



City of Central Point  
**Development Commission**  
Agenda

Members: Hank Williams  
Allen Broderick  
Bruce Dinger  
Carol Fischer  
Ellie George  
Kelly Geiger  
Kay Harrison  
Staff Liaison: Chris Clayton  
Don Burt

**Thursday, June 23, 2011**  
**6:00 P.M.**

Central Point  
Council Chambers  
140 S. 3<sup>rd</sup> Street  
Central Point, Oregon

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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**

A. May 26, 2011 Minutes

**IV. BUSINESS**

A. No Business.

**V. DISCUSSION ITEMS**

A. May 26, 2011 Meeting Questions

B. Overview, Sections 100 – 700

C. Section 400, Vision, Mission, and Goals

D. Draft Urban Renewal Plan, Sections 800 – 1400 (to be distributed at meeting).

**VI. ADJOURNEMENT**

**CITY OF CENTRAL POINT  
Development Commission Minutes  
May 26, 2011**

**I. REGULAR MEETING CALLED TO ORDER**

Council President, Bruce Dinger called the meeting to order at 6:00 p.m.

- II. ROLL CALL:** Chair: Mayor Hank Williams Excused  
Commission Members: Allen Broderick, Bruce Dinger,  
Carol Fischer, Kelly Geiger, Kay Harrison, and Matthew  
Stephenson were present.

City Manager Phil Messina; Community Development  
Director Tom Humphrey; Parks and Public Works Director  
Matt Samitore; Assistant City Manager Chris Clayton;  
Planning Manager Don Burt; and City Recorder Deanna  
Casey were also present.

**III. APPROVAL OF MINUTES**

- A. No minutes were available.

**IV. BUSINESS**

- A. Consideration of Resolution No. 2011-01, Approving the Central  
Point Development Commission Rules of Procedures.**

Planning Manager Don Burt explained that City Council Ordinance 1950 created the Central Point Development Commission. It is necessary for the Commission to adopt specific rules of procedures which are proposed in the attached Resolution.

With the approval of the Rules of Procedures the Council will need to decide on a standard meeting date and time. The Commission needs to decide on a regular meeting schedule, and appoint a Vice Chair. Ordinance 1950 states that the mayor is chair of the commission. As conditions change the Commission has the authority to modify the meeting dates according to need.

After discussion the Commission made the following changes to the Rules of Procedure:

Section 5 should indicate the Council President as Vice Chair of the Commission. All were in agreement.

Section 6, Executive Committee should be removed. The Council would rather not break up into other branches.

Section 10, The Commission would like to keep the meetings on the Fourth Thursday of each month at 6:00 p.m. as needed.

**Bruce Dingler made a motion to approve Development Commission Resolution No. 2011-01, approving the Central Point Development Commission Rules of Procedure, as modified.** Allen Broderick seconded. Roll call: Allen Broderick, yes; Bruce Dingler, yes; Kelly Geiger, yes; Carol Fischer, yes; Kay Harrison, yes; and Ellie George, yes. Motion approved.

## **V. DISCUSSION ITEMS**

### **A. Powers of the Central Point Development Commission, ORS 457.170 and 457.180**

Mr. Burt explained the legal authority, proposed organizational relationships with city departments, staffing arrangements, use of committees, and budget. Mr. Burt provided the organizational chart for the commission which is very similar to the regular city chart. Staff will keep track of hours spent on the Urban Renewal projects so they can charge their wages to the district.

Community Development Director Tom Humphrey explained several projects on the horizon for the City that could be included in the Development Commission plans.

### **B. Urban Renewal Plan Minimum Requirements, ORS 457.085**

The Commission will be responsible for approval of their own budget once the district is formed. The cost of materials and services incurred prior to forming the commission will be reimbursed to the City and by the district. Central Point has staff that is capable of keeping all tasks in house. There should be no reason to hire more staff members to work on UR items at this time. An interagency agreement will be necessary around July.

### **C. Draft Urban Renewal Plan Preparation Schedule**

Mr. Burt explained the proposed schedule for adopting the plan in approximately one year. The job of the commission at this time is to develop a plan and map the area of interest. The Planning Commission will review and sent their recommendation on to City Council for final approval. Any substantial changes to the plan in the future must go through the same process.

### **D. Urban Renewal Goals and Objectives**

Mr. Burt stated that the Mission, Goals and Objectives must specify what the City plans to do over the next 20 years. This commission will change over time and the goals and objectives should clearly convey the purpose of the urban renewal program to future staff and commission members.

The commission members should review the attached ideas for the missions and goals for discussion at the next meeting. The attached ideas are to get the commission thinking of the possibilities.

**E. Draft Urban Renewal Plan, Sections 100 – 700**

The Draft Plan will be discussed in sections at future meetings. If a consensus is met on a section it will be voted on and put into place. Other sections may take more discussions. If that is the situation we will return to those sections to review with more detail.

**VI. ADJOURNMENT**

Kay Harrison moved to adjourn, Carol Fischer seconded, all said “aye” and the Meeting was adjourned at 6:42 p.m.

Dated:

\_\_\_\_\_  
Chair Mayor Hank Williams

ATTEST:

\_\_\_\_\_  
City Recorder



## MEMORANDUM DISCUSSION ITEMS

June 23, 2011 Agenda

To: Central Point Development Commission  
Chris Clayton, Assistant City Administrator

From: Don Burt, Planning Manager

Subject: City of Central Point Urban Renewal Plan

Date: June 23, 2011

The following outlines the general direction of the items in the Section V of the agenda.

### V. DISCUSSION ITEMS

**A. May 26, 2011, Meeting Questions.** This agenda item is intended to address any lingering questions from the last meeting. |

**B. Overview, Sections 100-700.** At the May meeting sections 100-700 were distributed. Most of these sections are basic boilerplate. Rather than go through each section staff will entertain questions regarding sections 100-700, with the understanding that Section 400 will be singled-out and discussed as Agenda Item C.

The reference to “Downtown and East Pine Street Corridor” is just a placeholder, open for discussion and change.

**C. Section 400, Vision, Mission, and Goals.** Most of the meeting will focus on discussing and refining the urban renewal plans purpose as stated in the plan’s vision, mission, and goals. Strategically, the urban renewal plan needs to clearly communicate the ultimate objective, establish goals, and define the Board’s responsibilities. To accomplish this the Board will be discussing:

- A general vision for the urban renewal area. In the City’s Strategic Plan there are some goal statements for the downtown that begin to describe a vision for the downtown, specifically:
  - Enhance the downtown as a culturally unique and vibrant focal point that bridges the past and present and embraces the future.

- Create a plan to revitalize and redevelop the downtown in support of retail, office, housing, arts and entertainment.
- Promote a pleasant and safe downtown environment that is characterized by ease of use for pedestrians and those in vehicles accessing our businesses.

If the urban renewal area encompasses an area greater than the downtown the vision needs to be more comprehensive. Staff will have some examples of vision statements to facilitate discussion.

- The Board's mission in attaining that vision; and
- Goals to be accomplished.

At this time the mission and goals (Section 400) are for discussion purposes only. Based on the Boards comments and direction the vision, mission, and goals will be re-stated for review at the July meeting.

**D. Draft Urban Renewal Plan, Sections 800-1400.** At the meeting Sections 800-1400 of the draft urban renewal plan will be distributed.



**MEMORANDUM  
DISCUSSION ITEMS**

**May 26, 2011 Agenda**

To: Central Point Development Commission  
Chris Clayton, Assistant City Administrator

From: Don Burt, Planning Manager

Subject: Urban Renewal Plan Draft Sections 100 - 700

Date: May 26, 2011

Attached are sections 100 -700 of the Draft Urban Renewal Plan. These are being distributed at this time for your review, comment and discussion at the June Commission meeting. Hard copies will be available at the meeting. If you have any questions prior to the June meeting please call me (601-9634), email [don.burt@centralpointoregon.gov](mailto:don.burt@centralpointoregon.gov), or schedule an appointment.

## ATTACHMENT “A”

**457.170 Urban renewal agency’s powers in planning or undertaking an urban renewal project.** An urban renewal agency may plan or undertake any urban renewal project to carry out an approved urban renewal plan. In planning or undertaking an urban renewal project, the urban renewal agency has the power:

(1) To carry out any work or undertaking and exercise any powers which a housing authority is authorized to perform or exercise under ORS 456.055 to 456.235, subject to the provisions of this chapter provided, however, that ORS 456.155 (Profit and Reasonable Reserves) and 456.160 (Rental Restrictions, Low Income) do not limit the power of an agency in event of a default by a purchaser or lessee of land in an urban renewal plan to acquire property and operate it free from the restrictions in those sections.

(2) To carry out any rehabilitation or conservation work in an urban renewal area.

(3) To acquire real property, by condemnation if necessary, when needed to carry out the plan.

(4) To clear any areas acquired, including the demolition, removal or rehabilitation of buildings and improvements.

(5) To install, construct or reconstruct streets, utilities and site improvements in accordance with the urban renewal plan.

(6) To carry out plans for a program of the voluntary repair and rehabilitation of buildings or other improvements in an urban renewal area in accordance with the urban renewal plan.

(7) To assist in relocating persons living in, and property situated in, the urban renewal area in accordance with the approved urban renewal plan and to make relocation payments.

(8) To dispose of, including by sale or lease, any property or part thereof acquired in the urban renewal area in accordance with the approved urban renewal plan.

(9) To plan, undertake and carry out neighborhood development programs consisting of urban renewal project undertakings in one or more urban renewal areas which are planned and carried out on the basis of annual increments in accordance with the provisions of this chapter for planning and carrying out urban renewal plans.

(10) To accomplish a combination of the things listed in this section to carry out an urban renewal plan.

**457.180 Powers of urban renewal agencies in general.** An urban renewal agency, in addition to its other powers, may:

(1) Make plans for carrying out a program of voluntary repair and rehabilitation of buildings and improvements.

(2) Make plans for the enforcement of laws, codes and regulations relating to:

(a) The use of land.

(b) The use and occupancy of buildings and improvements.

(c) The repair, rehabilitation, demolition or removal of buildings and improvements.

(3) Make plans for the relocation of persons and property displaced by an urban renewal project.

(4) Make preliminary plans outlining urban renewal activities for neighborhoods to embrace two or more urban renewal areas.

(5) Conduct preliminary surveys to determine if the undertaking and carrying out of an urban renewal project is feasible.

(6) Develop, test and report methods and techniques and carry out demonstrations and other activities for the prevention and the elimination of urban blight.

(7) Engage in any other housing or community development activities specifically delegated to it by the governing body of the municipality including but not limited to land acquisition and disposition, conservation and rehabilitation, residential or business relocation, construction, leasing or management of housing, and the making of grants and loans from any available source.

## ATTACHMENT “B”

### 457.085 Urban Renewal Plan and Report Requirements.

(1) An urban renewal agency shall provide for public involvement in all stages in the development of an urban renewal plan.

(2) An urban renewal plan proposed by an urban renewal agency shall include all of the following:

- A description of each urban renewal project to be undertaken.
- An outline for the development, redevelopment, improvements, land acquisition, demolition and removal of structures, clearance, rehabilitation or conservation of the urban renewal areas of the plan.
- A map and legal description of the urban renewal areas of the plan.
- An explanation of its relationship to definite local objectives regarding appropriate land uses and improved traffic, public transportation, public utilities, telecommunications utilities, recreational and community facilities and other public improvements.
- An indication of proposed land uses, maximum densities and building requirements for each urban renewal area.
- A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area of the plan.
- An indication of which real property may be acquired and the anticipated disposition of said real property, whether by retention, resale, lease or other legal use, together with an estimated time schedule for such acquisition and disposition.
- If the plan provides for a division of ad valorem taxes under ORS 457.420 to 457.460, the maximum amount of indebtedness that can be issued or incurred under the plan.
- A description of what types of possible future amendments to the plan are substantial amendments and require the same notice, hearing and approval procedure required of the original plan under ORS 457.095 as provided in ORS 457.220, including but not limited to amendments:

- Adding land to the urban renewal area, except for an addition of land that totals not more than one percent of the existing area of the urban renewal area.
- Increasing the maximum amount of indebtedness that can be issued or incurred under the plan.
- For a project which includes a public building, an explanation of how the building serves or benefits the urban renewal area.

(3) An urban renewal plan shall be accompanied by a report which shall contain:

- A description of physical, social and economic conditions in the urban renewal areas of the plan and the expected impact, including the fiscal impact, of the plan in light of added services or increased population;
- Reasons for selection of each urban renewal area in the plan;
- The relationship between each project to be undertaken under the plan and the existing conditions in the urban renewal area;
- The estimated total cost of each project and the sources of moneys to pay such costs;
- The anticipated completion date for each project;
- The estimated amount of money required in each urban renewal area under ORS 457.420 to 457.460 and the anticipated year in which indebtedness will be retired or otherwise provided for under ORS 457.420 to 457.460;
- A financial analysis of the plan with sufficient information to determine feasibility;
- A fiscal impact statement that estimates the impact of the tax increment financing, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the urban renewal area; and
- A relocation report which shall include:
  - An analysis of existing residents or businesses required to relocate permanently or temporarily as a result of agency actions under ORS 457.170;
  - A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in,

the urban renewal area in accordance with ORS 35.500 to 35.530 (Relocation of Displaced Persons); and

- An enumeration, by cost range, of the existing housing units in the urban renewal areas of the plan to be destroyed or altered and new units to be added.

(4) An urban renewal plan and accompanying report shall be forwarded to the planning commission of the municipality for recommendations, prior to presenting the plan to the governing body of the municipality for approval under ORS 457.095.