



CITY OF CENTRAL POINT

Oregon

City Council Meeting Agenda Thursday, January 26, 2023

Mayor
Hank Williams

Ward I
Neil Olsen

Ward II
Kelley Johnson

Ward III
Melody Thueson

Ward IV
Tanea Browning

At Large
Rob Hernandez

At Large
Michael Parsons

Next Res(1731) Ord (2093)

I. REGULAR MEETING CALLED TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. 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.

V. CONSENT AGENDA

A. Approval of January 12, 2023 City Council Minutes

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. 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. Ordinance No. _____, An Ordinance Amending Sections 15.04.010 Standards Applicable to Building of the Central Point Municipal Code to Comply with Updates and References to New State Code (Zwagerman)

VIII. ORDINANCES, AND RESOLUTIONS

- A. Resolution of Intent to Initiate Land Use and Zone Changes (Holtey)
B. Resolution of Intent to Condemn - Grant Road Realignment Project No. 260 (Dreyer)
C. Resolution Approving Park Memorial Donation Policy (Dreyer)

IX. BUSINESS

- A. My Hero Tribute Tree Program Discussion (Dreyer)

X. MAYOR'S REPORT

XI. CITY MANAGER'S REPORT

XII. COUNCIL REPORTS

XIII. DEPARTMENT REPORTS

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

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 Under the provisions of the Oregon Public Meetings Law, the proceedings of an executive session are not for publication or broadcast.

XV. 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 541-423-1015 (voice), or by e-mail to Rachel.neuenschwander@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, January 12, 2023

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	
Neil Olsen	Ward I	Present	
Kelley Johnson	Ward II	Present	
Melody Thueson	Ward III	Present	
Taneea Browning	Ward IV	Present	
Rob Hernandez	At Large	Present	
Michael Parsons	At Large	Present	

Staff members present: City Manager Chris Clayton (Remote); City Attorney Sydnee Dreyer; Parks and Public Works Director Matt Samitore; Planning Director Stephanie Holtey; IT Director Jason Richmond (Remote); Finance Director Steve Weber, and City Recorder Rachel Neuenschwander

IV. PUBLIC COMMENTS

Helen Hull - Crater School of Business student spoke to the Council on the updates at Crater High School.

V. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Rob Hernandez, At Large
SECONDER:	Taneea Browning, Ward IV
AYES:	Williams, Olsen, Johnson, Thueson, Browning, Hernandez, Parsons

A. **Approval of December 15, 2022 City Council Minutes**

B. **2023 Re-appointments to Committees and Commissions**

VI. ITEMS REMOVED FROM CONSENT AGENDA

VII. ORDINANCES, AND RESOLUTIONS

A. **Comprehensive Plan Amendment Updating the Transportation System Plan**

Planning Director Stephanie Holtey presented to the council the second reading of an Ordinance Amending the City of Central Point Comprehensive Plan to Update the

Minutes Acceptance: Minutes of Jan 12, 2023 7:00 PM (CONSENT AGENDA)

Transportation System Plan. Except for minor text corrections, the proposed changes to the TSP noted above are limited to Chapter 7 (Street System Plan) and Chapter 12 (Transportation System Financing Program).

Neil Olsen made a motion to approve Ordinance 2092 An Ordinance Amending the City of Central Point Comprehensive Plan to Update the Transportation System Plan

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Neil Olsen, Ward I
SECONDER:	Michael Parsons, At Large
AYES:	Williams, Olsen, Johnson, Thueson, Browning, Hernandez, Parsons

B. Resolution Updating Signers on City Bank Accounts

Finance Director Steve Weber presented to council a Resolution Updating Signers on City Bank Accounts. Due to the recent retirement of Kris Allison, Chief of Police, and Deanna Casey, City Recorder, an update to those authorized to sign checks and other forms of payment of City funds is needed. The Mayor, City Manager, and Finance Director are already authorized signers on City bank accounts and staff is recommending adding Matt Samitore, Parks and Public Works Director, and Scott Logue, Chief of Police, as authorized signers on City bank accounts.

Melody Thueson moved to approve Resolution 1730 a Resolution of the City of Central Point Updating Signers on City Bank Accounts.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Melody Thueson, Ward III
SECONDER:	Kelley Johnson, Ward II
AYES:	Williams, Olsen, Johnson, Thueson, Browning, Hernandez, Parsons

VIII. BUSINESS

A. Election of 2023 Council President

City Manager Chris Clayton explained the process to appoint a president of the Council at the beginning of every year. The Council President presides in the event that the Mayor cannot attend a meeting. The Council nominates a member and votes.

Mayor Hank Williams recommended Rob Hernandez as council president.

Council had a discussion and Mike Parsons nominated Tanea Browning, Kelley Johnson is in favor of that nomination.

Mike Parsons moved to approve Tanea Browning to the position of Council President.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Kelley Johnson, Ward II
AYES:	Williams, Olsen, Johnson, Thueson, Browning, Hernandez, Parsons

B. Local City Council Committee and Board Assignments 2023

Mr. Clayton presented the current City Council Representative list for Boards, Commission, Committees, and Foundations. The list provides boards and committees that are important for the City of Central Point to participate on.

The first of the year is a good time for council members to switch committees. Each of these assignments represents an important opportunity for the city to exert influence and maintain relations with regional agencies and partners. There was discussion regarding corrected times and dates of some of the committees listed and members that would like to change or sign up for a committee.

C. Parks Commission Report December 2022

Parks and Public Works Director Matt Samitore presented the Parks Commission report to the council from the December 1, 2022, meeting. There were three items in discussion; project updates and two new programs coming to the council soon. One being the My Veteran/My Hero Tree Program, and the second is the revised memorial dedication program.

D. Discussion of City Water Rates for 2023

Mr. Samitore presented to the council the topic of city water rates. Historically, in looking at all of these factors it would normally be in the 2-4% range. Unfortunately that is not the case this year as shown in the table below.

The overall cost increase projected by staff is a minimum of 7%. This is needed just to cover the cost to maintain existing service levels. In order to maintain our current replacement of older pipes we would need to adopt a cost increase in the range of 8-10%.

The goal is to maintain a strong financial position that balances the need for adequate service levels and capital requirements against the affordability that is desired by our citizens.

Council generally reached a consensus regarding increased in the 7-8% range to stay up with costs and required upgrades to old waterlines.

E. Planning Commission Report 1/10/2023

Ms. Holtey presented to the Council the Central Point Planning Commission report from their regular meeting on January 10, 2023. There were three (3) items on the agenda including public hearings for the Oregon State Police (OSP) Regional Headquarters Expansion Project, including Conditional Use Permit, Site Plan & Architectural Review and Class "C" Variance applications.

Brad Cozza was recognized for his service to the Planning Commission, as it was reported that the January meeting would be his last meeting due to moving out of

town. This leaves two (2) vacancies that need to be filled. One interview is scheduled later this month.

Due to a lack of agenda items, the February meeting is cancelled. However, the Planning Commission is invited to a Joint Study Session with the Citizen's Advisory Committee and City Council on February 27, 2023 to discuss Climate Friendly & Equitable Communities transportation planning rules, specifically parking reforms. The purpose of the discussion will be to chart a course for how the City will approach off-street parking management.

IX. MAYOR'S REPORT

Mayor Williams had nothing to report.

X. CITY MANAGER'S REPORT

City Manager reported that:

- We are on the second week of having Sydnee in-house and participating with the staff. Bringing her in-house was the right decision and is already paying off.
- The Mail Tribune is ceasing operations beginning January 13th. The Grants Pass Daily Courier and The River Press may attempt to pick up that business. The State may have some additional flexibility with how we legally notice. We will be looking at alternate solutions.
- The Urban Renewal Plan Amendment is now official, and we are working on putting the plan together with a new façade on the cover.
- The Banner Bank property owner wants to make some renovations to the property but is not wanting to conform to some of the professional standards and architectural requirements. We are working through that with them.
- The Flocks Camera system the Police Department advocated for and was installed in certain areas of town to view traffic and record cars; this week, we made a couple of high-profile arrests, including a stolen vehicle, from images from the cameras.
- Brad Cozza resigned from the planning commission; we have had a couple of applications and are planning to interview. We will be doing a public push in the newsletter to get citizens more engaged to participate in these Councils, Commissions, and Boards.
- Matt Samitore shared that the Siskiyou County Fair made a video as a tribute to the Jackson County Expo with the help of the livestock purchase and sale this last summer when the fire in Siskiyou County was going on.
- The study session in January will be dedicated to all utility fees.
- He will have lunch later this month with Mike Hussey to discuss priorities and mutual interests between the city and the fire district.

- We have been working with the City Attorney on little league sponsorship's. Rogue Federal and others are interested in offering some relatively large sponsorship's that will be coming for Council review shortly.
- Rachel Neuenschwander has stepped into the City Recorder position.
- A suspicious bag was found in the men's restroom at city hall. We were evacuated to the Church across the street. There was a 25lb bag left on the bathroom door of the men's restroom across from the Council Chambers. Oregon State Police was called, and the bomb squad came to City Hall. There was copper wire in the bag. The bag was hosed down and put in a container, and detonated. It does not appear that it was an explosive device.

XI. COUNCIL REPORTS

Council Member Neil Olsen reported that he attend the School Board Meeting with Melody.

Council Member Kelley Johnson reported that:

- She attended the Medford Diversity, Equity & Belonging meeting.
- She attended the RVCOG executive meeting on the 10th.
- She went to visit Lorraine Tate who turned 103 and was the Treasurer for the City from 1958 to 1982.

Council Member Tanea Browning reported that:

- The beginning of January she rotated out as League of Oregon Cities President to Immediate Past President. Immediate past President remains part of the executive committee with voting privileges.
- She had a meeting with Rep Christine, they were able to connect on local small business matters and she will be attending the Central Point Chamber banquet as a guest of CP in February.
- She attended the Governor's transition team meeting via zoom.
- She attended the Bear Creek Restoration Initiative group via zoom.
- She is looking forward to attending the LOC City day at the capital on January 25th, where she will have additional meetings with legislators about policy and impact specific to small rural cities in Southern Oregon.
- She is looking forward to helping create opportunities for council and CP community to connect in the coming year as council president.

Council Member Rob Hernandez reported that:

- He attended the Medford Chamber Forum with Chris on Monday the 9th.

- He attended the SOREDI meeting at Lithia Headquarters.

Council Member Mike Parsons reported that:

- He attended the Rogue Valley Sewer Service monthly Board Meeting and luncheon.
- He attended the 2nd annual “Sparkle of the Season” event. CPPD collaborated with Community Works to facilitate a gift-giving event for several Central Point families.
- He attended the Planning Commission Meeting.

Council Member Melody Thueson reported that:

- She attended the School Board Meeting
- She met with Matt about the Blue Grass Downs wetlands area.

XII. DEPARTMENT REPORTS

Finance Director Steve Weber reported that:

- The construction in the finance area is complete, and it is getting back to a regular area
- It will be budget time soon; there is an opening on the Budget Committee
- The suspicious package and his son saw a video of it being detonated outside his office made him cool.

Planning Director Stephanie Holtey reported that:

- Staff is working to bring the City into compliance with climate-friendly and equitable rules; as such Council will be hearing a lot about this topic in the coming months.
- The Climate Friendly & Equitable parking reforms eliminating mandates within ½ mile of frequent transit corridors and reducing multifamily parking requirements took effect on January 1.
- There will be a virtual public meeting on February 6, 2023, at 6:00 p.m. regarding climate-friendly area regulations.
- Staff is preparing a Joint Study Session with City Council, Planning Commission, and Citizen's Advisory Committee to discuss long-term parking reforms.

- At the next meeting, staff will present a Resolution of Intent to initiate a series of land use and zone changes, including the former Walmart site now owned by the Housing Authority. There is a meeting with the Housing Authority regarding these changes at the end of the month. Another property included is near the intersection of Taylor Road and North Haskell. The proposed changes would allow cottage-style multifamily housing.
- There is an opening for a new planner, and the job closes on Tuesday of next week.

Parks and Public Works Director Matt Samitore reported that:

- The Hanley waterline construction had two accidents with people interested in what was happening in construction and not watching the road.
- The new signal at Hamrick and Pine will be installed soon.
- The Dennis Richardson's memorial is almost complete.
- Kudos to Melody for organizing the meeting on the wetlands area in Blue Grass Downs. The State has given the City stringent rules on what is allowed in wetland areas.
- He and Stephanie met with Mike Quilty; regarding the Yellow Basket Property. Mike is assisting the owners in understanding that city code is specific when a vacant building is non-conforming. The structure needs to be brought into compliance before it can open up a business again.
- There is a new bakery that is moving into Twin Creeks.
- Gebhard Rd., the construction company Northcore was stretched too thin, and they had nine projects with only 15 staff. They had an entire crew out this week the weather is not cooperating; as soon as the weather window opens, they will do the curb and gutter and paving afterward. It should be back in place in February.

City Attorney Sydnee Dreyer reported that she is thrilled to be in-house; it is making a difference to be included ahead of time.

County Commissioner Dotterer reported that:

- Today the commissioners got together and went through all their liaison responsibility. He will continue being the City of Central Point Liaison.
- He moved away from being a liaison for parks, however will be continuing to work on the Greenway project.

XIII. EXECUTIVE SESSION ORS 192.660(2)(i)

Mike Parsons moved to adjourn to Executive Session under ORS 192.660 (2)(I) Employee Evaluations at 8:27 PM. Neil Olsen seconded. All said aye and the meeting was adjourned to executive session.

Council returned to regular session at 8:57 PM.

A. Motion to: Approval to extend City Manager Contract

There was discussion regarding the length of the contract which was thought to expire December 31, 2024.

Council feels confident extending the contract for another year to be renewed by December 31, 2025 continuing with the annual performance evaluation. The Council discussed an increase of \$1000 a month, the breakdown to be worked out with the Mayor and Chris Clayton.

Rob Hernandez moves to an increase of \$1000 a month and extend the term of the City Managers contract to December 31, 2025. Tanea Browning seconded.

XIV. ADJOURNMENT

Neil Olsen moved to adjourn. All said aye and the meeting was adjourned at 9:07 PM.

The foregoing minutes of the January 12, 2023, Council meeting were approved by the City Council at its meeting of _____, 2023.

Dated:

Mayor Hank Williams

ATTEST:

City Recorder

Minutes Acceptance: Minutes of Jan 12, 2023 7:00 PM (CONSENT AGENDA)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO: City Council **DEPARTMENT:**
City Council

FROM: Derek Zwagerman, Building Division Manager

MEETING DATE: January 26, 2023

SUBJECT: Ordinance No. _____, An Ordinance Amending Sections 15.04.010 Standards Applicable to Building of the Central Point Municipal Code to Comply with Updates and References to New State Code

ACTION REQUIRED: Public Hearing
Ordinance 1st Reading **RECOMMENDATION:**
Approval

BACKGROUND INFORMATION: This is the first reading of an Ordinance updating the CPMC Building Code. The Oregon Building Codes Division (BCD) has adopted updated codes for the commercial structural and mechanical construction. This ordinance is to align the adopted codes of the City of Central Point to the adopted codes of Oregon BCD.

FINANCIAL ANALYSIS: The financial impact to the City of Central Point is the purchase price of the new code books. Total cost of codebooks is approximately \$1,200.00.

LEGAL ANALYSIS: The adoption of the revised codes is required to comply with OAR 918 and ORS 455.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

STAFF RECOMMENDATION: Approve updated code references.

RECOMMENDED MOTION:

I move to approve Ordinance No. _____, An Ordinance Amending Sections 15.04.00 Standards Applicable to Building of the Central Point Municipal Code to Comply with Updates and References to New State Code.

ATTACHMENTS:

1. Ordinance Amendment 15.04 building codes 2022

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 15.04.010 STANDARDS APPLICABLE TO BUILDING OF THE CENTRAL POINT MUNICIPAL CODE TO COMPLY WITH UPDATES AND REFERENCES TO NEW STATE CODE

Recitals:

- A. Words ~~lined through~~ are to be deleted and words **in bold** are added.
- B. Pursuant to CPMC, Chapter 1.01.040, the City Council, may from time to time make revisions to its municipal code which shall become part of the overall document and citation.
- C. The Central Point Building Department initiated and recommended approval of a code amendment to CPMC Chapter 15.04.010 bringing the City’s municipal code into conformance with State Building Code Revisions and Updates.
- D. On January 26, 2023, the City of Central Point City Council held a properly advertised public hearing; reviewed the staff report; heard testimony and comments, and deliberated on approval of the amendments.

THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:

Section 1. Section 15.04 of the Central Point Municipal Code is amended to read:

15.04.010 Standards applicable to building.

All construction, building, and related activities within the city shall comply with all ordinances of the city and with the following specialty codes, which by this reference are expressly adopted and incorporated into this code:

A. The ~~2019~~ **2022** Oregon Structural Specialty Code based on the International Building Code, ~~2018~~ **2021** Edition, as published by the International Code Council and amended by the Building Codes Division; specifically adopting and including Section ~~442~~ **101.2.1 requiring building permits for the following:**

- 5. Cellular phone, radio, television and other telecommunication and broadcast towers that are not attached to or supported by a regulated building.**
- 8. Signs not located in a public right-of-way, and not attached to or supported by a regulated building. Including Appendix H, Signs.**
- 13. The design and construction of in-ground swimming pools accessory to not more than four dwelling units.**

~~Service Utilities; Section 116, Unsafe Structures and Equipment; Appendix G, Flood-Resistant Construction; Appendix H, Signs; and Appendix J, Grading.~~

B. The ~~2019~~ **2022** Oregon Mechanical Specialty Code based on the ~~2018~~ **2021** International Mechanical Code and the ~~2018~~ **2021** International Fuel Gas Code, as published by the

Attachment: Ordinance Amendment 15.04 building codes 2022 (1628 : 2022 Building Code Adoption)

International Code Council, Inc., amended by the Oregon Building Codes Division, with fees as per the mechanical fee schedule adopted by the city of Central Point.

C. The 2021 Oregon Residential Specialty Code based on the 2018 International Residential Code, as published by the International Code Council and amended by the Building Codes Division; specifically adopting and including Section R101.2.2, Item 7, requiring permits for the construction of in-ground swimming pools.

D. The 2021 Oregon Electrical Specialty Code based on the 2020 NFPA 70 and amended by the Building Codes Division.

E. The 2021 Oregon Plumbing Specialty Code based on the 2021 Uniform Plumbing Code and amended by the Building Codes Division.

F. 1994 Edition of the Uniform Abatement of Dangerous Buildings as published by the International Conference of Building Officials.

G. The 2010 Edition Oregon Manufactured Dwelling Installation Specialty Code.

H. The 2021 Oregon Energy Efficiency Specialty Code based on ASHRAE Standard 90.1-2019. (Ord. 2082 §1, 2021; Ord. 2063 §1, 2020; Ord. 2038 §1(part), 2017; Ord. 2027 §1(part), 2016; Ord. 1991 §1(part), 2014; Ord. 1953 §1, 2011; Ord. 1938 §1, 2010; Ord. 1904, 2007; Ord. 1857, 2005; Ord. 1853 §1, 2004; Ord. 1832 §1, 2003; Ord. 1807 §1, 2000; Ord. 1798 §1, 1998; Ord. 1781 §1(part), 1997; Ord. 1764 §1, 1997; Ord. 1749 §3, 1996; Ord. 1686 §1, 1993; Ord. 1683 §1, 1993; Ord. 1640 §1, 1990; Ord. 1630 §1, 1990; Ord. 1573 §1, 1986; Ord. 1520 §1, 1984; Ord. 1497 §1, 1983; Ord. 1482 §1, 1982; Ord. 1409 §1(part), 1980; Ord. 1167 §2, 1974).

Section 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word Ordinance may be changed to “code”, “article”, “section”, “chapter”, or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions need not be codified and the City Recorder is authorized to correct any cross references and any typographical errors.

Section 4. Effective Date. The Central Point City Charter states that an ordinance enacted by the council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

Passed by the Council and signed by me in authentication of its passage this _____ day of _____, 20____.

Mayor Hank Williams

ATTEST:

City Recorder

Pg. 2 Ordinance No. _____ (01/26/2023)

Attachment: Ordinance Amendment 15.04 building codes 2022 (1628 : 2022 Building Code Adoption)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	Community Development
FROM:	Stephanie Holtey, Planning Director		
MEETING DATE:	January 26, 2023		
SUBJECT:	Resolution of Intent to Initiate Land Use and Zone Changes		
ACTION REQUIRED:	Resolution	RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

City Council is being asked to consider approving a Resolution of Intent to initiate amendments to the City's General Land Use Plan Map and Zoning Map. The purpose and description of the proposed amendments are provided below:

- Address a mapping error on the General Land Use Plan Map.
 - Approximately 3.7 acres are designated as Low Density Residential but the Zoning Map identifies the area as Low Mix Residential (LMR), a Medium Density land use per the Land Use Element of the Comprehensive Plan. The proposed change amends the land use designation to align with the LMR zoning applied to development in the area.
- Support housing development projects at the request of land developers/property owners.
 - Approximately 1.1 acres is zoned for Civic land use. A local land developer is in the process of acquiring the property with the objective of constructing small cottage style multifamily units to support age-in-place and affordable housing options. The proposed amendments apply the Medium Density Residential land use designation and LMR zoning classification, which is compatible with adjoining properties to the north and west.
 - The Housing Authority of Jackson County recently acquired the Walmart property on East Pine Street. It is their intent to develop low income housing on roughly 5.5 acres of the site and sell the remaining portions of the site for market rate housing and commercial development. The proposed amendment would extend the Eastside Transit Oriented Development (ETOD) district to East Pine Street as necessary to allow mixed-use development that will maintain the City's commercial land supply, provide high density needed housing and provide the

opportunity to comply with Climate Friendly & Equitable Communities rules. Equally, the proposed modification will result in higher intensity development as needed to mitigate impacts of lost tax increment for Urban Renewal associated with land ownership by the HAJC, a tax-exempt organization.

- Address known land use and transportation compatibility challenges.
 - There is a 4.6-acre parcel planned and zoned for General Industrial/M-2 development at the northwest corner of Hamrick and Table Rock Road. Due to its location adjacent to two (2) higher order, high volume streets, access for industrial traffic is likely to conflict with existing traffic patterns and Public Works standards for access spacing. There is a commercial development immediately north that has existing access to Table Rock, Biddle and Hamrick Road via an internal private street network. The proposed land use and zone map amendments will address the existing site challenges and allow extension of the existing commercial development. Additionally, the City has a deficiency of commercial land. This change supports our need to increase our land supply for a variety of commercial uses.
 - Approximately 8.1 acres is planned and zoned for Neighborhood Commercial (NC) use in and around the intersection of West Vilas and Table Rock Road. These higher order streets are characterized by high volumes and speeds and are not conducive to the smaller scale, pedestrian oriented neighborhood commercial uses and development standards that currently apply.

The proposed amendments would re-designate this area as General Commercial/Commercial Thoroughfare (C-5) to allow uses that are more compatible with the transportation context and surrounding industrial uses.

At the January 26, 2023 meeting, staff will present the proposed changes and request Council approve a resolution of intent to initiate the City's application to make the proposed amendments. A map of the contemplated land use changes is attached.

LEGAL ANALYSIS:

In accordance with CPMC 17.96.200(A) and CPMC 17.10.200(A), the City Council or Planning Commission can initiate land use and zone map amendments, respectively, by Resolution of Intent (ROI). The ROI in and of itself does not guarantee approval of the proposed land use changes. The City-initiated application will be subject to Type IV Legislative procedures set forth in CPMC 17.05.500 and approval criteria in CPMC 17.96.500 and CPMC 17.10.400. These criteria specify that the proposed modifications conform to Statewide Planning Goals, the State Transportation Planning Rule, and the City's Comprehensive Plan. By approving the ROI, City staff will have the direction needed to fund preparation of a Traffic Impact Analysis (TIA) and to allocate staff time to preparing and processing the application.

FINANCIAL ANALYSIS:

Aside from the TIA preparation, the application cost will be limited to in-kind services associated with staff time. The estimated cost of the TIA is unknown at this time. For comparison purposes, the TIA prepared for the Urban Growth Boundary Amendment in 2019 cost approximately \$19K and included analysis of traffic impacts associated with 444 acres of land use changes. The proposed amendment includes 30.4 acres of land use changes and will likely involve analysis of fewer intersections than the 2019 TIA. Using this example, staff anticipates that the estimated

cost is likely to be less than \$19K. Factors that will influence the final cost include but are not limited to inflation, the need to acquire new traffic counts, the number of intersections studied and the need for multijurisdictional coordination.

Based on the most recent financial statement for Planning, the department has accrued significant savings in Personnel Services. If Council initiates the application for proposed changes, staff will return with a supplemental budget to allocate a portion of our savings in Personnel Services to the Professional Services line item in the Materials and Services budget.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Strategic Priority: Community Investment

Goal 1: Build a strong city that is fiscally sustainable and provides enhanced services and small town nuance.

Strategy 1: Partner with Urban Renewal to develop objective criteria to prioritize incentives and investments for planning and infrastructure projects that maximize value to the community in terms of cost-benefit, providing a connection between the east and west sides of town and providing an urban form that is walkable, attractive and resilient to change.

Comment: The proposed land use and zone changes represent a planning application to maximize value on 17.87 acres of land by extending the ETOD to include property owned by the HAJC. Specifically, initiation of the change provides an opportunity to extend design and development standards that increase development intensity, pedestrian scale design and standards that promote multi-modal transportation. Implementation through future development will help mitigate losses of tax increment to Urban Renewal by tax-exempt ownership of a portion of this particular site, which is fundamental to the City's Urban Renewal Program.

Goal 4: Manage growth to provide places that are timeless and loved by the community.

Strategy 2: Continually monitor and update the community's land use to reflect the community's preferences for how new growth areas will look, feel, and function.

Strategy 4: Develop a toolkit of incentives to leverage in exchange for more desirable community place that provide amenities associated with needed housing, employment and other services, including but not limited to: public plazas, open space, parks, affordable housing, value-added design to attract professional office and other uses that provide more living wage jobs).

Comment: Proposed land use changes reflect the City's ongoing monitoring of land use and changes that will support development that aligns with the community's vision. This includes extension of the ETOD, as well as other changes that support housing and address land use and transportation compatibility challenges.

Goal 6: Meet the housing needs of Central Point residents and businesses.

Strategy 2: Support and capitalize on opportunities to collaborate on projects with agencies who specialize in providing affordable housing.

Comment: Proposed land use changes on Taylor Road and East Pine Street specifically

address provision of affordable housing by the HAJC and private developer interest.

Strategic Priority: Vibrant Economy

Goal 3: Connect the east and west sides of Central Point to provide a sense of community cohesion despite the physical barrier imposed by Interstate 5.

Strategy 2: Through Urban Renewal master plan east side development north of East Pine Street...”

Comment: Extension of the ETOD East Pine Street directly supports and implements this strategy. Other land use changes to increase commercial land supply and intensity also support eastside employment, shopping and entertainment opportunities for Central Point residents and visitors.

STAFF RECOMMENDATION:

Consider and approve the resolution of intent to initiate the proposed Comprehensive Plan Land Use Plan Map and Zoning Map Amendments.

RECOMMENDED MOTION:

I move to approve Resolution No. _____, a Resolution of Intent to initiate various Comprehensive Plan General Land Use Map and Zoning Map Amendments per the Staff Report dated January 26, 2023.

ATTACHMENTS:

1. 01262023 Resolution of Intent (LU_ZC Chagnes)
2. 2023 Proposed Land Use Changes

RESOLUTION NO. _____

A RESOLUTION DECLARING THE CITY COUNCIL’S INTENT TO INITIATE COMPREHENSIVE PLAN MAP AND ZONING MAP AMENDMENT APPLICATIONS THAT REQUEST VARIOUS CHANGES TO CORRECT MAPPING ERRORS, SUPPORT NEEDED HOUSING AND ADDRESS LAND USE AND TRANSPORTATION COMPATIBILITY CHALLENGES.

RECITALS:

A. An amendment of the Central Point Comprehensive Land Use Plan may be initiated by adoption of a resolution of intent by the City Council (CPMC 17.96.200(A));

B. An amendment of the Central Point Zoning Map may be initiated by adoption of the a resolution of intent by the City Council (CPMC 17.10.200(A));

C. The proposed changes aim to correct mapping errors; support public and private affordable housing; and support commercial development on properties constrained by transportation challenges.

D. The City of Central Point City Council deems that the proposed land use and zone map amendments are consistent with the City Council’s Goals and Strategic Plan priorities, goals and strategies associated with Community Investment and Economic Vitality.

The City of Central Point resolves:

Section 1. It is the intention of the City Council to initiate a Comprehensive Plan and Zone Map Amendment as shown in Exhibit “A”, which is attached hereto by reference and incorporated herein.

Section 2. The Council directs the City Manager to pursue the land use and zone map amendments in accordance with the criteria set forth in CPMC 17.10 and CPMC 17.96 and the land use procedures in CPMC 17.05.500. This includes returning to City Council with a supplemental budget to re-allocate surplus funds from the personnel services to materials and services in the Planning budget.

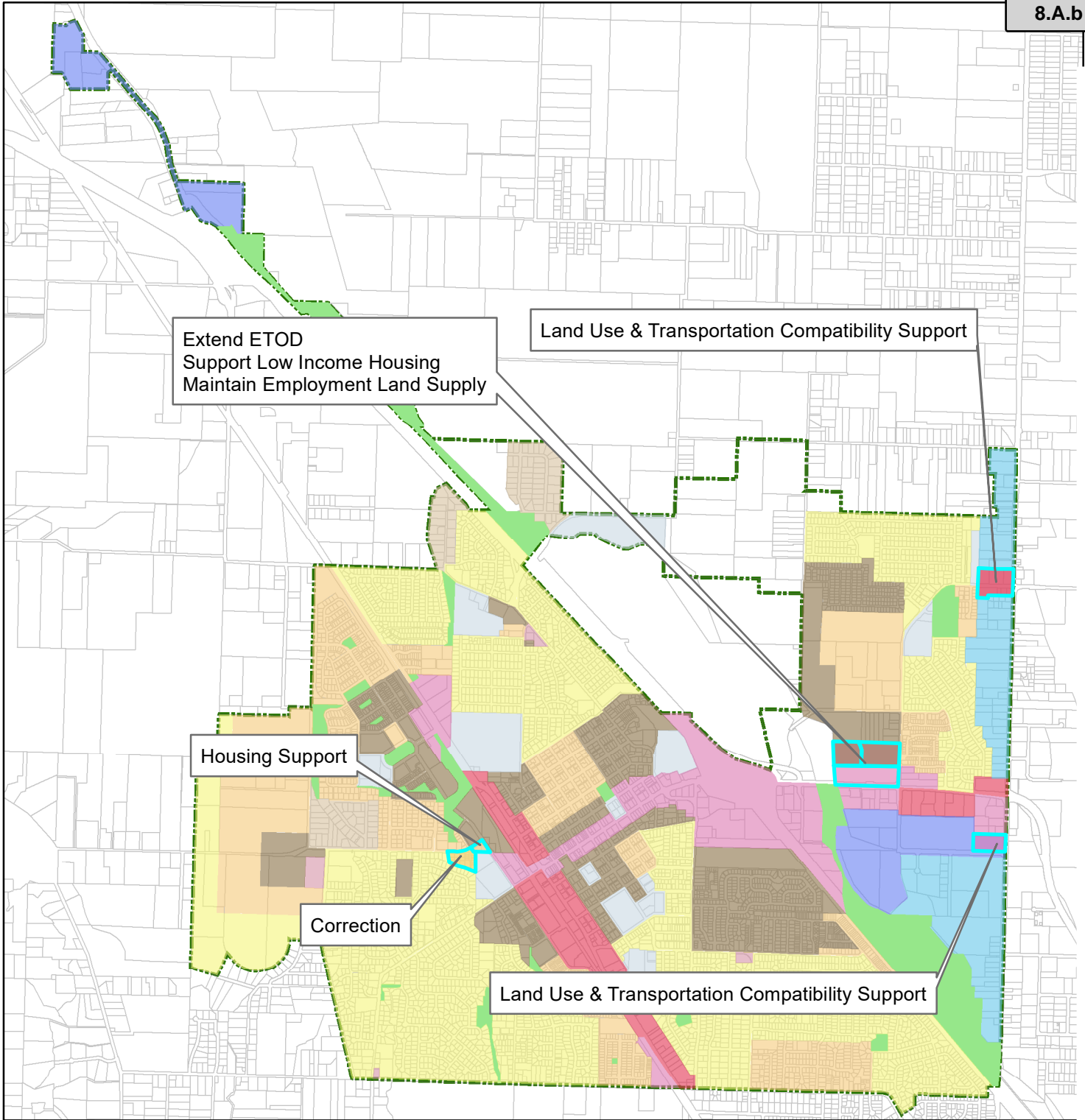
Passed by the Council and signed by me in authentication of its passage this 26th day of January, 2023.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment: 01262023 Resolution of Intent (LU_ZC Chagnes) (1632 : Resolution of Intent to Initiate Land Use and Zone Changes)



Legend

Proposed Land Use Changes (2023)	Residential (2022)	Industrial (2018)	Commercial (2022)	Civic (2022)	Parks and Open Space (2018)
High Density Residential	Residential Low Density	Light	Community Commercial	Taxlots extended	
Medium Density Res	Low Density	General	Employment Commercial	UGB	
Employment Commercial	Medium Density		General Commercial		
General Commercial	High Density				



1 in = 1 miles

Attachment: 2023 Proposed Land Use Changes (1632 : Resolution of Intent to Initiate Land Use and Zone Changes)



Proposed Land Use & Zone Amendments (2023)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	City Attorney
FROM:	Sydnee Dreyer, City Attorney		
MEETING DATE:	January 26, 2023		
SUBJECT:	Resolution of Intent to Condemn - Grant Road Realignment Project No. 260		
ACTION REQUIRED:	Motion Resolution	RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

The City is planning for the Grant Road Realignment Project, which will realign Grant Road, south of Taylor Road in order to align with Grant Road north of the Taylor Road intersection. As part of this project, the City will install a two-way stop-control at the Taylor Road/Grant Road and Grant Road/CP-6A intersections.

To complete this project, the City will need to acquire right of way from that property located at the current intersection of Grant Road and Taylor Road, as depicted in the attached Exhibit "B". A legal description of the right of way to be purchased will be prepared by the City surveyor prior to any agreement with the property owner.

FINANCIAL ANALYSIS:

As mentioned above, at some point in the future, the City will need to acquire right of way from the property located at the current intersection of Grant Road and Taylor Road. In terms of financial impact, a property appraisal will be completed, and the property owners will be compensated appropriately for the right of way necessary to realign the needed transportation facilities.

LEGAL ANALYSIS:

The City has the power of eminent domain to take private property for public use upon payment of just compensation. ORS 35.235(1) provides that where the City determines it is necessary to condemn property for a public purpose, the City, following a declaration by resolution or ordinance of such necessity and the purpose for which the property is required, must attempt to reach agreement with the property owner for the fair market value of the property. The resolution of intent to condemn will not require the City to initiate condemnation proceedings at this time, but allows the City to negotiate with the property owner.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Strategic Priority – Community Investment

GOAL 5 - Plan, design, and construct “state of the art” infrastructure in all areas and systems.

STRATEGY 1 – Continually update infrastructure plans.

STAFF RECOMMENDATION:

Move to approve the resolution.

RECOMMENDED MOTION:

I move to approve Resolution No. _____, a resolution authorizing the exercise of the City’s power of eminent domain to acquire property for Project No. 260 – Grant Road Realignment.

ATTACHMENTS:

1. Reso Intent to Condemn
2. 2022-10-14_Preliminary Layout-Grant Road

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE EXERCISE OF THE CITY’S POWER OF EMINENT DOMAIN TO ACQUIRE PROPERTY FOR PROJECT NO. 260 - GRANT ROAD REALIGNMENT

Recitals:

A. The City of Central Point may exercise the power of eminent domain pursuant to City Charter and the Laws of the State of Oregon generally, when the exercise of such power is deemed necessary by the City’s governing body to accomplish public purposes for which the City has responsibility.

B. The City has the responsibility of providing safe transportation routes for commerce, convenience and to adequately serve the traveling public.

C. The project known as Project 260 - Grant Road Realignment to realign Grant Road south of Taylor Road to align with Grant Road north of Taylor Road and install two-way stop-control at Taylor Road/Grant Road and Grant Road/CP-6A (the “Project”) was planned in accordance with appropriate engineering standards for the construction, maintenance or improvement of said transportation infrastructure such that property damage is minimized, transportation is promoted and travel is safeguarded.

D. To accomplish the Project set forth above it is necessary to acquire the interests in the property described in “Exhibit A” attached to this resolution and, by this reference incorporated herein.

The City of Central Point resolves as follows:

Section 1. The foregoing statements of authority and need are, in fact, the case. The Project for which the property is required and is being acquired is necessary in the public interest, and the same has been planned, designed, located, and will be constructed in a manner which will be most compatible with the greatest public good and the least private injury.

Section 2. The power of eminent domain is hereby exercised with respect to the interest in property described in Exhibit A. Acquisition is subject to payment of just compensation and subject to procedural requirements of Oregon law.

Section 3. The City’s staff and the City Attorney are authorized and requested to attempt to agree with the owner and other persons in interest as to the compensation to be paid for each acquisition, and, in the event that no satisfactory agreement can be reached, to commence and prosecute such condemnation proceedings as may be necessary to finally determine just compensation or any other issue appropriate to be determined by a court in connection with the acquisition. This authorization is not intended to expand the jurisdiction of any court to decide matters determined above or determinable by the Council.

Section 4. City expressly reserves its jurisdiction to determine the necessity or propriety of any acquisition, its quantity, quality, or locality, and to change or abandon any acquisition.

Passed by the Council and signed by me in authentication of its passage this _____ day of _____, 2023.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment: Reso Intent to Condemn (1629 : Resolution of Intent to Condemn - Grant Road Realignment)

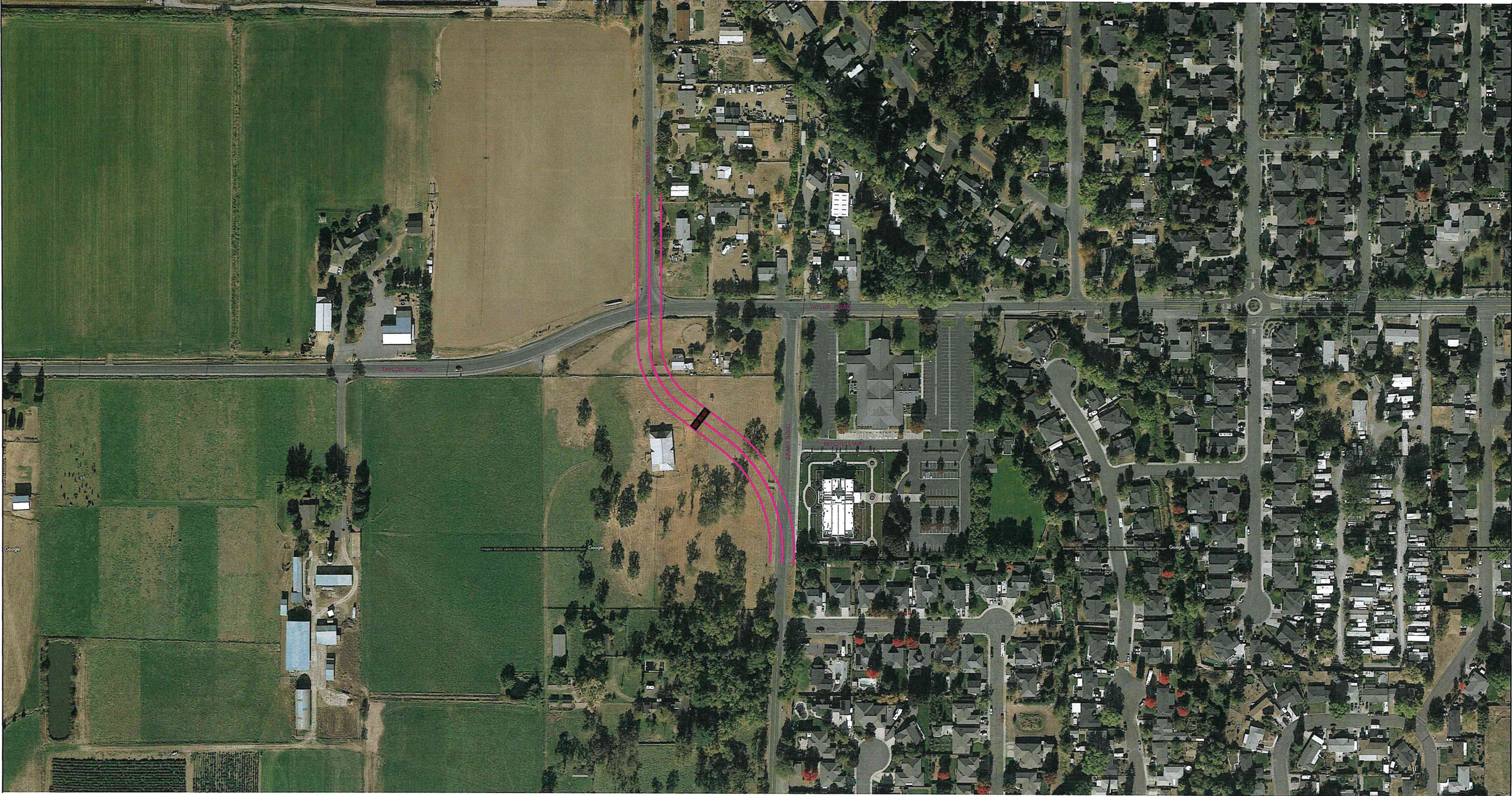
Exhibit “A”

Description of Property to be Acquired

A portion of Map No. 372W09A Tax Lot 1700 as depicted at the attached Exhibit “B”, to be described by City surveyor.

Attachment: Reso Intent to Condemn (1629 : Resolution of Intent to Condemn - Grant Road Realignment)

Exhibit B



Attachment: 2022-10-14_Preliminary Layout-Grant Road (1629 : Resolution of Intent to Condemn - Grant Road Realignment)

PRELIMINARY
10-14-2022



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	City Attorney
FROM:	Sydnee Dreyer, City Attorney		
MEETING DATE:	January 26, 2023		
SUBJECT:	Resolution Approving Park Memorial Donation Policy		
ACTION REQUIRED:	Motion Resolution	RECOMMENDATION:	Approval

BACKGROUND INFORMATION:

Historically, the Central Point Parks Department has accepted donations without a formal written policy. Although the city has policies that outline the criteria and conditions for the naming of parks and facilities and the donation of real property, these policies do not apply to memorial donations within the city's park and open space system. The purpose of this policy is to establish consistent guidelines for the decision-making process related to the acceptance, placement and long-term maintenance of memorial donations in city owned facilities, parks, natural areas and trail systems. Guidelines are needed for sustainable management of site-appropriate amenities to ensure that the integrity, natural and architectural features of parks, natural areas and facilities are preserved.

FINANCIAL ANALYSIS:

Cost related to all donation including installation will be the responsibility of the donor with the exception of tree donations. Park maintenance staff will be responsible for planting and maintaining trees to ensure the best possibility for survival. Tree planting and maintenance costs will be the city's responsibility.

LEGAL ANALYSIS:

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Strategic Priority – Responsible Governance

GOAL 1 - Maintain a strong financial position that balances the need for adequate service levels and capital requirements against the affordability that is desired by our citizens.

STRATEGY 1 – Continually update the city’s long-term financial plan/strategy.

STRATEGY 2 – Work with partner agencies and stakeholders to eliminate redundancy and maximize efficiency in all areas.

STRATEGY 3 – Solicit support from partner agencies in our effort to maintain a robust financial position.

GOAL 2 - Invite Public Trust

STRATEGY 1 – Be a trusted source of factual information

STAFF RECOMMENDATION:

Motion to approve Resolution.

RECOMMENDED MOTION:

I move to approve Resolution No. _____, a resolution adopting the Park Memorial Donation Policy.

ATTACHMENTS:

1. City of Central Point Park Donation Policy - City Council 1-19-23
2. RESO Adopting Park Memorial Donation Policy

**City of Central Point
Park Memorial Donation Policy
January 19, 2023 - Draft**

Purpose: The purpose of this policy is to establish consistent guidelines for the decision-making process related to the acceptance, placement and long-term maintenance of memorial donations in city-owned facilities, parks, natural areas and trail systems.

Background

Historically, the Central Point Parks Department has accepted smaller memorial donations without a formal written policy. Although the city has policies that outline the criteria and conditions for the naming of parks and facilities and the donation of real property, these policies do not apply to memorial donations within the city's park and open space system. Guidelines are needed for sustainable management of site-appropriate amenities to ensure that the integrity, natural and architectural features of parks, natural areas and facilities are preserved.

Donation Procedure

- As a first step, the donor will meet with Parks Department staff to discuss the donation and then submit a completed Park Memorial Donation Agreement Form to the Parks Department for review.
- Parks Department staff will review and determine the appropriateness of the proposal as measured by approval criteria below.
- The Parks and Public Works Director's approval must be received prior to ordering and/or installation of the memorial.
- Department staff will notify the donor, in writing, within 20 business days of the review decision and will identify any final conditions of approval.
- In the case of large scale memorial donations, Central Point Park and Recreation Commission and/or Central Point City Council review and approval will be required. A longer review period will be required and additional planning documents may also be required.

Memorial Tree, Table and Bench Donation Policies

It is the policy of the City of Central Point to accept donations for the purpose of planting trees and installing tables and benches within city parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- Table and bench donations shall be self-supporting, meaning all costs related to purchase and installation shall be at the expense of the donor(s), including repair or replacement if necessary. City has no responsibility to repair or replace such donations.
- Parks Department staff will provide donor(s) with a list of approved tables and benches.
- Cost for tree donations will be limited to the cost of the tree and, if requested by donor, the memorial plaque, including all elements needed for plaque installation. The tree will be planted at the city's expense by Parks Department staff under supervision of the City Arborist to ensure best opportunity for tree survival.

- Any tree that is mutually agreed upon by the donor, the city arborist, and Parks Department staff is acceptable.
- Memorial trees, benches, and tables are permitted at any park site, provided that the location is mutually agreed upon by the donor, and Parks Department staff and meets the requirements of a specific park plan, if applicable.
- Memorial trees, benches, and tables are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- A memorial plaque may be attached to benches and tables and located near donated trees if a donor chooses. Parks Department staff will provide examples of approved memorial plaques in order to promote consistency in cost, size, type, and mounting. Plaque language must be approved by the City. Cost of the plaque and installation is the responsibility of the donor.
- A ceremony or gathering related to any donation is permitted, but must be arranged in advance with Parks Department staff.
- The City guarantees donated trees that it plants for two years after planting date. If for any reason a tree does not survive through this period, the city will replace it at no cost to the donor.
- Parks Department staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name who is being memorialized, tree location, and type of tree, etc.

Approval Criteria

All memorial proposals will be evaluated by Parks Department staff according to the following criteria:

- Placement of enhancements in the Parks and Recreation system must be compatible with the existing City of Central Point Parks and Recreation Master Plan, individual park plans, and/or the City's Capital Improvement Program (CIP) requirements.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing natural environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Parks Department.
- The final decision as to location will be determined by the Parks Department staff and, if appropriate, the Central Point Parks Commission and the Central Point City Council.
- Approval of large scale donated memorials will be considered on a case-by-case basis, as they relate to park planning processes and the CIP process. Review by the Central Point Parks and Recreation Commission and/or City Council will be required.

Donation Conditions:

- The City does not guarantee permanency of any memorial. If a memorial must be relocated, Parks Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form.
- The City takes no responsibility to replace stolen, vandalized plaques.
- Memorial gifts to the City of Central Point are considered outright and unrestricted donations.

- Non-designated monetary memorial donations will be made to the Central Point Parks and Recreation Foundation, a 501(c)(3) organization, and will be used to help meet current needs of the Parks and Recreation Department.
- Installation of donations will be done October through March of each year.

CENTRAL POINT PARKS MEMORIAL DONATION AGREEMENT FORM

Donor Name: _____

Donor Organization (if applicable) _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Donation Description (who is it for?): _____

Preferred Park for Donation: _____

Proposed Location within Park: _____

Bench, Table, Tree, Other: _____

Desired Tree Species _____

Plaque: _____ YES _____ NO (Tree, benches, and tables may include plaque if desired)

Plaque Inscription:

__ I have read and understand the donation policies: _____

Attachment: City of Central Point Park Donation Policy - City Council 1-19-23 (1630 : Resolution Approving Parks Donation Policy)

RESOLUTION NO. _____

A RESOLUTION ADOPTING PARK MEMORIAL DONATION POLICY

Recitals:

- A. Whereas, the City has policies that address the criteria for naming parks and facilities as well as real property, but has no written policy for smaller memorial donations.
- B. Whereas the City desires to establish a set of consistent guidelines for acceptance, placement and long-term maintenance of memorial donations such as trees, tables and benches in city-owned facilities.
- C. Whereas, the Parks Commission considered the park memorial donation policy in substantially the form attached hereto and forwarded a favorable recommendation to the City Council.

The City of Central Point resolves as follows:

Section 1. The Park Memorial Donation Policy dated January 19, 2023 attached hereto is hereby adopted.

Passed by the Council and signed by me in authentication of its passage this _____ day of January, 2023.

Mayor Hank Williams

ATTEST:

City Recorder

Attachment: RESO Adopting Park Memorial Donation Policy (1630 : Resolution Approving Parks Donation Policy)



City of Central Point Staff Report to Council

ISSUE SUMMARY

TO:	City Council	DEPARTMENT:	City Attorney
FROM:	Sydnee Dreyer, City Attorney		
MEETING DATE:	January 26, 2023		
SUBJECT:	My Hero Tribute Tree Program Discussion		
ACTION REQUIRED:	Information/Direction	RECOMMENDATION:	None Forwarded

BACKGROUND INFORMATION:

The My Veteran / My Hero Tribute Tree® program allows loved ones to honor and remember eligible veterans who have actively served in the United States Army, Navy, Air Force, Marines, Coast Guard, Merchant Marines, and Army Air Corps. For a donation of \$450, a 1.5"- 2" caliper tree will be planted by the City at Don Jones Memorial Park. Included with each tree would be a post-mounted, metal plaque located beside the tree which would provide the name of the veteran honored. Additionally, a QR code on each plaque would link to a City of Central Point webpage that would provide biographical information on the veteran's service along with a photo.

The "My Veteran / My Hero Tribute Tree Program" title and logo was granted copyright protection (U.S. Copyright Office Registration #VAu1-162-454) in 2014 to the Centre Region Parks and Recreation Authority, State College, PA 16801 (<https://www.crpr.org>). The Authority created and developed the program. On June 16, 2022, the Authority Board unanimously approved the following motion: "That the Centre Region Parks and Recreation Authority approves granting permission to the City of Central Point, Oregon to use the logo of the 'My Veteran/My Hero' Tribute Tree Program, along with the program title, with text indicating that the copyrighted material has been used with permission from the Centre Region Parks and Recreation Authority."

During Council discussion in January Council suggested the possibility of implementing a program that would not be limited to veterans. If the City were to do so, it could not utilize the My Veteran/My Hero Tribute Tree program, but could adopt policies and standards of its own to allow for a similar program.

The purpose of this discussion is to seek direction from Council as to whether to proceed with adoption of the My Veteran/My Hero program, or whether Council wants the City to investigate development of other programs that would not be limited to eligible veterans.

FINANCIAL ANALYSIS:

LEGAL ANALYSIS:

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:Strategic Priority – Community Investment

GOAL 2 - Be a place city filled with happy, healthy people who are thriving.

STRATEGY 1 – Develop and maintain positive partnerships with public and private entities and the community to understand community needs, and leverage resources to develop and deliver opportunities for personal, professional, and/or vocational development. (Recreation Programs, Maker Space, Artisan Corridor, Volunteerism, Community Events, etc.) (Nurturing individuals skills and personal growth is an essential element to Central Point’s future. While this is an organic process that must be desired by individuals in the population, the City can make investments that consider and further the goal of providing an environment that is supportive of this objective.)

STAFF RECOMMENDATION:

Provide direction to staff whether to proceed with My Veteran/My Hero Tree Program, investigate other programs, or direct staff not to proceed at this time.

RECOMMENDED MOTION:

ATTACHMENTS:

1. My Veteran - My Hero Tribute Tree Program - Park Commission 12-1-22



City of Central Point

Staff Report

ISSUE SUMMARY

TO: Parks and Recreation Commission **DEPARTMENT:** Parks and Recreation Commission

FROM: Dave Jacob, Park Planner

MEETING DATE: December 1, 2022

SUBJECT: My Veteran / My Hero Tribute Tree Program - Implementation Policies Review

ACTION REQUIRED: Motion **RECOMMENDATION:** Approval

At its May 19th meeting, Ron Woodhead, Park and Recreation Commission member, presented the concept of the “My Veteran/My Hero Tribute Tree Program” to the Commission. This program will provide the opportunity to donate a tree to the city to honor of a military veteran. Along with the tree there will be a plaque that will provide a link to a city website providing information on honored veteran. This program was created by the Centre Region Parks and Recreation Authority, State College, PA. On June 26, 2022, the Authority Board unanimously approved the following motion:

“That the Centre Region Parks and Recreation Authority approves granting permission to the City of Central Point, Oregon to use the logo of the ‘My Veteran/My Hero’ Tribute Tree Program, along with the program title, with text indicating that the copyrighted material has been used with permission from the Centre Region Parks and Recreation Authority.”

At the May meeting, the Commission approved staff moving forward with further development of the concept with the goal of bringing the program details back to the Commission for review and approval at a future meeting. Staff, working with Commissioner Woodhead, has created a program policies for Commission review. If approved, the program will be forwarded to City Council for final review and approval and if approved will be implemented shortly thereafter.

Recommended Motion: I approve the My Veteran/My Hero Tribute Tree Program policies and application as presented and move that both be forwarded to City Council for final review and approval.

ATTACHMENTS:

1. My Veteran - My Hero Program Implementation Policies for Park Commission 11-22-22
2. My Hero My Veteran CPPR Application - Park Commission 12-1-22



**City of Central Point My Veteran / My Hero Tribute Tree Program
Implementation Policies
December 1, 2022 DRAFT**

Program Overview: The Central Point Parks and Recreation Department, in partnership with the Central Point Parks and Recreation Foundation, is proud to announce a new program that will celebrate the service of U.S. military veterans. The My Veteran / My Hero Tribute Tree[®] program allows loved ones to honor and remember eligible veterans who have actively served in the United States Army, Navy, Air Force, Marines, Coast Guard, Merchant Marines, and Army Air Corps. For a donation of \$450, a 1.5”- 2” caliper tree will be planted by the City at Don Jones Memorial Park. Included with each tree will be a post-mounted, metal plaque located beside the tree which will provide the name of the veteran honored. Additionally, a QR code on each plaque will link to a City of Central Point webpage that will provide biographical information on the veteran’s service along with a photo.

Program Background: The “My Veteran / My Hero Tribute Tree Program” title and logo was granted copyright protection (U.S. Copyright Office Registration #VAu1-162-454) in 2014 to the Centre Region Parks and Recreation Authority, State College, PA 16801 (<https://www.crpr.org>). The Authority created and developed the program. On June 16, 2022, the Authority Board unanimously approved the following motion:

“That the Centre Region Parks and Recreation Authority approves granting permission to the City of Central Point, Oregon to use the logo of the ‘My Veteran/My Hero’ Tribute Tree Program, along with the program title, with text indicating that the copyrighted material has been used with permission from the Centre Region Parks and Recreation Authority.”

The City will incorporate the required copyright information with all publicity. For example, the footnote text accompanying each publication of the logo or title could include: “© 2014 by CRPR.org. Used by permission.” At this point, Central Point is the only other location offering this program to honor or memorialize US Veterans.

Eligible Veterans: An eligible veteran is defined by the U.S. Department of Veterans Affairs as a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. Both living and deceased veterans are eligible, and there is no Central Point residence requirement for either the donor or the honoree. In addition, the donation may be in honor of a veteran or in memory of a veteran.

Locations: Initially, the program will be limited to Don Jones Memorial Park. This location will complement the My Veteran / My Hero Tribute Tree program since it is home to both the Oregon Fallen War Heroes Memorial and the Dennis Richardson Memorial. Trees will be planted in locations near to the memorials. Over time, as the program grows, we hope to establish a “Heroes Grove” which will include a variety of tree types in this area. If warranted, the city may expand the program to other appropriate park locations in the future.

Trees & Planting Schedule: The following trees were recommended by the Central Point City Arborist as being the best selections for the specific planting site:

- [Oregon White Oak](#)
- [Black Tupelo / Sour Gum](#)
- [“Greenspire” Little Leaf Linden](#)
- [“Milky Way” Kousa Dogwood](#)

Donors may select trees other than these but the selection is subject to approval of the City Arborist and the donation cost may increase based upon the cost of an alternate tree. Trees will be planted by park maintenance staff in either the spring or fall depending upon when the application has been submitted and approved. The City will guarantee tree survival for two year after planting, replacing the tree if needed.

Tree Plaque: For each tree donated, a 3” by 3.5” aluminum plaque and wooden post will be included. The plaque, which will be installed near the tree, will provide the name of the veteran and a QR code that will link to a webpage with information about the veteran. This information along with a photo will be provided by the family.

Program Website and Veteran Webpages: City staff will create a website for the My Hero/My Veteran program on the city’s website. The site will contain all information related to the project including program application, descriptive links for tree species, and, of course, links to the individual pages for each My Veteran / My Hero honoree. Individual webpages will be created using information provided by the family and will be available for review by donors prior to planting the tree and installing the post/plaque. The webpage will be published when the tree and plaque are in place. The honoree webpage will include the following information:

- Donor and Date of Donation
- Dates of Birth/Death (if applicable)
- Dates of Military Service
- Service Branch/Stations
- Highest Rank
- Veteran’s Hometown
- Veteran’s Narrative
- Tree Description
- Planting Date
- Park Location and GPS Coordinates

Application Process: The program application will be available on the website described above and as a paper copy available via email, regular mail, or it can be picked up at Central Point City Hall. Once the application has been received by staff, it will be reviewed and, if there are no issues, will be approved. Once approved, staff will contact donor for payment and to discuss the tree selection and planting schedule. When payment is received, the tree and plaque will be ordered. Applicant will provide all information for the honoree’s webpage including biographical information and a photograph. Donor will review the webpage prior to publication on the city’s website.

Program Costs & Donation Amount: The donation has been set at \$450. The city will provide all staffing for the program which includes application review, website updates, and development of all outreach materials. Additionally, park maintenance staff will select trees, coordinate delivery to the planting site, plant and maintain trees, and install the plaque and post. Since Park Department staff time is covered through the city’s general fund, the city will not be reimbursed for these costs. As with most things, we expect material costs to rise over time. Setting the donation at \$450 should allow the city to maintain this donation level for several years. Current (Nov. 2022) estimated prices for selected trees and other materials are as follows:

Oregon White Oak	\$260.00
Black Tupelo	\$205.00
Little Leaf Linden	\$205.00
Kousa Dogwood	\$175.00
Average Tree Cost:	\$211.25
Plaque	\$25.00 (Price may change depending on how many plaques are ordered)
Post	\$25.00

Total Estimated Materials: \$261.25 (City will provide any additional materials required for installing the tree and post.)

Central Point Parks and Recreation Foundation: The \$450 donation will be made to the Central Point Parks and Recreation Foundation, 501(c) 3 organization, and will be tax deductible. A specific foundation account will be set up for these funds and the foundation will either directly purchase program materials (tree, plaque, etc.) or reimburse the city for these expenses. Donated funds over the cost of materials will be reserved in the account and used only to support the program as it grows.

Marketing Plan: Getting the word out about the program will, of course, be critical to its success. The following are elements of the marketing plan for the program.

Website: As stated above, a program website will be established on the City’s site. This will provide access to all application materials and will provide an overview and updates on the program. City staff will manage and update the website as needed.

Newsletter: Once the project has been reviewed/approved by the Central Point Parks and Recreation Commission and the Central Point City Council an article will go out in the city newsletter which is sent to all residents who receive a water bill. This will provide an overview of the program and links to the program website. Program updates will be provided in the newsletter on a regular basis.

Recreation Guide: The recreation guide is published three times each year and mailed to all addresses within the 97502 zip code. An article will be published in the summer 2023 guide. We will also work with recreation staff to create a program ad that will appear in all future guides.

Social Media: The My Veteran/My Hero Tribute Tree Program will be announced on various city social media accounts such as Facebook, Twitter, and Instagram. We will provide program updates on these platforms as needed.

Press Release: After program approval, a press release will be sent to all local news sources include Medford Mail Tribune, local television stations, and major radio stations.

Printed Materials: Working with the Recreation Program graphic artist, we will create posters and postcards so that we can post on local bulletin boards in city facilities and parks. Postcards will be available at city facilities and events to be distributed to any interested party.

Events: The Recreation Program sponsors a variety of special events each year. These will great opportunities to publicize the program. Additionally, park and recreation staff regularly attend a variety of public meetings where information about program can be shared.



MYVETERAN/MYHERO — TRIBUTE TREES —

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My Veteran / My Hero 9.A.a Tribute Tree Program

Donation Form

Central Point Parks and Recreation

Attn. Dave Jacob
140 S. Third Street
Central Point, OR 97502
(541) 423-1012
dave.jacob@centralpointoregon.gov

Please save this application to your computer prior to filling it out. Once the application has been completed, save and submit via email as an attachment to dave.jacob@centralpointoregon.gov. You can also print and fill out by hand and mail or hand deliver to Dave Jacob at the address above. Please do not submit payment with the application. Staff will contact you following application review and will take payment at that time. Please contact staff at the addresses above with any questions.

Date (mm/dd/yyyy):

VETERAN HERO INFORMATION (This tree will be a tribute to the following US Veteran):

FEDERAL DEFINITION: "Any person who served honorably on active duty in the armed forces of the United States."

Veteran's First Name

Veteran's Middle Name

Veteran's Last Name

Veteran's Name Suffix

Veteran's Birthdate
(mm/dd/yyyy)

Veteran's Date of Death
(mm/dd/yyyy):

Started Military Service (year)

Ended Military Service (year)

Branch of Service

My Veteran served in the following Military Unit(s) or aboard the following Naval Vessel(s)?

Highest Rank Achieved:

Primary Military Job/ Position:

My Veteran's Hometown and State

Attachment: My Veteran - My Hero Tribute Tree Program - Park Commission 12-1-22 (1631 : My Hero Tribute Tree Program Discussion)

MyVeteran/MyHero Narrative. This is the text will be appear on the My Hero / My Veteran website page dedicated to veteran (300 character limit)

Photo: In addition, one photographic image of your Veteran/Hero may be included with this application to be posted on the website. Please note any details about the photo in the text above. Photo may be submitted via email or staff can scan your photo upon request.

DONOR INFORMATION

Donor Name(s)

Postal Address

Donor E-mail

Daytime Phone

Anonymous Donor?

If checked, this donation should be anonymous.

Donor Approval

I, as the Donor, understand the conditions associated with this donation as outlined on the program website and literature. The information on this form will be processed upon receipt of the full donation.

Based upon the information submitted on this form, the donor will be contacted to confirm the information provided and to arrange payment of the \$450 donation. Donations will be made to the Central Point Parks and Recreation Foundation, a 501(c)3 organization and are tax deductible. Please note that trees will only be planted in the fall and spring each year to provide for best chances survival. Trees are guaranteed for one year from the date of planting and will be replaced without charge if the tree does not survive.