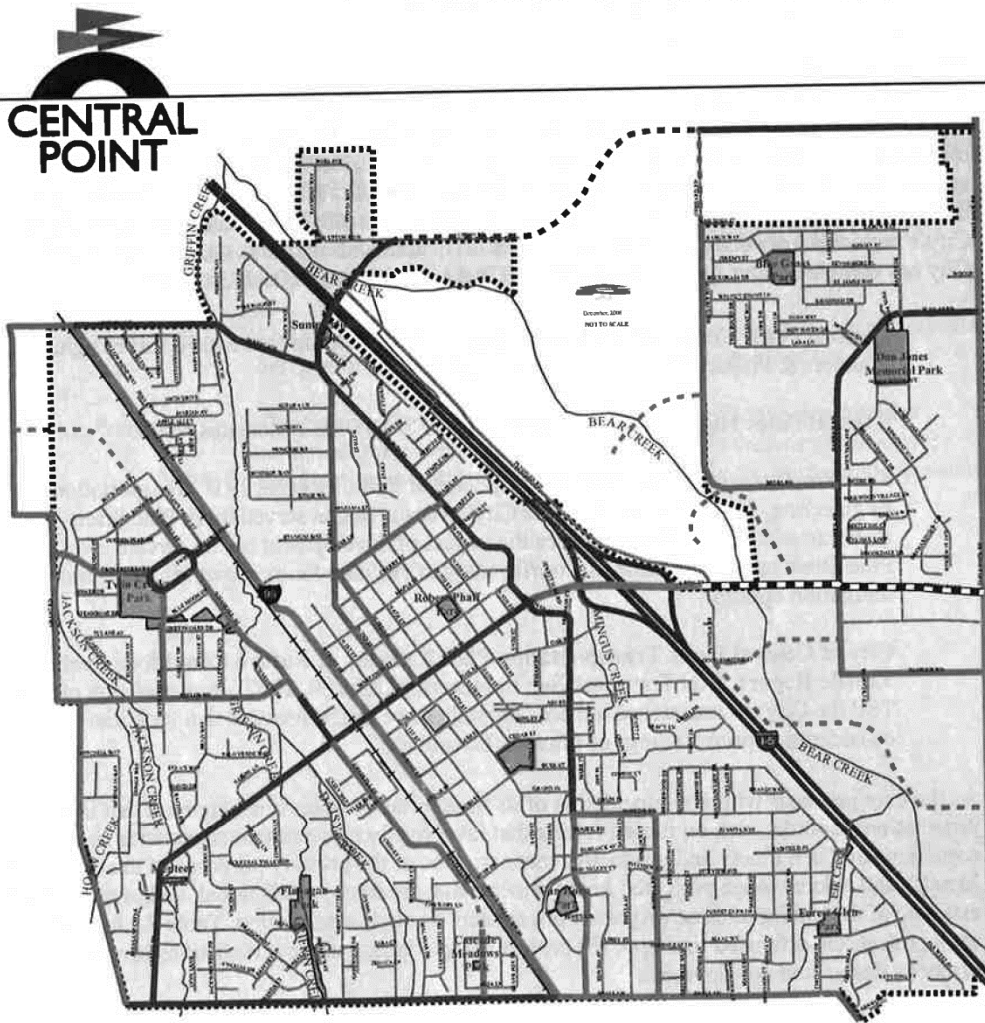
Transportation System Plan

“By 2020, it is forecast that Gebhard Road will be extended to intersect with East Pine Street approximately 700 feet west of Hamrick Road. In addition to the extension of Gebhard Road, its intersection with East Pine Street would need to be signalized.”

City of Central Point
Transportation System Plan

Transportation System Plan

City of Central Point
 Transportation System Plan, 2008-2030



- Legend**
- Urban Area
 - Principal Arterial
 - Collector
 - Public Parks
 - Intermodal Connector
 - Future Collector
 - Railroad
 - Minor Arterial
 - Local
 - Future Minor Arterial

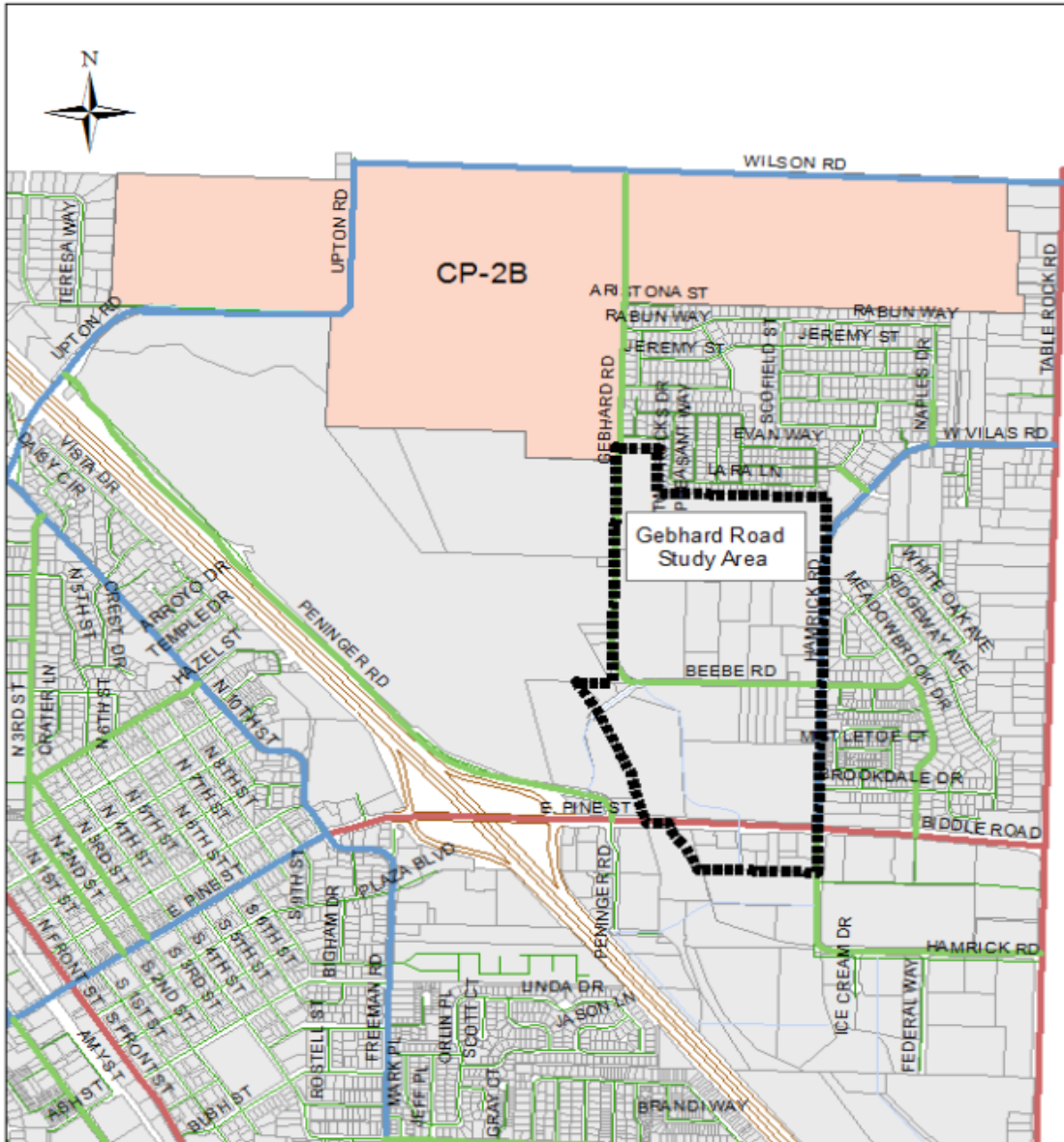
Figure 7.1
Functional Classification &
Street Network Map
2008-2030

Wilson Road Area UGB Expansion Plan (draft)

- Wilson Road URA 329 Acres
 - 266 acres residential
 - 26.5 acres institutional
 - 20 acres open space
 - 16.5 acres commercial
- 1,400 Dwelling Unit potential



Gebhard Road Study Area



Legend

- | | | | |
|--|---|-----------------------------|---|
| <p>■■■■■ Gebhard Road Study Area</p> <p>streetclass2</p> <p>CLASS</p> <p>— Collector</p> | <p>— Major Arterial</p> <p>— Minor Arterial</p> <p>— Proposed Collector</p> <p>— Proposed Minor Arterial</p> <p>— Street Name Blks</p> <p>— I_5 Freeway</p> | <p>CP-2B</p> <p>taxlots</p> | <p>Created by: Daniel Kornelis
May 14, 2015</p> <p>0 250 500 1,000 1,500 2,000 Feet</p> |
|--|---|-----------------------------|---|
- AREA_**

Study Overview

1. What the study will do?

- Adopts as part of the TSP the Gebhard Rd. southerly extension (collector) as part of a Neighborhood Circulation Plan
- Official route to be applied as area develops

2. What the study will not do

- Engineer and construct the Gebhard Rd. Extension

TONIGHT'S OBJECTIVE

- 1. To identify a preferred route; and**
- 2. Forward a recommendation to the City Council**

STUDY OBJECTIVES

- Encourages pedestrian and bicycle use;
- Seamlessly integrates into, and enhances the residential character of the Study Area;
- Provides north/south connectivity through the Study Area; and
- Retains the westerly extension of Beebe Road across Bear Creek.

Evaluation Criteria

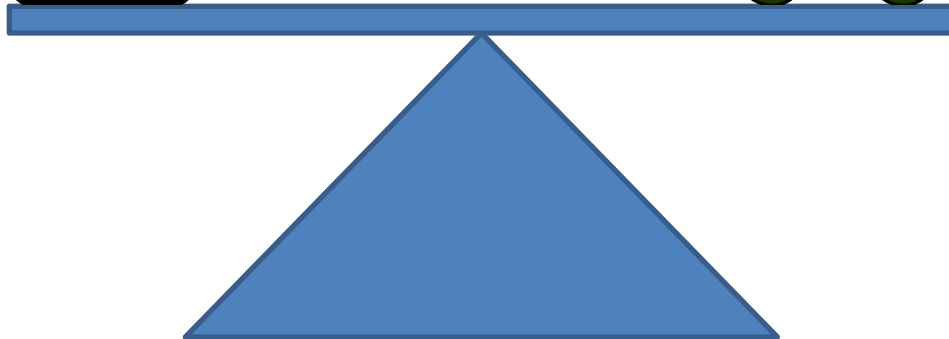
- **Development of Abutting Lands:**
 - Neighborhood Connectivity
 - Residual property
 - Existing Homes
- **Construction Phasing**
- **Westerly extension of Beebe Road**
- **North/South Connectivity**
- **Environmental Impacts**
- **Cost**
- **Safety**

BALANCE

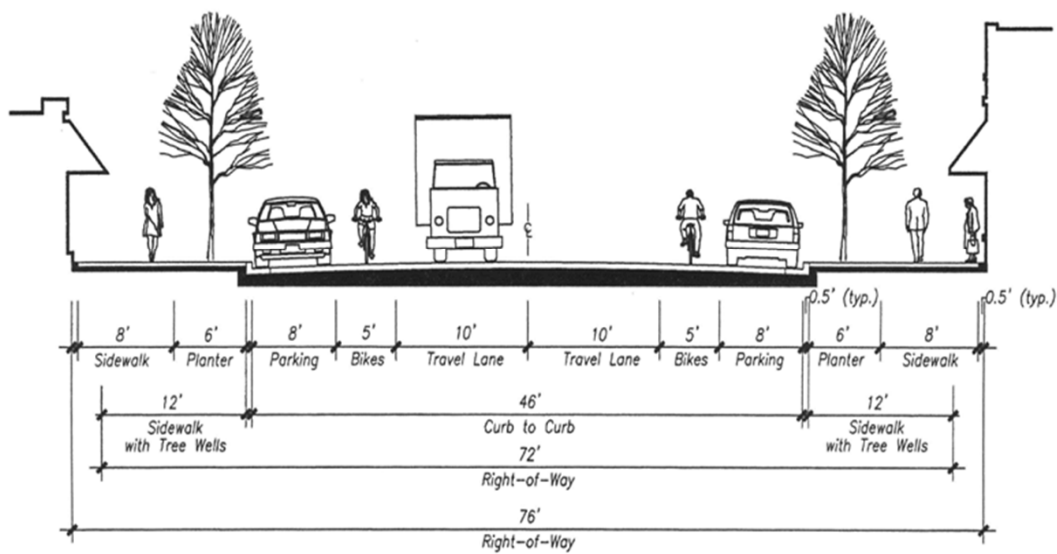
Livability



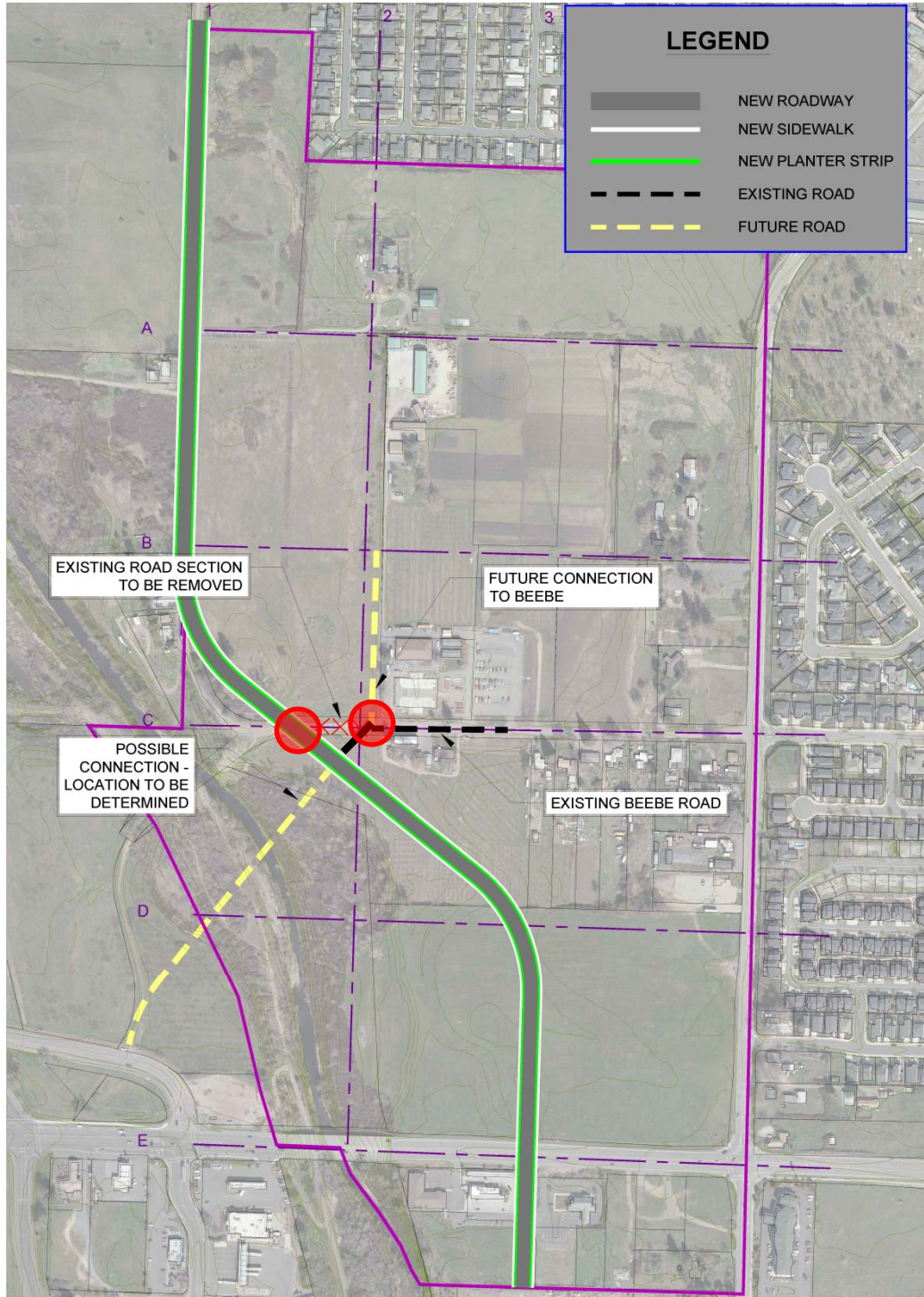
Convenience



Design Section



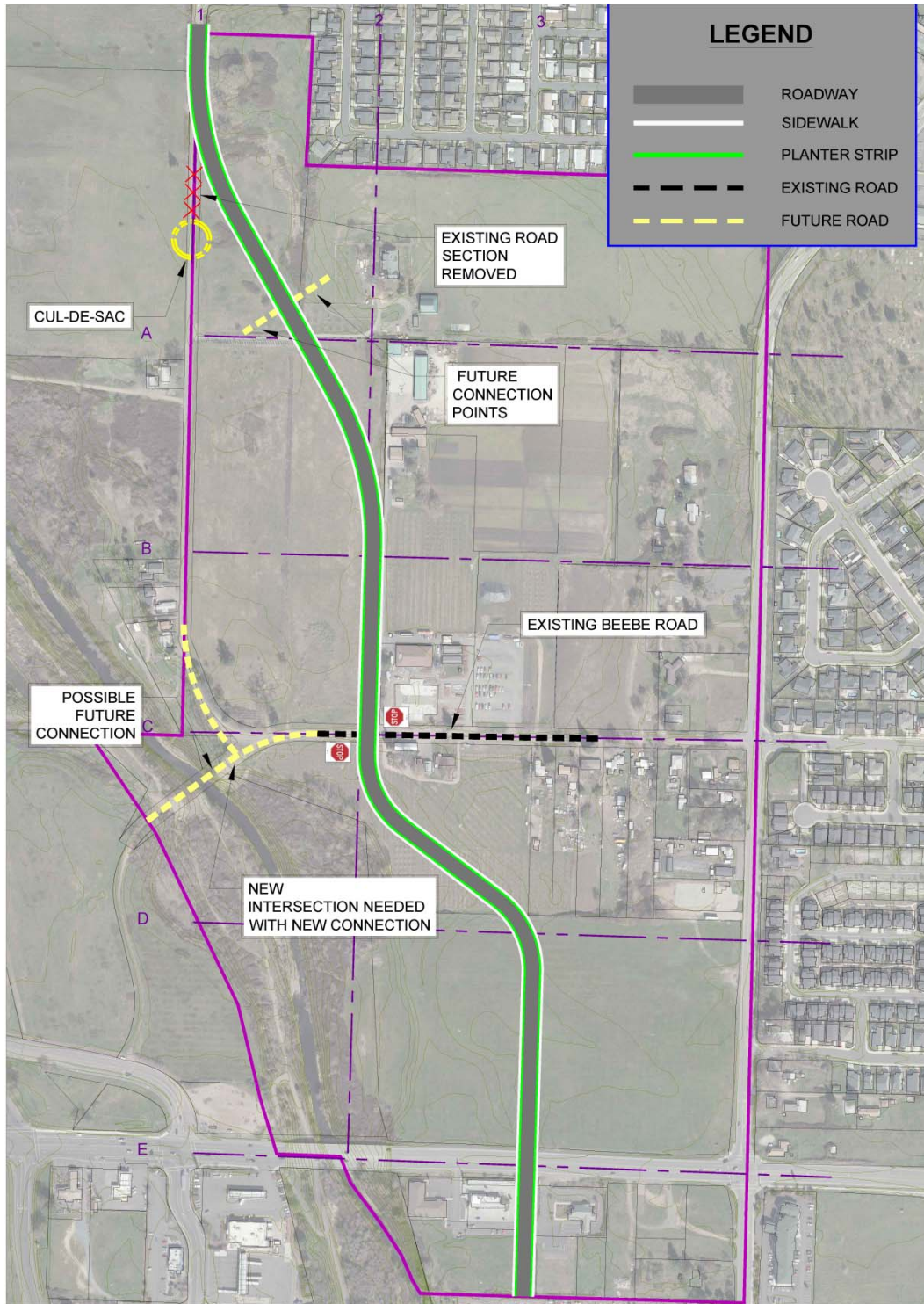
OPTION A



GEBHARD ROAD ROUTE STUDY AREA
OPTION A
(MAY 11 2015)



OPTION B



GEBHARD ROAD ROUTE STUDY AREA
OPTION B
(MAY 11, 2015)



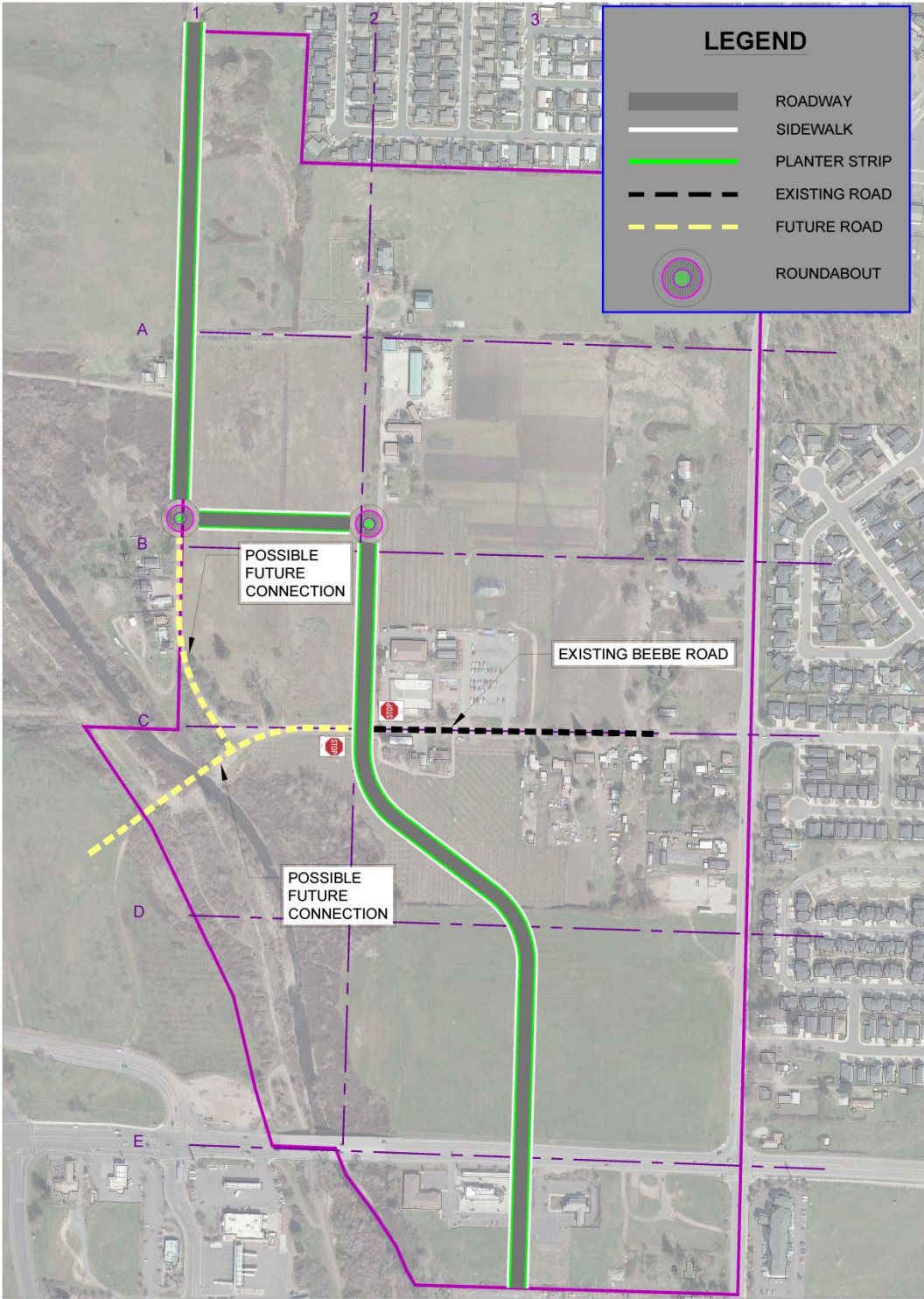
OPTION B-1



GEBHARD ROAD ROUTE STUDY AREA
OPTION B1
(MAY 11, 2015)



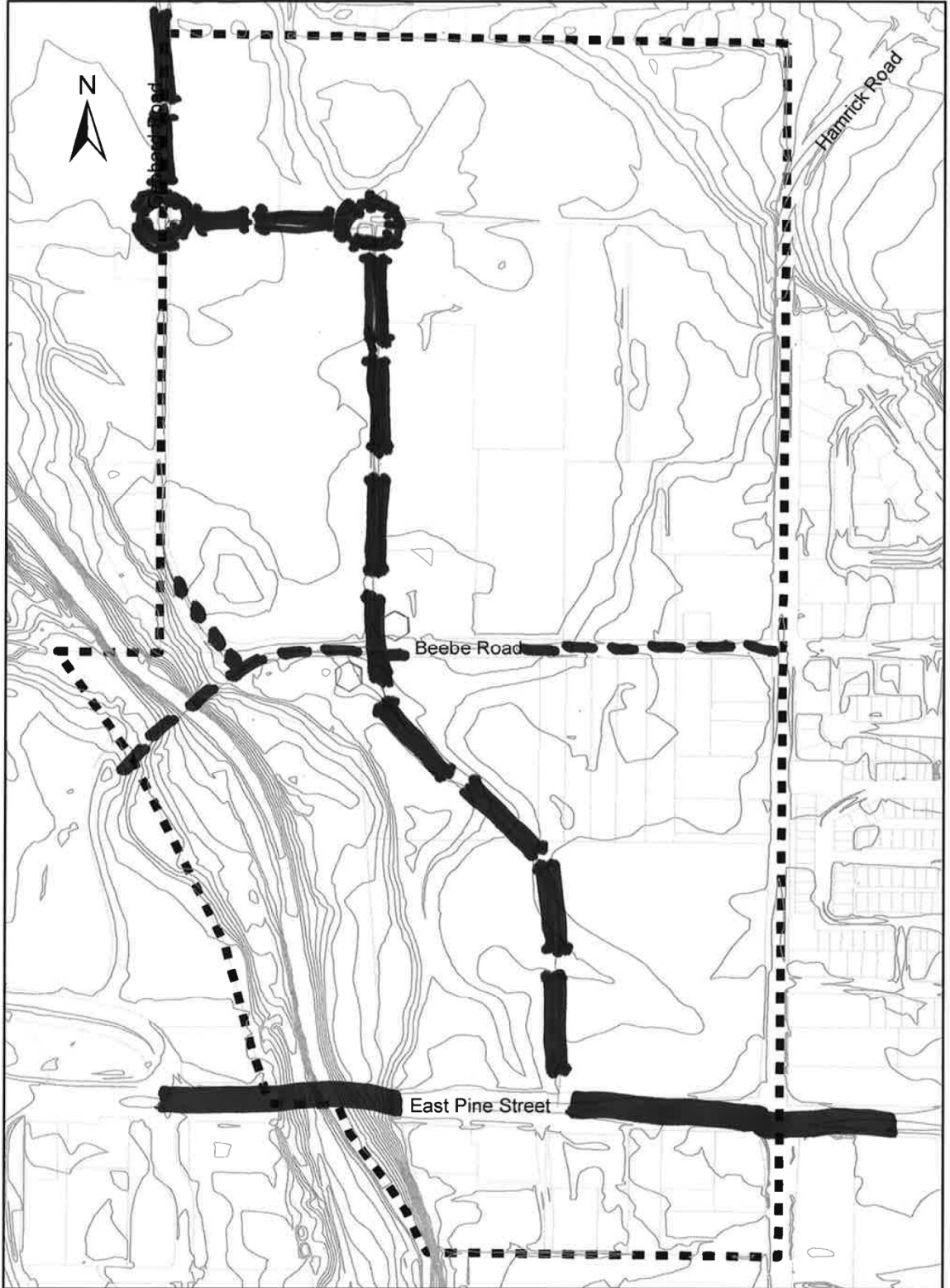
OPTION C



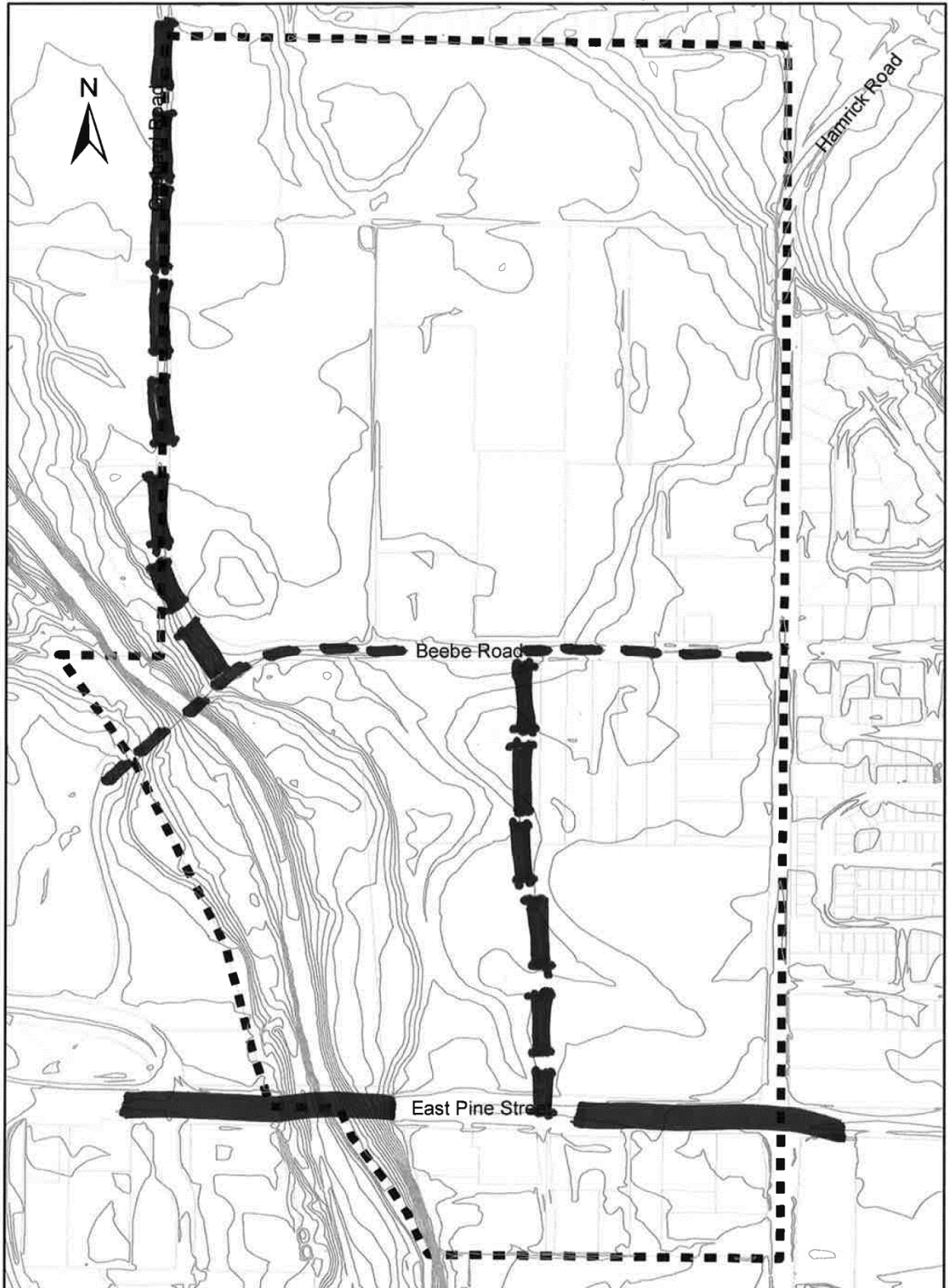
GEBHARD ROAD ROUTE STUDY AREA
OPTION C
(MAY 11, 2015)



OPTION C-1

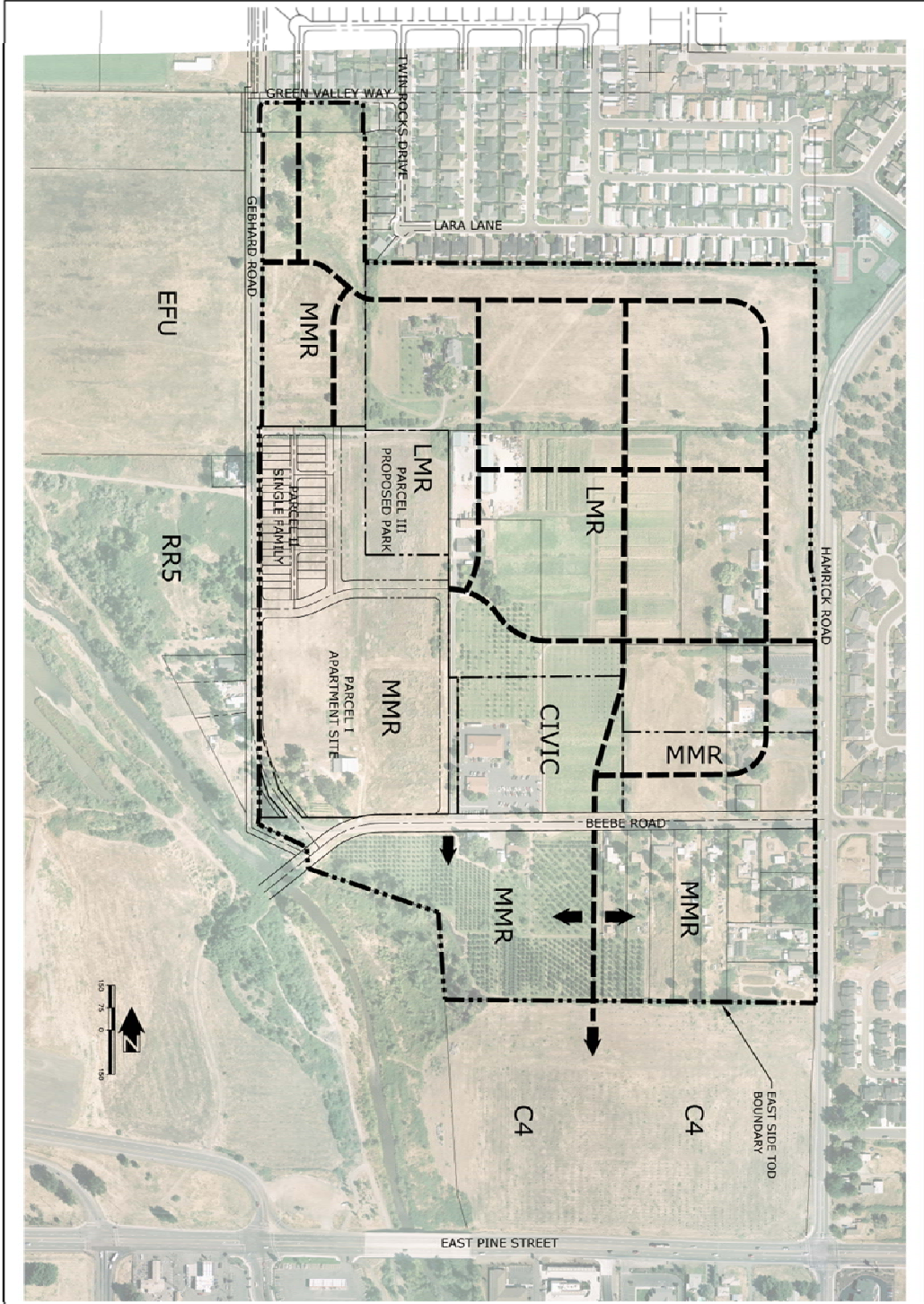


OPTION D



RATINGS

Criteria	A	B	B1	C	C1
Neighborhood Connectivity	Good	Fair	Fair	Good	Good
Beebe Rd. Extension	Fails	Good	Good	Good	Good
N/S Connectivity	Good	Good	Good	Good	Good
Development	Fair	Fair	Fair	Good	Good
Phasing	Good	Poor	Good	Fair	Poor
Impact on Existing Homes	Good	Poor	Good	Good	Good



6	TRANSPORTATION & CIRCULATION PLAN		WHITE HAWK 37 2W 02, TAXLOTS 2700 & 2970	
7		12190 SW 68th Parkway, Suite 100 Tigard, Oregon 97223 503.566.6600 www.cesnw.com	PEOPLE'S BANK OF COMMERCE 1311 E BARNETT ROAD MEDFORD, OR 97504 PH: (541) 774-7856	



STAFF REPORT

August 13, 2015

(File No. UR-2105-06)

AGENDA ITEM: V-A

Consideration of Resolution No. 2015-06 approving the Building Façade Loan Program.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

At the June 6, 2015 Development Commission meeting staff was directed to prepare resolutions for final action on the Building Façade Loan Program, including minor corrections to the map.

ISSUES:

None.

EXHIBITS/ATTACHMENTS:

Attachment "A" Resolution No. 2015-06

ACTION:

Consider Resolution No. 2015-06

RECOMMENDATION:

Approve Resolution No. 2015-06

ATTACHMENT “A”

**CENTRAL POINT DEVELOPMENT COMMISSION
RESOLUTION NO. 2015-6**

**A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION ADOPTING A
BUILDING FAÇADE LOAN PROGRAM**

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

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

WHEREAS, Section 1.6.1 (C)(15) sets forth the Development Commission’s objective to establish incentive programs encouraging redevelopment within the Urban Renewal Area; and

WHEREAS, it is the intent of the Commission to encourage building façade redevelopment along East Pine Street through the use of a low interest loan program.

NOW, THEREFORE, BE IT RESOLVED that the Commission by Resolution No. 2015-6 does hereby establish a Building Façade Loan Program (attached Exhibit “A”) formalizing the criteria for eligibility, loan terms, and loan payment.

PASSED by the Central Point Development Commission and signed by me in authentication of its passage this 13th day of August 13, 2015.

Central Point Development Commission Chair

ATTEST:

City Representative

BUILDING FAÇADE LOAN PROGRAM

Central Point Development Commission

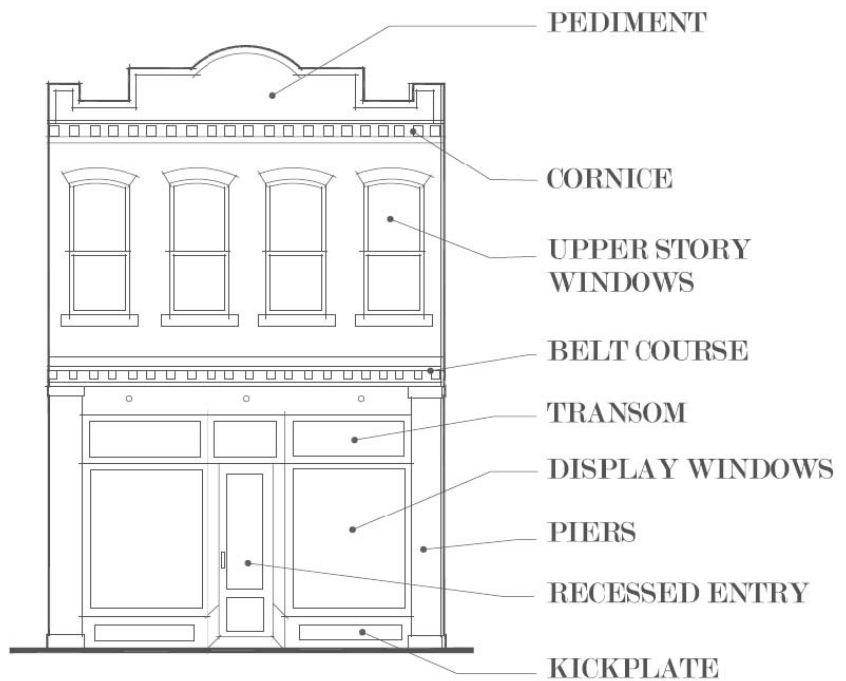
The Building Façade Loan Program is a downtown revitalization incentive program designed to encourage the rehabilitation/restoration of building facades within the Downtown Area (see attached map). **ALL LOANS ARE SUBJECT TO AVAILABILITY OF FUNDING.**

ELIGIBLE PROPERTIES

The Building Façade Loan Program will make Loans available to owners of buildings within the Downtown Area for façade renovation/restoration projects. Façade projects that are for historic renovation/restoration will be given priority over renovation/restoration projects for contemporary building facades.

The Building Façade Loan Program will provide eligible applicants with Loans to assist in the rehabilitation/restoration of facades on structures within the Downtown Core Area of the City of Central Point.

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



Loans are provided in an amount not less than \$1,000 and not more than \$10,000 and must be repaid within five (5) years at 0% interest. Loan payments will be monthly unless otherwise approved by the Development Commission. The loan funds will be paid after qualifying rehabilitation/restoration work is completed and approved by the Development Commission. The applicant must submit proof of completion to the Development Commission of the approved Scope of Work, after which a check will be issued to the applicant.

ELIGIBLE ACTIVITIES

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

- Awnings appropriate to the specific building and original construction period cannot be plastic or metal)
- Improve or add exterior lighting.

- Replacement of missing historic features provided adequate documentation exists.
- Replacement of doorways/storefronts
- Repointing
- Painting, Repair or replace windows
- Repair/Restoration of historic commercial street level facades
- Replacement of approved commercial street level facades

***For historic renovations/rehabilitation it is strongly encouraged that work activities follow the Secretary of Interior's Standards for Rehabilitation. <http://www.nps.gov/hps/tps/tax/rhb/index.htm>**

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

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

PROJECT PROCEDURES:

The following describes the procedural steps necessary to secure a Building Façade Loan. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The applicant will meet with a representative of the Development Commission to determine property eligibility, and to discuss the proposed façade improvements, scope of work, and estimated project costs.
2. **Application Submittal.** After completing Step 1 the applicant will complete a Building Façade Loan Application and submit to Community Development Department. Completed Applications will be time-dated and processed in order of receipt. The Development Commission will not consider any application with incomplete or missing information.
3. **Development Commission Meeting.** The applicant will present the proposed project to the Development Commission. The Development Commission will make a determination of the project's compliance with the goals and objectives of the Building Façade Loan Program. At the conclusion of the meeting the Development Commission will either accept or reject the project proposal, or request additional information.
4. **Scope of Work with Cost Estimates.** Within forty-five (45) days of acceptance of the project the applicant will submit the final scope of work, cost estimates (itemized) and a working drawing(s), with color schemes, for final review by the Development Commission. It will provide approval or make recommendations for alternatives, if deemed necessary.
5. **Final Review.** The Development Commission will review each project's scope of work to determine if it with all applicable codes of the City of Central Point and the goals and objectives of the Building Façade Loan Program. Upon approval by the Development Commission a Loan Agreement will be signed between the Applicant and the Development Commission. Allow at

least thirty (30) days for this process.

6. **Contractor Bidding.** The applicant will solicit bids from qualified contractors to perform the work as stated in the approved Scope of Work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
7. **NO WORK CAN BEGIN ON PROJECT UNTIL CONTRACTS /LOAN AGREEMENTS ARE PROPERLY EXECUTED.**
8. **Rehabilitation Monitoring.** A representative of the Development Commission will monitor the approved Scope of Work to assure compliance with the Building Façade Loan Agreement.
9. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by a representative of the Development Commission and the Applicant. The Loan payment will be issued upon the acceptance by the Development Commission's representative and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the Loan will be withheld until all work is satisfactorily completed.

PROJECT COMPLIANCE:

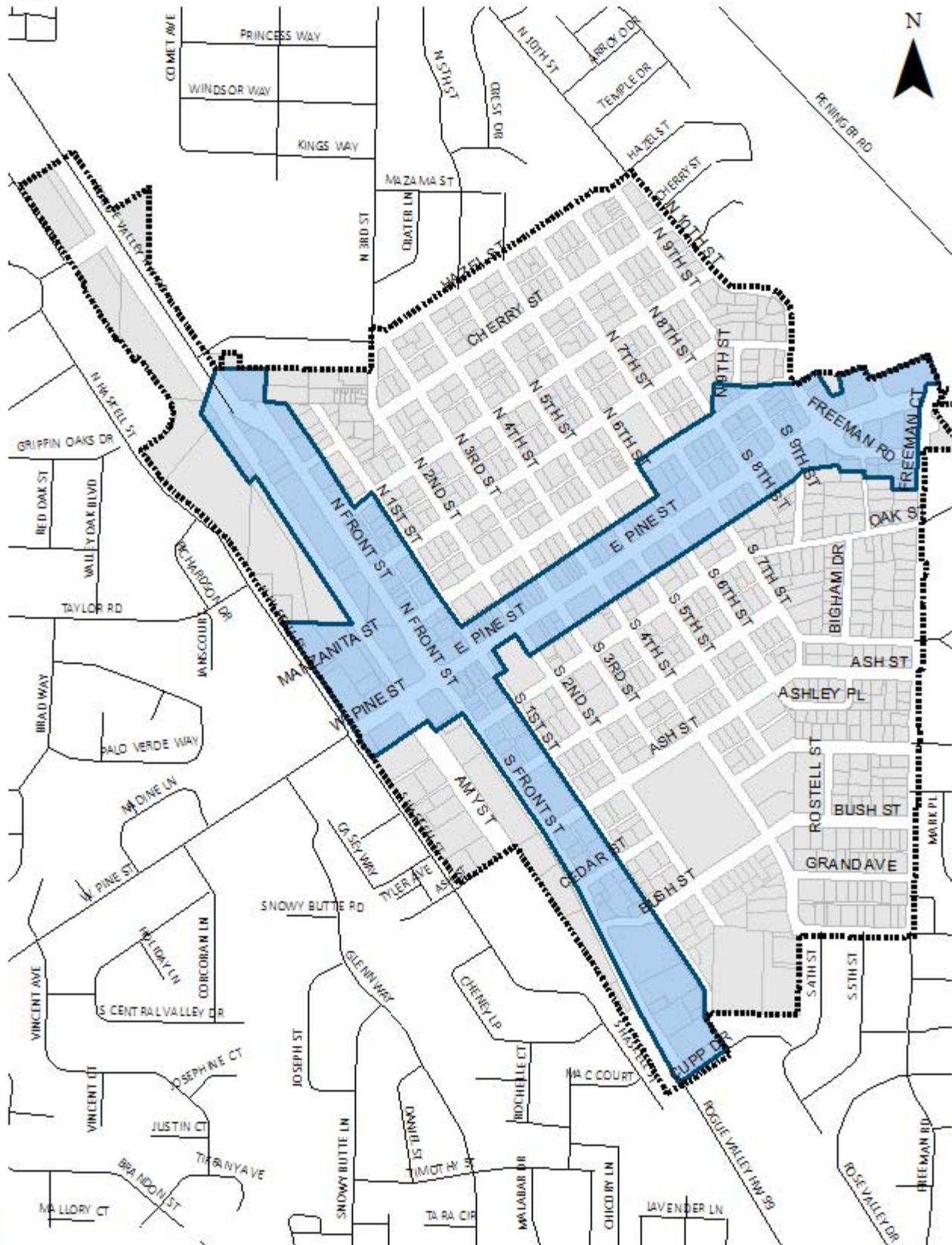
The Applicant for the Building Façade Loan Program is advised of the following Program Compliance requirements:

1. **Eligible Structures.** Only those structures within the Downtown Area are eligible for Building Façade Loans. No exceptions to this requirement are available. A map of these boundaries is attached.
2. **Codes and Ordinances.** All work must comply with applicable codes of the City of Central Point.

EQUAL OPPORTUNITY:

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

THE BUILDING FAÇADE LOAN PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.



Legend

- UR_Street_Names
- UR Boundary April 2013
- Building Facade Eligible Properties
- Building Facade Eligible Properties

BUILDING FAÇADE LOAN PROGRAM APPLICATION
City of Central Point

Property Owner _____

Business Name _____

Address _____

Tax parcel ID# _____

Phone: _____ E-Mail: _____

Total Project Cost _____

Requested Loan Amount _____

Application Checklist:

- _____ Verification of Ownership (copy of Deed)
- _____ Tax Statement (evidence that real estate taxes are current)
- _____ Verification of Property Insurance
- _____ Two (2) copies of a color photo of façade to be rehabilitated
- _____ Written Scope of Work and Preliminary Cost Estimates
- _____ Drawings of the proposed project
- _____ Qualifying Property's Latest Annual Income and Expense Statement

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

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

Signature of Applicant

Date

Community Development Director

Date Received



STAFF REPORT

August 13, 2015

(File No. UR-2105-07)

AGENDA ITEM: V-B

Consideration of Resolution No. 2015-07 approving the Building Façade Loan Program.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

At the June 6, 2015 Development Commission meeting staff was directed to prepare resolutions for final action on the Historic Building Façade Grant Program, including minor corrections to the map.

ISSUES:

None.

EXHIBITS/ATTACHMENTS:

Attachment "A" Resolution No. 2015-07

ACTION:

Consider Resolution No. 2015-07

RECOMMENDATION:

Approve Resolution No. 2015-07

ATTACHMENT “A”

**CENTRAL POINT DEVELOPMENT COMMISSION
RESOLUTION NO. 2015-7**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Commission by Resolution No. 2015-7 does hereby establish an Historic Building Façade Grant Program (attached Exhibit “A”) formalizing the criteria for eligibility and grant terms as set forth in Section 1.6.1(C)(15) of the Plan.

PASSED by the Central Point Development Commission and signed by me in authentication of its passage this 13th day of August 13, 2015.

Central Point Development Commission Chair

ATTEST:

City Representative

HISTORIC BUILDING FAÇADE GRANT PROGRAM

Central Point Development Commission

The Historic Building Façade Grant Program is a downtown revitalization incentive program designed to encourage the rehabilitation/restoration of commercial historic building facades within the Downtown Area (see attached map). The objective of the Historic Building Façade Grant Program is to encourage the preservation of commercial historic buildings, particularly along East Pine Street, that represent the history of the City of Central Point. **ALL GRANTS ARE SUBJECT TO AVAILABILITY OF FUNDING.**

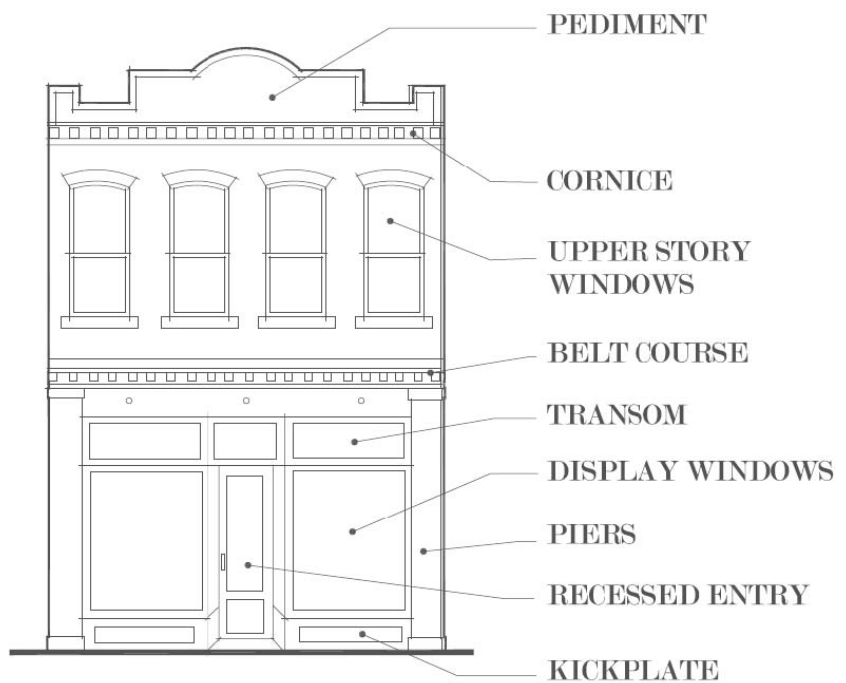
ELIGIBLE PROPERTIES

The Building Façade Grant Program will make grants available to owners of buildings within the Downtown Area for historic façade renovation/restoration projects.

The Historic Building Façade Grant Program will provide eligible applicants with grants to assist in the rehabilitation/restoration of historic facades on structures within the Downtown Core Area of the City of Central Point.

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

Funding is provided in an amount equal to 50% of the actual qualifying improvements, but no grant shall exceed \$10,000. These grant funds will be reimbursements, paid after qualifying rehabilitation/restoration work is completed and approved by the Development Commission. The applicant must submit proof of payment to the Development Commission of all project costs, after which a check will be issued to the applicant.



ELIGIBLE ACTIVITIES

The Historic Building Façade Grant Program is only available to commercial buildings within the Downtown Area. It is the applicant's responsibility to demonstrate the historic significance (cultural or architectural) of the commercial building. The types of activities that are eligible under this façade program include, but are not limited to, the following:

- Awnings appropriate to the specific building and original construction period. Awnings cannot be plastic or metal
- Improve or add exterior lighting.
- Replacement of missing historic features provided adequate documentation exists.
- Replacement of doorways/storefronts/windows that are architecturally consistent with original doorways/storefronts/windows
- Repointing
- Painting
- Repair/Restoration of historic street level facades

***For historic renovations/rehabilitation it is strongly encouraged that work activities follow the Secretary of Interior's Standards for Rehabilitation.** <http://www.nps.gov/hps/tps/tax/rhb/index.htm>

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

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

PROJECT PROCEDURES:

The following describes the procedural steps necessary to secure a Building Façade Grant. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The applicant will meet with a representative of the Development Commission to determine property eligibility, and to discuss the proposed façade improvements, scope of work, and estimated project costs. At this time the applicant shall provide historic photographs of the building façade and how the scope of work addresses facade renovation to recapture the historic character of the original façade.
2. **Application Submittal.** After completing Step 1 the applicant will complete a Building Façade Grant Application and submit to Community Development Department. Completed Applications will be time-dated and processed in order of receipt. The CPDC will not consider any Application with incomplete or missing information.
3. **Development Commission Meeting.** The applicant will present the proposed project to the Development Commission. The Development Commission will make a determination of the project's compliance with the goals and objectives of the Historic Building Façade Grant Program. At the conclusion of the meeting the Development Commission will either accept or reject the project proposal, or request additional information.
4. **Scope of Work with Cost Estimates.** Within forty-five (45) days of acceptance of the project the applicant will submit the final scope of work, cost estimates (itemized) and a working drawing(s), with color schemes, for final review by the Development Commission. It will provide approval or make recommendations for alternatives, if deemed necessary.

5. **Final Review.** The Development Commission will review each project's scope of work to determine if it with all applicable codes of the City of Central Point and the goals and objectives of the Historic Building Façade Grant Program. Upon approval by the Development Commission a Grant Agreement will be signed between the Applicant and the Development Commission. Allow at least thirty (30) days for this process.
6. **Contractor Bidding.** The applicant will solicit bids from qualified contractors to perform the work as stated in the approved Scope of Work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
7. **NO WORK CAN BEGIN ON PROJECT UNTIL CONTRACTS /GRANT AGREEMENTS ARE PROPERLY EXECUTED.**
8. **Rehabilitation Monitoring.** A representative of the Development Commission will monitor the approved Scope of Work to assure compliance with the Historic Building Façade Grant Agreement.
9. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by a representative of the Development Commission and the Applicant. The grant payment will be issued upon the acceptance by the Development Commission's representative and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

PROJECT COMPLIANCE:

The Applicant for the Building Façade Grant Program is advised of the following Program Compliance requirements:

1. **Eligible Structures.** Only those structures within the Downtown Core Area that demonstrate a contribution to the historic character of the downtown are eligible for Historic Building Façade Grants. No exceptions to this requirement are available.
2. **Codes and Ordinances.** All work must comply with applicable codes of the City of Central Point. For historic structures owners may apply for variances for activities that are deemed detrimental to the historic integrity of the structure

EQUAL OPPORTUNITY:

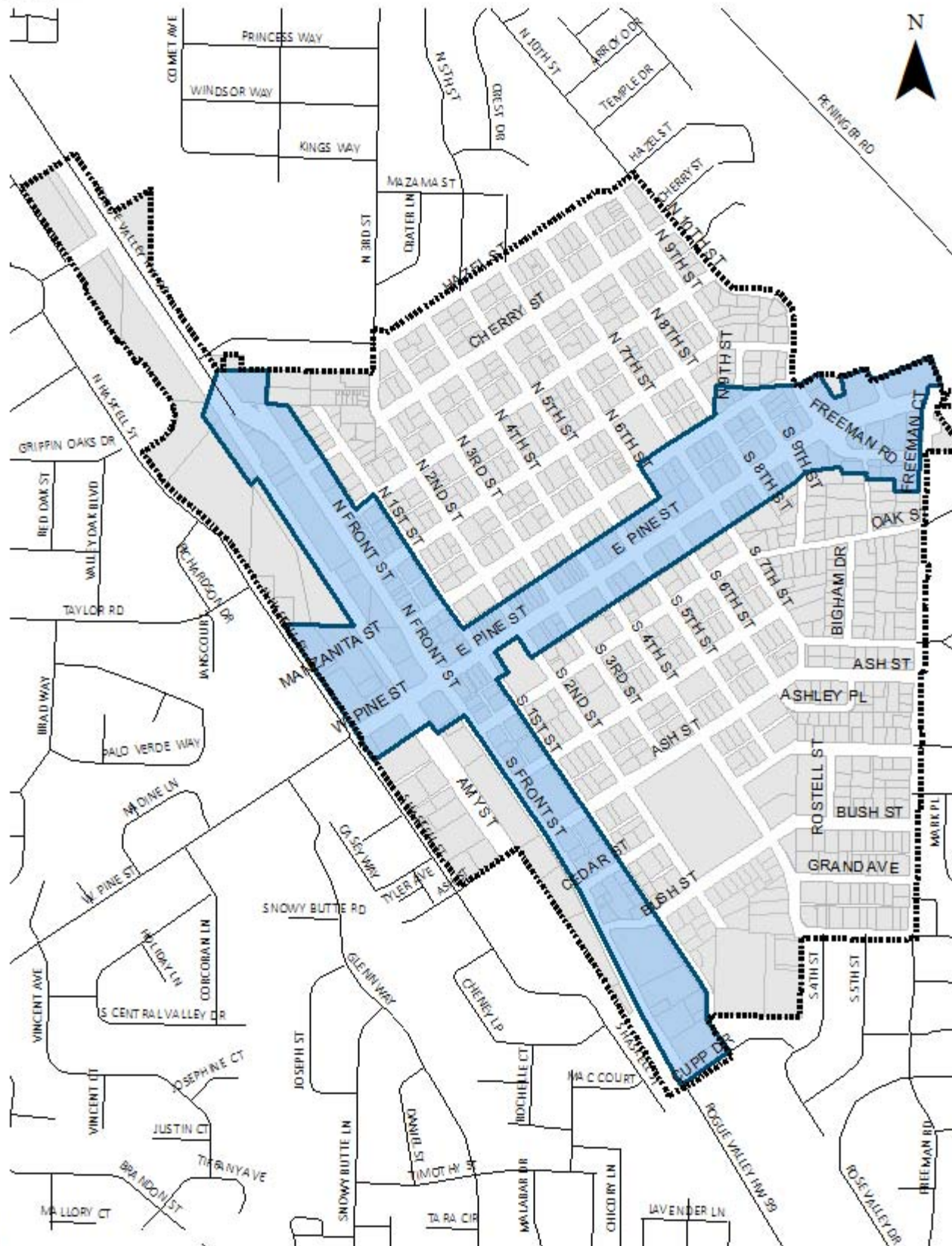
All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits of discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

THE BUILDING FAÇADE GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.



Historic Building Facade Grant Program

Eligible Properties



Legend

- UR_Street_Names
- UR Boundary April 2013
- Building Facade Eligible Properties
- Building Facade Eligible Properties

HISTORIC BUILDING FAÇADE GRANT PROGRAM APPLICATION
City of Central Point

Property Owner _____

Business Name _____

Address _____

Tax parcel ID# _____

Phone: _____ E-Mail: _____

Total Project Cost _____

Proposed Grant Amount (not to exceed 50% of total project cost) _____

Application Checklist:

- _____ Verification of Ownership (copy of Deed)
- _____ Tax Statement (evidence that real estate taxes are current)
- _____ Verification of Property Insurance
- _____ Two (2) copies of a color photo of the historic façade to be rehabilitated
- _____ Written Scope of Work and Preliminary Cost Estimates
- _____ Drawings of the proposed project

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

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

Signature of Applicant

Date

Community Development Director

Date Received