



City of Central Point  
**Development Commission**  
Meeting

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

**Thursday, October 12, 2017**  
**6:30 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 – 6:30 p.m.**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Development Commission Minutes July 27, 2017
- IV. DISCUSSION ITEMS**
- V. BUSINESS**
  - A. Consideration of Resolution No. 2017-09 of the Central Point Development Commission modifying the East Pine Street Building Facade Program.
  - B. Consideration of East Pine Street Building Façade Grant, Mellelo’s Coffee Roasting Building (Old Fire House), 30 S. 3<sup>rd</sup> Street.
- VI. ADJOURNEMENT**

# **Minutes**

**July 27, 2017**

**CITY OF CENTRAL POINT**  
**Development Commission Minutes**  
**July 27, 2017**

**I. REGULAR MEETING CALLED TO ORDER**

Motion by Tanea Browning and seconded by Allen Broderick for Mike Quilty to act as Chair, Mike Quilty called the meeting to order at 6:30 p.m.

**II. ROLL CALL**

Chair: Chairman Hank Williams was excused.  
Commission Members: Allen Broderick, Bruce Dingler, Tanea Browning and Mike Quilty were present. Brandon Thueson attended by conference call. Rob Hernandez was excused.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Finance Director Steven Weber, and Public Works Office Assistant Cyndi Weeks were also present.

**III. APPROVAL OF MINUTES**

**Tanea Browning made a motion to approve the Development Commission Minutes from June 8, 2017.** Allen Broderick seconded. Roll call: Bruce Dingler, yes; Brandon Thueson, yes; Mike Quilty, yes; Tanea Browning, yes; and Allen Broderick, yes. Motion approved.

**IV. DISCUSSION ITEMS**

Planning Manager Don Burt reported that the Façade Program has changed from a historical façade program to simply a façade program. With regard to the question of retro-activity for non-historic elements of prior applications there are two or three businesses that would qualify for additional reimbursement because of the change. A resolution will be brought forth at the next meeting.

**V. BUSINESS**

**A. Consideration of East Pine Streetscape Project bids and preparation of an Intergovernmental Agreement with the City for construction of the East Pine Streetscape Project.**

Planning Manager Don Burt reported that the city received two bids for the E. Pine Streetscape project. The only issue is the streetscape portion of the bid and the shortage of about \$400,000 over what has been budgeted. The project will cover two fiscal years and the overage can be addressed in next year's budget. The City has indicated that it can assist the Development Commission if necessary.

Though the individual components (streetscape, water, and traffic) of the project differ between the two bids, it is best for the city to award the entire project to the lowest bid contractor.

**Allen Broderick made a motion to direct staff to prepare an IGA with the City for reimbursement of East Pine Streetscape improvements and engineering services in an amount not to exceed \$3,534,000.** Tanea Browning seconded. Roll call: Allen Broderick, yes; Bruce Dinger, yes; Brandon Thueson, yes; Mike Quilty, yes; and Tanea Browning, yes. Motion approved.

## VI. ADJOURNEMENT

Allen Broderick moved to adjourn, all said "aye" and the Council Meeting was adjourned at 6:40 p.m.

The foregoing minutes of the July 27, 2017, Council meeting were approved by the City Council at its meeting of August 24, 2017.

Dated:

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

ATTEST:

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

# **Resolution**

## **Modifying the East Pine Street Building Façade Program**



**STAFF REPORT**

October 12, 2017

(File No. UR-2015-07)

**AGENDA ITEM: V-A**

Consideration of Resolution No. 2017-09 approving the Modifications to the East Pine Street Building Façade Grant Program.

**STAFF SOURCE:**

Don Burt, Planning Manager

**BACKGROUND:**

At the March 23, 2017 the Development Commission meeting the need to clarify and expedite the facade grant review process was discussed. The Development Commission noted three areas worthy of consideration:

- Expedited Review Process;
- Retro-Activity; and
- Signage.

Staff has completed revisions to the Façade Program (Attachment “B”) addressing each of the above concerns, as follows:

**1. Expedited Review Process**

There are two basic methods to expedite the process:

**Option 1. Development Commission Review and Approval** – Set an application deadline of two weeks prior to a Development Commission meeting date (2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month). This would allow adequate time to schedule and notice an application. At times this option would require the Development Commission to schedule a meeting just for the application consideration. Pending a decision by the Development Commission a Grant Agreement would be signed, after which construction could begin; or

**Option 2. Staff Review and Approval** – Under this option staff would have sole authority to review and approve/conditionally approve/deny an application. The review period would be a maximum of two weeks from submittal of the application (no prescribed deadline as in Option 1). The Development Commission would be giving the staff authority to reimburse, per adopting resolution, up to \$10,000.

**Option 3. Hybrid Option** – Under this option staff would have the authority to review and approve applications for \$05,000 or less, which is the current limit placed on Department Heads without getting authorization from the city manager or city council. Any proposal that exceeds \$5,000 would require review and approval by the Development Commission per

Option 1. The \$5,000 amount is only a recommendation based on current City practice, and may be lowered or raised per the Development Commission's action.

Under all options the review criteria would be the TOD design standards per Section 17.67 of the City's Zoning Ordinance and the Design Guidelines of the Central Point Downtown Revitalization Plan. Option 2 would be the most flexible and expedient of the two options. From a review standpoint if this were considered a planning action (vs. urban renewal) it would be considered a Type I decision requiring staff review only. The primary difference is in the authority to disburse funds and the amount of funds being disbursed.

## **2. Retro-Activity**

The Development Commission was also interested in retro-activity. There are only two prior projects that would warrant consideration of additional reimbursement. The additional eligible costs for consideration of retro-activity (beyond what has already been paid, \$5,840) does not exceed \$10,000. Retro-activity would be limited to what was identified on the original application. If retro-activity is approved the Fund balance would be approximately \$20,000.

## **3. Signage**

The Development Commission was also interested in signage, specifically the number of signs allowed. Currently the program does allow for signage. A clarification has been added to the current language limiting signage to a single sign, not multiple signs. All signage must meet the signage requirements in the Zoning Ordinance.

## **4. Other Changes**

In addition to the above considerations the following additional changes are proposed:

- **New Construction** – It is also proposed that new façade construction be covered by the program. This would include expansion, either horizontal or vertical, of an existing façade.
- **Multiple Grants** – For clarification purposes it is proposed that more than one façade grant may be submitted per property at any given time, provided that the cumulative total for all grants does not exceed \$10,000. This allows property owners to phase their projects based on availability of their financing.

## **ISSUES:**

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None.

## **ATTACHMENTS:**

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Attachment "A" Resolution No. 2017-09, modifying the East Pine Street Building Façade Grant Program

Attachment "B" East Pine Street Building Façade Grant Program and Application (Red-Line, with changes)

## **ACTION:**

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Consider Resolution No. 2017-09 with Option 2 (Staff Review)

## **RECOMMENDATION:**

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Approve Option 2 per Resolution No. 2017-09.

**ATTACHMENT “A”**

**CENTRAL POINT DEVELOPMENT COMMISSION  
RESOLUTION NO. 2017-09**

**A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION MODIFYING  
THE EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM**

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

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

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

**WHEREAS**, On August 13, 2015 the Commission, by Resolution No. 2015-007 approved the Historic Building Façade Grant Program (the “Grant Program”), an economic development incentive program to encourage the renovation and rehabilitation of building facades within the East Pine downtown area; and

**WHEREAS**, On February 23, 2017, by Resolution No. 2017-03, the Development Commission modified the Historic Façade Grant Program to eliminate its emphasis on strictly historic renovations; and

**WHEREAS**, On March 23, 2017 the Development Commission directed Staff to consider procedural changes to the Grant Program to facilitate shorter review periods, retro-activity, and clarification to qualifying improvements and buildings; and

**WHEREAS**, In an effort to continue to encourage its use, the Grant Program is being further modified to include a shorter review period, broader scope of qualifying improvements, and façade renovations and rehabilitation for all properties within the Grant Program area.

**NOW, THEREFORE, BE IT RESOLVED** that the Commission by Resolution No. 2017-09 hereby modifies the Grant Program as presented in Exhibit “A” and as presented in the Staff Report dated October 12, 2017 and per attached Exhibit “A”.

**PASSED** by the Central Point Development Commission and signed by me in authentication of its passage this 12<sup>th</sup> day of October 2017.

\_\_\_\_\_  
Central Point Development Commission Chair

ATTEST:

\_\_\_\_\_  
City Representative



# EXHIBIT “A”

## EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM

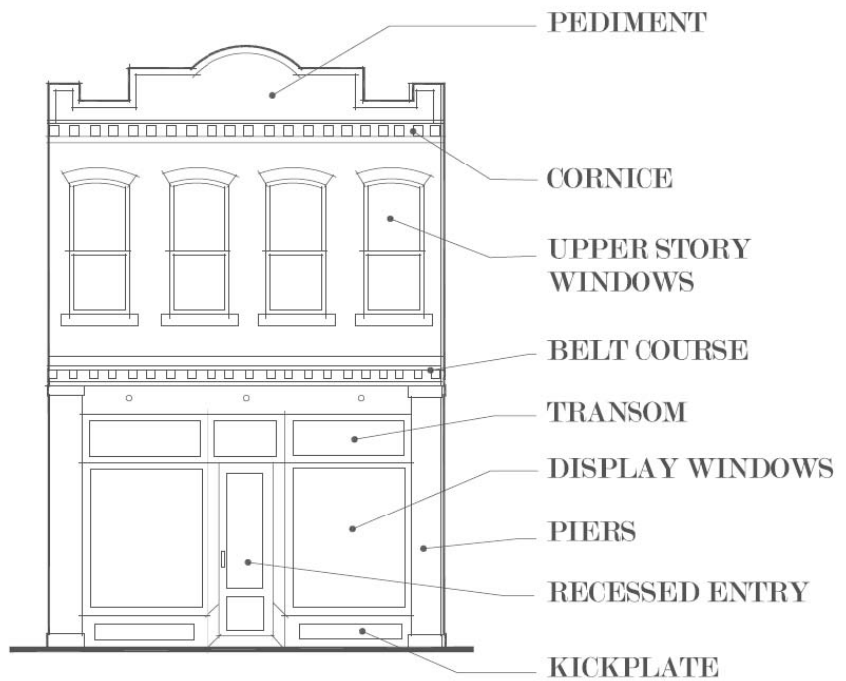
(Revised 10/12/2017 by Resolution No. 2017-09)

### INTRODUCTION

The Building Façade Grant Program was designed to encourage the rehabilitation/restoration of building facades within the Central Point Downtown Business District as part of the Downtown and East Pine Street Corridor Revitalization Plan. The program is only available for the rehabilitation/restoration of building facades within the *East Pine Street* area (see attached map).

In furtherance of this goal, the façade program will make grants available to owners of buildings, within the East Pine Street area, for façade projects that are compliant with applicable Transit Oriented District (TOD) design standards per Section 17.67 of the City’s Zoning Ordinance and that are consistent with the Design Guidelines of the Central Point Downtown Revitalization Plan.

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



### THE EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM

The East Pine Street Building Façade Grant Program will provide eligible applicants with grants to assist in the rehabilitation/restoration of facades on structures within the Downtown Business District of the City of Central Point. Façade is defined as any portion of the exterior of a structure visible from the public right-of-way. Funding is provided for eligible façade improvements that are \$500.00 in value or greater, but not more than \$10,000.00. The grants will total up to 50% of the eligible project costs and must be matched with 50% of private funds. Over time multiple grants per property will be considered, but only if the value of the combined grants does not exceed the maximum grant limit of \$10,000. The grant funds will be reimbursements. Funds will be paid after the job is complete and approved by the Development Commission. The building owner is responsible for all initial project costs. The owner must submit proof of payment to the Development Commission in order for reimbursement of qualifying costs.

# EXHIBIT “A”

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

- New Construction (façade only that does not expand the original lineal feet of façade frontage)
- Awnings appropriate to the specific building.
- Cleaning of exterior surfaces.
- Improve or add lighting. The lighting must be designed to light only your building
- Repair/Restoration of facade features
- Replacement of doorways/storefronts
- Repointing
- Painting
- Repair or replace windows
- Signage. Signs must be in compliance with the City of Central Point Sign Ordinance and be appropriate to the building’s construction period. Only one sign per property will be eligible for consideration.

The above are required to comply with the TOD design standards per Section 17.67 of the City’s Zoning Ordinance.

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

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

## **APPLICATION PROCEDURES:**

Each potential recipient of façade grant funds must comply with the following Application Procedures. Completed Applications will be time-dated and processed in order of receipt. The Development Commission will not consider any Application with incomplete or missing information.

Application Procedures are as follows:

- I. Obtain Application Package. Application packages are available by contacting the Director of the City of Central Point Development Commission Office, 140 S. Third Street, Central Point, OR 97502, 541-423-1025.
- II. Complete Application. Fill out and sign the Application form. Return the completed Application form to the Development Commission office with the following required supportive documentation.
  1. Verification of Ownership (copy of Deed)
  2. Tax Statement (evidence that real estate taxes are current)
  3. Verification of Property Insurance

# EXHIBIT “A”

4. Two (2) copies of a color photo of façade to be rehabilitated

## PROJECT PROCEDURES:

The following process describes the course of the façade program. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The purpose of this meeting is to discuss the scope of work and financing.
2. **Scope of Work with Cost Estimates.** The applicant will submit the final scope of work with cost estimates and a working drawing (to scale), with color schemes, if appropriate, for review by the Development Commission.
3. **Review.** The Development Commission will review each project’s Scope of Work to determine if it follows the Guidelines of the program
4. **Contractor Bidding.** The owner will solicit bids from qualified contractors to perform the rehabilitation work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
5. **Grant Agreement.** . Within two (2) weeks of submittal of an application the Development Commission will approve, conditionally approve, or deny the application. The applicant will be provided a written notice of the Development Commission’s action. Upon approval, or conditional approval of the application by the Development Commission a Grant Agreement will be signed by the applicant and the Development Commission, after which work may begin. **NO WORK CAN BEGIN ON A PROJECT UNTIL A GRANT AGREEMENT BY THE DEVELOPMENT COMMISSION IS PROPERLY EXECUTED**
6. **Rehabilitation Monitoring.** The Development Commission will monitor the façade project to assure compliance with the Grant Agreement.
7. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by the Development Commission and the Owner. The grant payment will be issued upon the approval of the Development Commission and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

## PROJECT COMPLIANCE:

The Applicant for the East Pine Street Building Façade Grant Program is advised of the following Program Compliance requirements through these guidelines:

1. **Property Taxes.** The funding for this program is provided through public tax dollars. Therefore, it is incumbent upon Owners desiring to obtain façade assistance, to be current in payment of local property taxes. It is the responsibility of the Applicant to provide this tax information to the Development Commission. Tax Verification forms for this purpose is included in the Application Package.

## **EXHIBIT “A”**

2. **Eligible Structures.** All structures within East Pine Street area (see attached map) are eligible for façade grant funding.
3. **Codes and Ordinances.** All authorized grant awards are subject to compliance with all applicable local, state, and federal regulations.

### **EQUAL OPPORTUNITY:**

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

### **THE EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHERE APPLICABLE.**

Note: As used in the East Pine Street Building Façade Grant Program the term “Development Commission” refers to the Urban Renewal Director or designated staff of the Development Commission.

# EXHIBIT “A”

## EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM APPLICATION City of Central Point Development Commission, City of Central Point

Property Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax parcel ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Grant Amount: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

### Application Checklist:

\_\_\_\_\_ Verification of Ownership (copy of Deed)

\_\_\_\_\_ Tax Statement (evidence that real estate taxes are current)

\_\_\_\_\_ Verification of Property Insurance

\_\_\_\_\_ Two (2) copies of a color photo of façade to be rehabilitated

\_\_\_\_\_ Attach bids from contractors

\_\_\_\_\_ Attach hand sketches or professional drawings of the project

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Urban Renewal Director

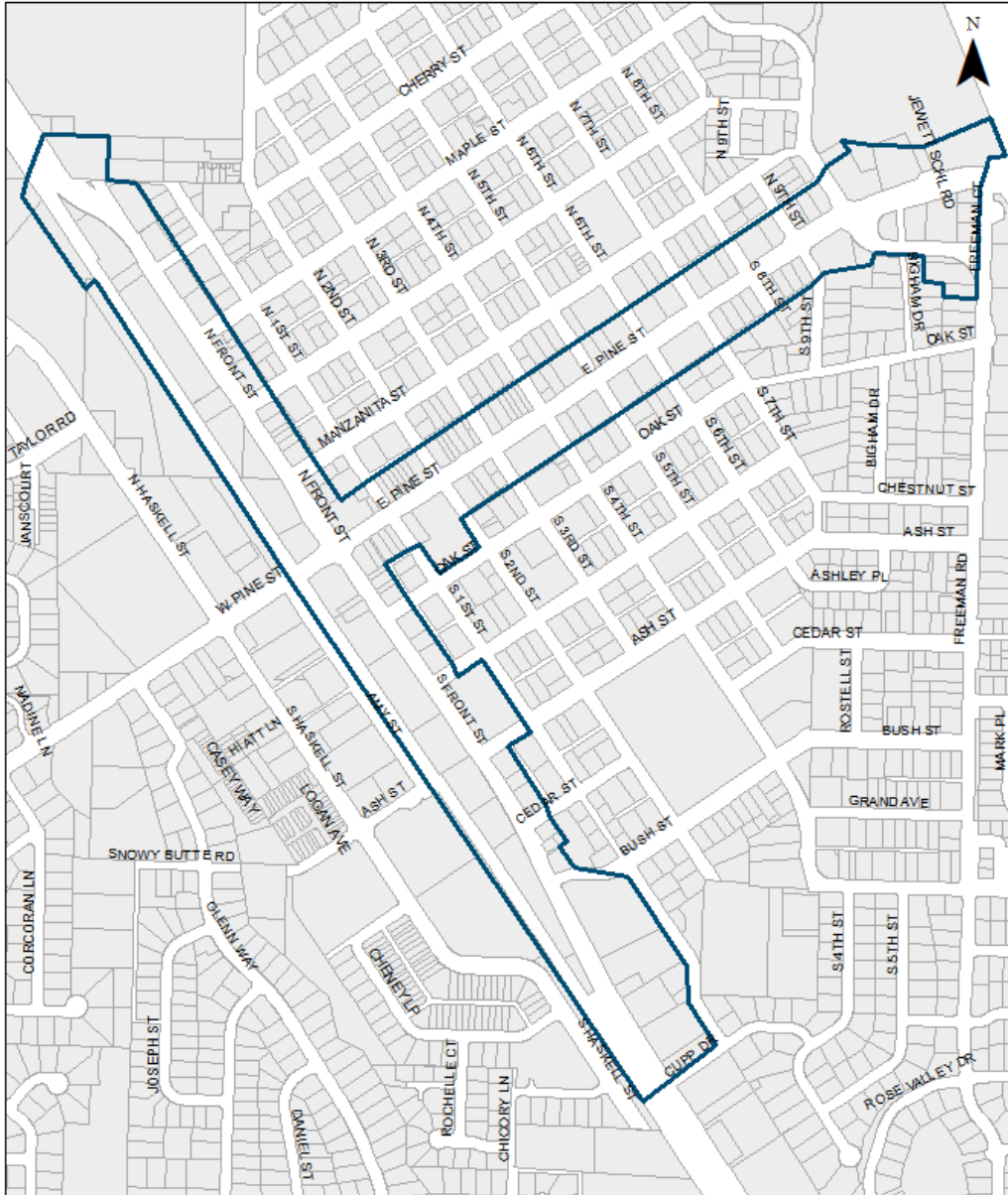
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Date Received

# EXHIBIT "A"

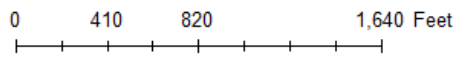


## Commercial Facade Improvement Area

Central Point Urban Renewal



**Legend**  
 Commercial Facade Improvement Area



# ATTACHMENT “B”

## EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM

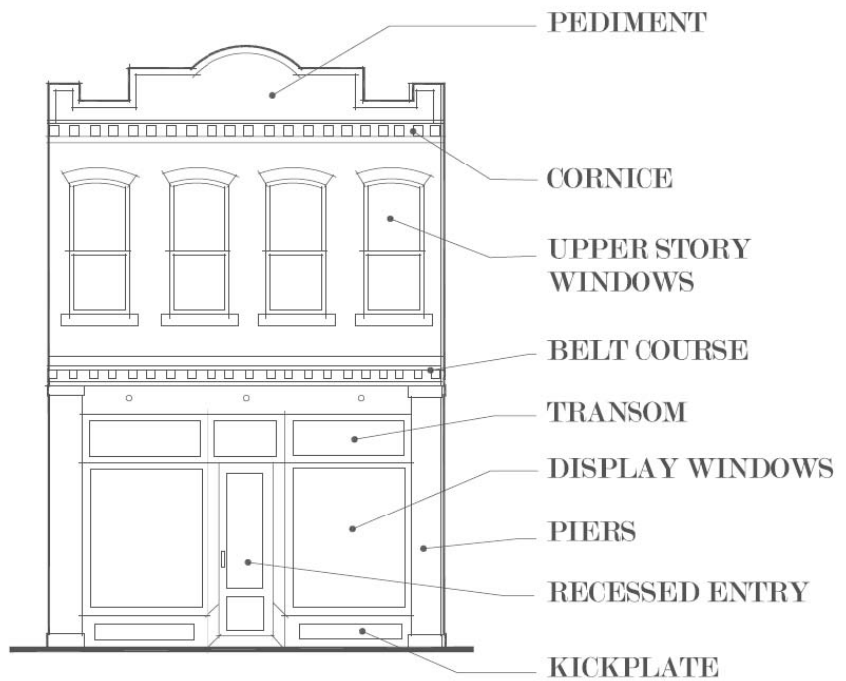
(Revised 10/12/2017 by  
Resolution No. 2017-09)

### INTRODUCTION

The Building Façade Grant Program was designed to encourage the rehabilitation/restoration of commercial building facades within the Central Point Downtown Business District as part of the Downtown and East Pine Street Corridor Revitalization Plan. The program is only available for the rehabilitation/restoration of commercial properties building facades within the *East Pine Street* area (see attached map).

In furtherance of this goal, the façade program will make grants available to owners of buildings, within the East Pine Street area, for façade projects that are compliant with applicable Transit Oriented District (TOD) design standards per Section 17.67 of the City’s Zoning Ordinance and that are consistent with the Design Guidelines of the Central Point Downtown Revitalization Plan.

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



### THE EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM

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# ATTACHMENT “B”

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

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  - Awnings appropriate to the specific building.
  - Cleaning of exterior surfaces.
  - Improve or add lighting. The lighting must be designed to light only your building ~~—no wash.~~
  - Repair/Restoration of facade features
  - Replacement of doorways/storefronts
  - Repointing
  - Painting (~~only if building was originally painted~~)/~~Specific colors subject to approval by the Development Commission~~
  - Repair or replace windows
  - Signage. Signs must be in compliance with the City of Central Point Sign Ordinance and be appropriate to the building’s construction period. Only one sign per property will be eligible for consideration.

The above are required to comply with the TOD design standards per Section 17.67 of the City’s Zoning Ordinance.

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

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

## APPLICATION PROCEDURES:

Each potential recipient of façade grant funds must comply with the following Application Procedures. Completed Applications will be time-dated and processed in order of receipt. The Development Commission will not consider any Application with incomplete or missing information.

Application Procedures are as follows:

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- II. Complete Application. Fill out and sign the Application form. Return the completed Application form to the Development Commission office with the following required supportive documentation.
  1. Verification of Ownership (copy of Deed)



# ATTACHMENT “B”

2. Tax Statement (evidence that real estate taxes are current)
3. Verification of Property Insurance
4. Two (2) copies of a color photo of façade to be rehabilitated

## PROJECT PROCEDURES:

The following process describes the course of the façade program. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The purpose of this meeting is to ~~prepare-discuss the scope of work and the financing and rehabilitation pro-forma. At this time, representatives from the CPDC will assist the Applicant in securing matching funds through the existing Low-Interest Loan Program, or other sources, if necessary.~~
2. **Scope of Work with Cost Estimates.** The applicant will submit the final scope of work with cost estimates and a working drawing (to scale), with color schemes, if appropriate, for review by the Development Commission.
3. **Review.** The Development Commission will review each project’s Scope of Work to determine if it follows the Guidelines of the program
4. **Contractor Bidding.** The owner will solicit bids from qualified contractors to perform the rehabilitation work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
5. **Grant Agreement.** . Within two (2) weeks of submittal of an application the Development Commission will approve, conditionally approve, or deny the application. The applicant will be provided a written notice of the Development Commission’s action. Upon approval, or conditional approval of the application by the Development Commission a Grant Agreement ~~(Resolution)~~ will be signed by the applicant and the Development Commission, after which work may begin. **NO WORK CAN BEGIN ON A PROJECT UNTIL A RESOLUTION GRANT AGREEMENT BY THE DEVELOPMENT COMMISSION IS PROPERLY EXECUTED**
6. **Rehabilitation Monitoring.** The Development Commission will monitor the façade project to assure compliance with the Grant Agreement.
7. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by the Development Commission and the Owner. The grant payment will be issued upon the approval of the Development Commission and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

## PROJECT COMPLIANCE:

The Applicant for the East Pine Street Building Façade Grant Program is advised of the following Program Compliance requirements through these guidelines:

## ATTACHMENT “B”

1. **Property Taxes.** The funding for this program is provided through public tax dollars. Therefore, it is incumbent upon Owners desiring to obtain façade assistance, to be current in payment of local property taxes. It is the responsibility of the Applicant to provide this tax information to the Development Commission. Tax Verification forms for this purpose is included in the Application Package.
2. **Eligible Structures.** All ~~commercial~~ structures within East Pine Street area (see attached map) are eligible for façade grant funding.
3. **Codes and Ordinances.** All authorized grant awards are subject to compliance with all applicable local, state, and federal regulations.

### EQUAL OPPORTUNITY:

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

**THE EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHERE APPLICABLE.**

Note: As used in the East Pine Street Building Façade Grant Program the term “Development Commission” refers to the Urban Renewal Director or designated staff of the Development Commission.

# ATTACHMENT “B”

## EAST PINE STREET BUILDING FAÇADE GRANT PROGRAM APPLICATION City of Central Point Development Commission, City of Central Point

Property Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tax parcel ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Grant Amount: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

### Application Checklist:

\_\_\_\_\_ Verification of Ownership (copy of Deed)

\_\_\_\_\_ Tax Statement (evidence that real estate taxes are current)

\_\_\_\_\_ Verification of Property Insurance

\_\_\_\_\_ Two (2) copies of a color photo of façade to be rehabilitated

\_\_\_\_\_ Attach bids from contractors

\_\_\_\_\_ Attach hand sketches or professional drawings of the project

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Urban Renewal Director

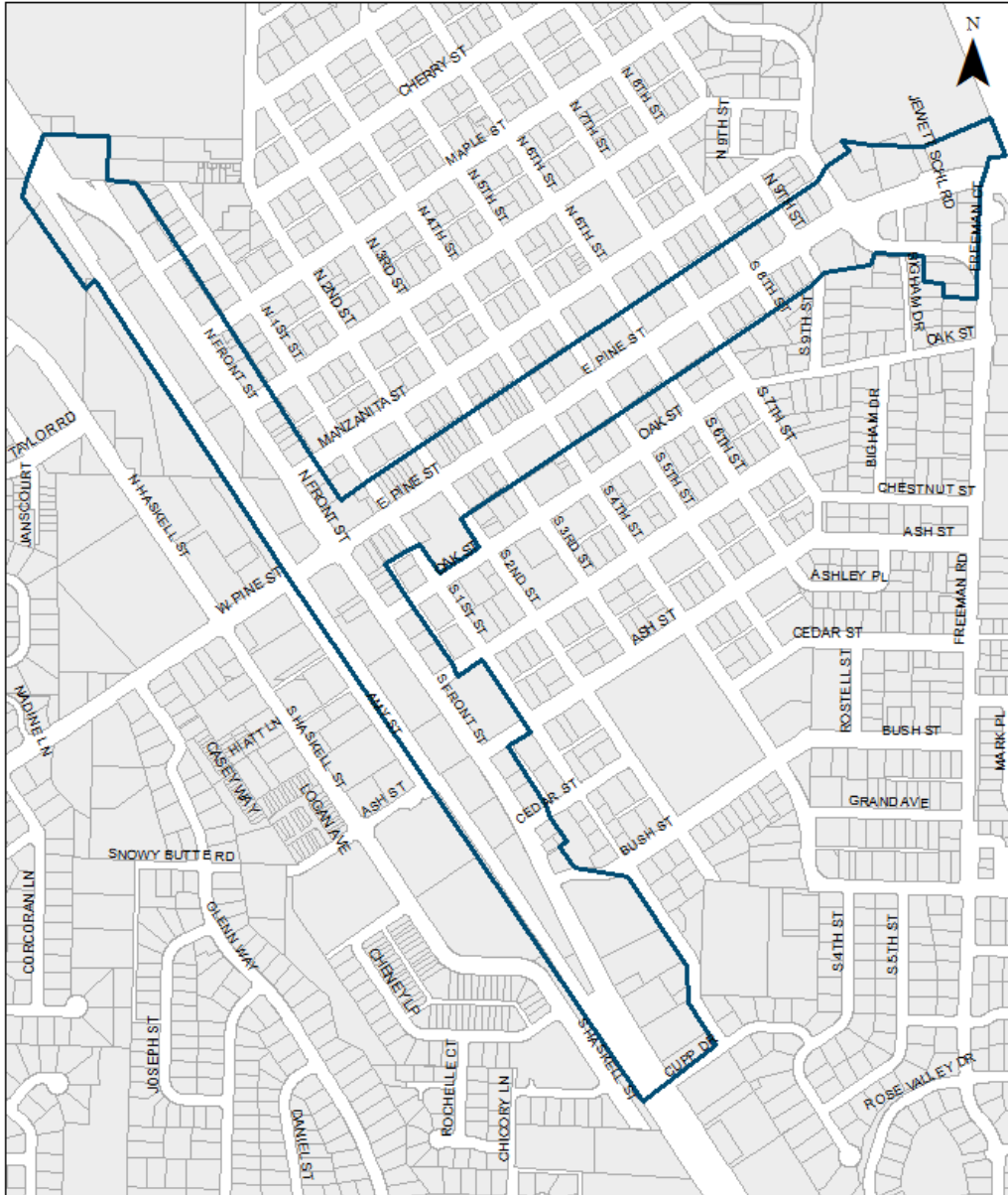
\_\_\_\_\_  
Date Received

# ATTACHMENT "B"

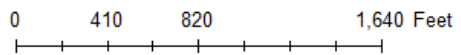


## Commercial Facade Improvement Area

Central Point Urban Renewal



**Legend**  
— Commercial Facade Improvement Area



# **Discussion**

## **Pine Street Building Façade Grant for Mellelo's Coffee Roasting**



**STAFF REPORT**

February 23, 2017

**AGENDA ITEM: V-B**

Consideration of East Pine Street Building Façade Grant, Mellelo's Coffee Roasting Building (Old Fire House), 30 S. 3<sup>rd</sup> Street (File No. UR 2017-003).

**STAFF SOURCE:**

Don Burt, Planning Manager

**BACKGROUND:**

The Development Commission has received a request for an East Pine Street Building Façade Grant for 30 S. 3<sup>rd</sup> Street. The building was once used as the City's fire station, and is now occupied by Mellelo's Coffee Roasting. The applicant/owner is Sal Mellelo.

**Existing**



The applicant is proposing to repaint the façade, including new insulated wood textured garage doors (no windows) to replace the old doors, new canvas awnings, and a new business identification sign. The existing monument sign is NOT a part of the application.

The proposal total work is estimated to cost \$19,844 (see table for details). The East Pine Street Building Façade Grant will cover 50% of the qualifying expenses to a maximum of \$10,000. The Façade Grant program has sufficient funds to cover the requested grant.

Approval of the Façade Grant only authorizes final payment upon verification of final billing and payment of invoices. Authorization of this application allows staff to proceed with disbursement of funds upon verification of qualifying receipts.

**Proposed**



SW 0050  
Classic Light Buff

SW 2827  
Colonial Revival Stone

SW 2803  
Rookwood Terra Cotta

**EXHIBITS/ATTACHMENTS:**

Attachment "A" – Resolution No. 2017-04 A Resolution of the Central Point Development Commission Authorizing Approval of a Façade Grant for the Mellelo Coffee Building, 30 S. 3<sup>rd</sup> Street.

**ACTION:**

Consider Resolution No. 2017-04 approving a Façade Grant for the Mellelo Coffee Building, 30 S. 3<sup>rd</sup> Street.

**RECOMMENDATION:**

Approve the Historic Façade Grant per Resolution No. 2017-04

**RESOLUTION NO. 2017-010**  
**A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION**  
**AUTHORIZING APPROVAL OF AN EAST PINE STREET BUILDING FAÇADE GRANT FOR**  
**30 S. 3<sup>rd</sup> STREET**

**(File No: HFG 2017-003)**

**WHEREAS**, the Central Point Development Commission has reviewed and application for a Façade Grant from Sal Mellelo for 30 S. 3<sup>rd</sup> Street; and

**WHEREAS**, the requested Façade Grant meets all applicable criteria set forth in the *revised* 10/12/17 East Pine Street Building Façade Grant Program.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Central Point Development Commission by Resolution No. 2017-010 hereby approves the Façade Grant for 30 S. 3<sup>rd</sup> street in the amount not to exceed \$10,000 and authorizes the Urban Renewal Director to reimburse the Applicant an amount not to exceed \$10,000 subject to verification of qualifying receipts.

**PASSED** by the Development Commission and signed by me in authentication of its passage this 12<sup>th</sup> day of October 2017.

\_\_\_\_\_  
Hank Williams, Chair

ATTEST:

\_\_\_\_\_  
City Representative