



City of Central Point
Development Commission
Study Session

Members: Hank Williams
Allen Broderick
Bruce Dinger
David Douglas
Ellie George
Kelly Geiger
Rick Samuelson
Staff Liaison: Chris Clayton

Monday, September 12, 2013
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. MINUTES

A. Approval of July 25, 2013 Development Commission Minutes

IV. DISCUSSION ITEMS

A. Streetscape Improvement Reimbursement Program

V. BUSINESS

A. Consideration of Request for Streetscape Financial Assistance; Applicant, Tatum Real Estate (Walgreens)

VI. ADJOURNEMENT

**CITY OF CENTRAL POINT
Development Commission Minutes
July 25, 2013**

I. REGULAR MEETING CALLED TO ORDER

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

II. ROLL CALL:

Chair: Mayor Hank Williams, excused.
Commission Members: Allen Broderick, Bruce Dingler, Rick Samuelson, and Kelly Geiger were present. David Douglas, and Ellie George were excused.

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

III. APPROVAL OF MINUTES

A. Approval of June 13, 2013 Development Commission Minutes.

Kelly Geiger made a motion to approve the minutes as presented. Allen Broderick seconded. Kelly Geiger, yes; Rick Samuelson, yes; Bruce Dingler, yes; and Allen Broderick, yes. Motion approved.

IV. DISCUSSION ITEMS

A. Central Point Urban Renewal Project Ranking Survey

City Manager Chris Clayton explained that over the last few weeks the Development Commission participated in a Urban Renewal Project Ranking Survey. Each Council member was asked to rank the project list according to importance. This helped staff decide on the top five projects so that plans can begin. When the City received money for the District in October from the Assessor's office we will be able to start on the list.

The Commission ranked the top five projects as:

- Downtown core Area Streetscape
- Highway 99 Corridor Improvements
- Economic Development Incentives
- East Pine Street Improvements
- Neighborhood Sidewalks, Street Lighting and Alleys

He explained that staff also took the survey and their results were:

- Downtown Core Area Streetscape

- Highway 99 Corridor Improvements
- Economic Development Incentives
- Gebhard Road Extension
- East Pine Street Improvements

He explained the differences between the two lists are based on staff working with the East Side and trying to encourage development. Regardless of what the economy does; the top 4 projects on the Commission list need to get done. It is essential that the District begin these projects.

He explained some of the funding options the Commission will have to finance these projects. We do not expect to receive enough from the district to fund any one of the projects. They will need to be funded through bonds or loans and then paid back as the district funds increase.

B. Downtown & East Pine Street Corridor Revitalization Plan 5-year Development Program

Planning Manager Don Burt explained the next steps for the Commission regarding:

Downtown area and East Pine Street Corridor

- Task I Project Description, FY 13/14: Prepare preliminary plans for East Pine Street streetscape, including a phasing plan and cost estimate by phase. Estimated cost is \$45,000.
- Task II Project Description, FY 14-16: Prepare engineered construction plans for phase I. Estimated cost is to be decided at a later date. Then construct Phase I.

Highway 99 Corridor Improvements

- Task I Project Description, FY 13/14: Determine Development Commission's Role and timing in financing of the Twin Creek RR-Xing. Estimated Cost - \$0.
- Task II Project Description, FY 13/14: Prepare preliminary design standards for Front Street south of East Pine Street (no phasing or cost estimates at this time). Submit design standards to City Council for adoption as part of the City standards. Estimated Cost - \$25,000
- Task III Project Description, FY 13/14: Install pedestrian street lights along frontage of the new car wash and O'Reilly's Auto Parts Store. Estimated cost - \$50,000.

Economic Incentive Plan

- Task I Project Description, FY 13/15: Prepare a façade improvement program for the downtown core area. Estimated Cost - \$25,000.

Community Development Director Tom Humphrey stated that there is already a preliminary design for the downtown core area. This was done by a consultant several years ago as a starting point when we offered the façade improvement loans to local businesses. The document is available for review by the public and

any business that is interested in making façade improvements. Several businesses have already used the preliminary designs to improve their frontages. It would be nice to stay consistent with what has already been done. The current businesses have done the improvements; it would be unrealistic to expect them to change their frontage if a new design was approved.

There was discussion regarding an architectural review of the buildings downtown to provide options to the business owners. The Commission is in favor of having strict rules for the design standards and regain some control over what the downtown will become as new businesses come in.

C. Walgreens Pharmacy Update

Mr. Burt stated that the city has received layout plans for the proposed Walgreens. They are currently in the appeal period but we do not expect any issues with the proposal.

D. Additional Items

The district has been approached by a third party to talk about facilitating the sale and purchase of the Shady Oaks Mobile Home Park on Pine Street. The Police Chief will have a report on the amount and types of calls they have responded to over the last 6 months. Mr. Clayton will be setting up a meeting with the property owner to discuss options for the property.

VI. ADJOURNMENT

Kelly Geiger moved to adjourn, Rick Samuelson seconded, all said “aye” and the meeting was adjourned at 6:45 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder



STAFF REPORT

STAFF REPORT

September 12, 2013

AGENDA ITEM: IV-A

Consideration of a Streetscape Reimbursement Program

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The Urban Renewal Plan includes three projects that address the improvement of streetscapes along specific streets. Those projects are:

- Project No. 1, Downtown Area Streetscape Improvements;
- Project No. 2, East Pine Street; and
- Project No. 4, Hwy. 99 Corridor

Each of these three projects ranked in the Commission's top four projects and as such they are a funding priority. However, as previously discussed, and because of financial constraints, all of these projects will be constructed incrementally in phases, or out of sequence as a private sector initiated improvement. It is to this latter option that clarification is needed.

Throughout the duration of the City's urban renewal program private sector development will occur in areas that are in need of designated streetscape improvements, but not necessarily in a sequence consistent with the Development Commission's streetscape improvement phasing plan. Under such circumstances the options are to a) postpone having the private sector make the necessary streetscape improvements, which will be made at a later date by the Development Commission; or 2) require the streetscape improvements to be made by the private sector developer. With Option 2 the question is repayment by the Development Commission vs. at developer's unreimbursed expense.

If the Development Commission elects repayment it would be with the understanding, on the part of the developer, that repayment will occur at a specified future date, or over a specified period of time. The reasoning for the delayed repayment is due to funding availability and budget.

ISSUES:

The primary issue is the need for a policy that equitably and consistently addresses repayment of developer initiated streetscape improvements vs. a case-by-case consideration. Funding can be addressed through a deferral agreement between the Development Commission and the developer.

EXHIBITS/ATTACHMENTS:

None

ACTION:

Discussion

RECOMMENDATION:

Direct Staff to prepare a written policy allowing repayment by the Development Commission for sanctioned developer installed streetscape improvements.



STAFF REPORT

STAFF REPORT

September 12, 20213

AGENDA ITEM: V-A

Consideration of Request for Streetscape Financial Assistance; Applicant, Tatum Real Estate (Walgreens)

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The applicant is the developer of the new Walgreens Pharmacy (the “Project”), which received Site Plan and Architectural Review approval on July 18, 2013. Building plans are scheduled for submittal by the end of December, with construction to start Spring 2014.

The project is located on the northwest corner of West Pine and Hwy. 99, within the TOD EC and GC district. Immediately north of the Project the City is constructing streetscape improvements along Hwy. 99. The Urban Renewal Plan (Project No. 4) identifies streetscape improvements for Hwy. 99 from the proposed Twin Creeks RR-Xing south to Bush Street. The Project is within the Hwy. 99 Corridor streetscape project.

Although the Project’s frontage on Hwy. 99 is already improved with sidewalks it does not meet the standards used for the Hwy 99 Streetscape Project, i.e. street trees, sidewalk width, street lights. Consequently, the Project has been conditioned to extend the Hwy. 99 streetscape improvements to West Pine Street. The Developer has requested (see Attachment “A”) that the Development Commission reimburse for the streetscape improvements along Hwy. 99.

Because the streetscape improvements in question are part of an identified urban renewal project it is reasonable to request reimbursement. Similarly, it is reasonable, but not necessary that the Development Commission grant the request. The prior agenda item discussed in general the establishment of a policy addressing the reimbursement of sanctioned streetscape improvements. The remainder of this report will assume that the Development Commission has elected to proceed with the crafting of a policy approving reimbursement for developer made streetscape improvements.

ISSUES:

There are two basic issues involved in the approval of the request for reimbursement:

1. Availability of funds. At this time the adopted budget does not include expenditures for the requested reimbursement. The reimbursement would have to be made at a future date as part of a future budget.
2. Agreement on the amount to be reimbursed. In Attachment “A” the Developer is requesting a total of \$32,523 in reimbursement. However, there are some line items that may not qualify, such as the relocated street light (\$5,000), removal of existing driveway/sidewalk (\$3,300), removal of

existing curb and gutter (\$435), and installation of curb and gutter (\$870), some of which may not be necessarily related to the streetscape improvements.

These items need to be addressed and the reimbursement appropriately reduced.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Communication from Tatum Real Estate date 08-13-2013

ACTION:

Consider reimbursement request

RECOMMENDATION:

In concert with the pending Streetscape Reimbursement Policy conditionally approve the reimbursement, with adjustments per the Staff Report, and return for final consideration. Final consideration shall include a Reimbursement Agreement addressing a reimbursement schedule and reimbursement amount.

TATUM
REAL ESTATE



255 Linden Street
Suite 210
Fort Collins, CO 80524
[P] 970.282.1038
[F] 970.282.3710

ATTACHMENT "A"

August 13, 2013

Central Point Development Commission
c/o Tom Humphrey
140 South Third Street
Central Point, OR 97502

Re: Hwy 99 (Front St.) Street Improvements

Dear Tom:

I am writing to request financial assistance from the Urban Renewal Authority for the cost of the street improvements our project has been conditioned to provide along our Hwy 99 property frontage. Per the Conditions of our Type II Site Plan approval we are to remove existing sidewalk to Hwy 99 and replace with a new 10' sidewalk, complimented with street trees and tree grates.

It is my understanding that the Urban Renewal Agency, of which our project will be a part, was established to assist with these types of civic improvements. I have attached an engineer's estimate of the improvements that we will construct.

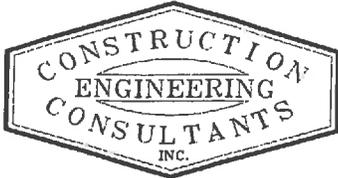
As you realize these are still tough times to financially underwrite these projects so any assistance that can be provided is greatly appreciated.

Best regards,
Pine CPO, LLC



Dillon Tidwell

Attachment



P.O. BOX 1724 • MEDFORD, OR 97501 • PH (541) 779-5268 • FAX (541) 779-3139

**Taxlot's 5300 & 5400, Section 10, T.37 S., R.2 W., W.M.
Front Street (Hwy 99) -Public Frontage Improvement Cost Estimate
August 12, 2013**

Item	Description	Quantity	Unit	Unit Price	Total Price
1	Remove existing sidewalk/driveway	220	SY	\$15.00	\$3,300.00
1	Sidewalk	2676	SF	\$5.50	\$14,718.00
2	Remove existing curb & gutter	58	LF	\$7.50	\$435.00
3	Curb & Gutter	58	LF	\$15.00	\$870.00
4	Remove & relocate existing Pedestrian Street Light	1	LS	\$5,000.00	\$5,000.00
5	Sidewalk tree wells	9	EA	\$1,000.00	\$9,000.00
6	Landscaping & Irrigation	1	LS	\$2,500.00	\$2,500.00
				Total	\$32,523.00