



City of Central Point  
**Development Commission**  
Agenda

Members: Hank Williams  
Tanea Browning  
Neil Olsen  
Kelley Johnson  
Melody Thueson  
Michael Parsons  
Rob Hernandez

**March 9, 2023**  
**6:30 AM**

Central Point  
Central Point City Hall  
140 South 3rd Street  
Central Point, Oregon

Staff Liaison: Chris Clayton

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Meeting time, date, or location may be subject to change. Please contact the City Recorder at 541-423-1015 for additional information.

**I. MEETING CALLED TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

A. Community Development Commission - Regular Meeting - Oct 13, 2022 6:30 PM

**IV. DISCUSSION ITEMS**

A. June 30, 2021 Audit Report Presentation(Presented by Weber)

**V. 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*

## Community Development Commission

Regular Meeting Minutes  
Thursday, October 13, 2022

### I. MEETING CALLED TO ORDER

### II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Tanea Browning	Ward IV	Present	
Neil Olsen	Ward I	Present	
Kelley Johnson	Ward II	Present	
Melody Thueson	Ward III	Present	
Michael Parsons	At Large	Present	
Rob Hernandez	At Large	Present	

Also present were City Manager Chris Clayton; City Recorder Deanna Casey; Finance Director Steven Weber; and Planning Director Stephanie Holtey.

### III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Aug 11, 2022 6:15 PM

Rob Hernandez moved to approve the minutes as presented.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rob Hernandez, At Large
<b>SECONDER:</b>	Kelley Johnson, Ward II
<b>AYES:</b>	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

### IV. DISCUSSION ITEMS

- A. Commercial Facade Grant Program Discussion(Presented by Holtey)

Planning Director Stephanie Holtey presented the proposed facade improvement concepts for the Cowley Building. The new building owners have inquired about the facade grant program and presented preliminary plans to repaint the building, install new awnings and possibly new lighting. The project is consistent with the program guidelines. At this time the property owner does not currently meet the property insurance requirements. Proof of property insurance is required before

staff can authorize a grant. The application does not specify the type or amount of insurance required. This limits staff's ability to provide meaningful guidance to potential applicants.

Staff is asking for direction by establishing clear reasons for requiring property insurance and the associated amounts; receive direction regarding an alternative to property insurance, such as written agreement to rebuild or repay the district if property loss occurs within a specified amount of time; or other considerations.

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 Went over the history of the Grant program and the original map and those amendments; updated on what can be improved with grant money and the requirements to get a grant approved.

- must complete the application
- verify ownership
- tax statement
- verification of property insurance
- color photo of facade to be rehabilitated
- construction estimates
- comply with city codes and ordinances

explained how other cities treat property insurance or don't require at all.

Question before the council tonight would be if they are still in favor of requiring the proof of property insurance or if we can eliminate or restructure the rules to allow for self insuring a building.

Presented proposed improvements to the Cowley building. the current issues are the lack of proof of property insurance. grants are limited to 50% of the project cost not to exceed amount.

Tanea and Hank are concerned Discussion about the condition of the Cowley building and the reasons we would require insurance.

Rob doesn't think the new owners would want to make the improvements without some assurance they would be able to rent the spaces.

chris suggested we update the policy to allow agreement to maintain for up to 5 years or they pay back the grant. bring back for formal adoption.

Asked about the \$2500 grant to a business who that is no longer in business.

She updated on the 2021 modifications. Discussion of other options that could be changed in the program with modifications depending on the project and building. Council is in favor of updating for different tiers of improvements.

Discussion of how much money is available for these grants, and what could be changed. Would bring back during budget process.

**RESULT: FOR DISCUSSION ONLY**

**V. ADJOURNMENT**

The foregoing minutes of the October 13, 2022, Development Commission meeting were approved by the Development Commission at its meeting of \_\_\_\_\_.

Dated: \_\_\_\_\_  
Chair Hank Williams

ATTEST:  
  
\_\_\_\_\_  
City Recorder

Minutes Acceptance: Minutes of Oct 13, 2022 6:30 PM (APPROVAL OF MINUTES)



# City of Central Point Staff Report

## ISSUE SUMMARY

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**TO:** Community Development Commission      **DEPARTMENT:**  
Finance

**FROM:** Steven Weber, Finance Director

**MEETING DATE:** March 9, 2023

**SUBJECT:** June 30, 2021 Audit Report Presentation

**ACTION REQUIRED:**      **RECOMMENDATION:**  
Not Applicable

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**BACKGROUND INFORMATION:**  
2021 Audit Presentation will be given by Isler CPA

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**FINANCIAL ANALYSIS:**

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**LEGAL ANALYSIS:**

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**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

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**STAFF RECOMMENDATION:**

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**RECOMMENDED MOTION:**

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