



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, November 9, 2017
6:30 P.M.

Central Point
Council Chambers
140 S. 3rd Street
Central Point, Oregon

Meeting time, date, or location may be subject to change. Please contact the City Recorder at 541-423-1026 for additional information.

I. MEETING CALLED TO ORDER – 6:30 p.m.

II. ROLL CALL

III. APPROVAL OF OCTOBER 12, 2017 MINUTES

IV. DISCUSSION ITEMS

Pg 5 A. County Assessors Certification Letter Update

V. BUSINESS

Pg 7-11 A. Consideration of reimbursement for Façade Improvement Grant, 411/415 East Pine, Rhonda Franklin (File No. UR 2016-005)

VI. ADJOURNEMENT

Minutes

October 12, 2017

**CITY OF CENTRAL POINT
Development Commission Minutes
October 12, 2017**

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams opened the meeting at 6:30 p.m.

II. MEMBERS IN ATTENDANCE:

Chair: Mayor Hank Williams

Commission Members: Bruce Dingler, Rob Hernandez, Brandon Thueson, Allen Broderick, Tanea Browning and Mike Quilty were present.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Accounts Payable Clerk Tammy Ball; and City Recorder Deanna Casey were also present.

III. APPROVAL OF MINUTES

A. Development Commission Minutes July 27, 2017

Mike Quilty moved to approve the July 27, 2017 Development Commission Minutes. Bruce Dingler seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

IV. DISCUSSION

A. Consideration of Resolution No. 2017-09 of the Central Point Development Commission Modifying the East Pine Street Building Façade Program.

Community Development Director Tom Humphrey presented the staff report to modify the E. Pine Street Building façade program. In March, 2017 the Development Commission met to clarify and expedite the façade grant review process. The areas to consider were expedited review processes; retro-activity; and signage.

Expedited Processes:

Option 1. Development Commission review and approval: Set an application deadline of two weeks prior to a development commission meeting date. 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 decision by the Commission a Grant Agreement would be signed, after which construction could begin.

Option 2. Staff Review and Approval – Under this option staff would have sole authority to review and approve; conditionally approve; or deny an application. The review period would be a maximum of two weeks from submittal of the application. The Commission would be giving staff authority to reimburse up to \$10,000.

Option 3. Hybrid Option – Staff would have authority to review and approve applications for \$5,000 or less, which is the current limit placed on Department Directors 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 Commission's action.

The Commission doesn't think that they need to hear about each application unless there are concerns about denying it for architectural reasons. Most agreed to go with Option 2. Staff stated that if there were questions regarding an application they would bring it before the Commission for final decision.

There was discussion regarding increasing the limit of \$10,000 reimbursement and having this option retroactive for the two projects were not approved because they did not meet the historical guidelines at the time. The Commission wants to encourage businesses to do renovations even if they are not historic. Several Commission members felt that staff would make good decisions with the entire downtown in mind.

The proposed changes will also clarify language regarding the limit of signs. Only a signal sign would be eligible for the grant program. All signage must meet the requirements in the Zoning Ordinances.

New façade construction would now be covered by the program. This will include expansion, either horizontal or vertical, of an existing façade; and it will be clarified 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.

There was discussion regarding the historical aspects of the façade improvement program. Councilmen Thueson expressed concerned about public perception of any retroactively considered grant applications. Mr. Humphrey explained that two grant applications would be considered under the amended historical requirements, if the Commission felt it should be applied retroactively. Both of these businesses/applicants would be encouraged to resubmit their grant applications for review because their initial applications were the motivation for planning staff to reconsider the historical component of the program requirements. If the resubmitted applications qualify under the new guidelines, they will be considered for façade grant reimbursement.

Mike Quilty moved to approve Resolution No. 2017-09, A Resolution of the Central Point Development Commission Modifying the East Pine Street Building Façade Grant Program. Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, Abstain; Rob Hernandez, yes; and Mike Quilty, yes. Motion approved.

B. Consideration of East Pine Street Building Façade Grant, Mellelo's Coffee Roasting Building (Old Fire House), 30 S. 3rd Street

Mr. Humphrey explained that the Commission has received a façade improvement grant application from Mellelo's Coffee Roasting. This building was once used for the City's Fire Station. The applicant is proposing to repaint the façade, including new insulated wood textured garage doors, new canvas awnings, and a new business identification sign. The proposed total work estimate is \$19,844. The East Pine Street Building Façade Grant will cover 50% of the qualifying expenses to a maximum of \$10,000. There are sufficient funds to cover the requested grant.

Mr. Clayton explained that with the approval of Resolution 2017-09 staff can handle this application in house. This is a straightforward application and there are no questionable improvements to bring to the Commission. Final payment will be done upon verification of final billing and payment of invoices.

No motion is required.

VI. ADJOURNMENT

Brandon Thueson moved to adjourn Mike Quilty seconded. All said aye and the meeting was adjourned at 7:03 p.m.

Dated:

Chair, Mayor Hank Williams

ATTEST:

City Recorder

Discussion

Letter from Assessor's Office



STAFF REPORT

November 9, 2017

AGENDA ITEM: V-A

County Assessors FY17-18 Certification Letter Update

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

As you are aware there has been an “If it’s too good to be true. . .” moment with regard to the Assessors annual revenue certification letter for FY17-18. It is expected that by the Development Committee meeting of November 9th we will have definitive answers to discuss with the Commission.

ISSUES:

To be discussed.

EXHIBITS/ATTACHMENTS:

None

ACTION:

Discussion only

RECOMMENDATION:

Discussion only

Business

Consideration of Reimbursement for Façade Improvement



STAFF REPORT

November 9, 2017

AGENDA ITEM: V-A

Consideration of reimbursement for Façade Improvement Grant, 411/415 East Pine, Rhonda Franklin (File No. UR 2016-005)

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

On January 26, 2017 the Development Commission approved a Historic Façade Grant for the Franklin Building at 411 East Pine Street. At the time the total estimated cost of the Project was \$19,203 of which \$4,310 qualified for the Historic Façade Grant program. At 50% of the qualifying amount a grant, not to exceed \$2,155, was approved but reimbursement has not yet been requested.



BEFORE

On October 12, 2017 by Resolution No. 2017-009 the Development Commission voted to modify the Façade Grant program to expand eligible criteria and to allow retroactive consideration for prior

applications submitted under the more restrictive historic based criteria.

At this time the Applicant is requesting that the Project be re-evaluated under the new Façade Grant program. The Applicant has completed the Project at cost of \$20,363 (based on a combination of estimates and submitted receipts).



Based strictly on submitted receipts the total verified project cost is \$17,170. The maximum not to exceed grant amount would then be \$8,580. If the Applicant can provide receipts for the non-receipted items the grant reimbursement would maximize at the \$10,000 grant limit.

Staff has reviewed the receipts (required submittal) to determine whether they meet the grant criteria. Of the \$20,363 Project cost there were no supporting receipts for \$2,805 and another \$398 in expenses were for capital equipment (table saw, etc.) for an adjusted Total Receipted Qualified Improvement costs of \$17,160 (See table below). At 50% the qualifying grant amount is \$8,580. If the missing receipts were provided the qualifying grant amount would exceed the \$10,000 maximum grant amount, limiting the total grant to \$10,000.

RECIEPT BASED CONSTRUCTION COSTS, FRANKLIN BUILDING

	Retro-Active Qualifying Improvements	Non-Qulaifyng Improvements	Total Reciept Qualified Improvements
Painting			
Façade/Paint	\$ 1,400.00	\$ -	\$ 1,400.00
Façade Labor	\$ 2,160.00	\$ (2,160.00)	\$ -
Rear Paint	\$ -	\$ -	\$ -
Boom Rental/Paint	\$ 750.00	\$ -	\$ 750.00
Capital Equipment	\$ -	\$ (397.92)	\$ (397.92)
Total Painting	\$ 4,310.00	\$ (2,557.92)	\$ 1,752.08
Awning			
Materials	\$ 2,600.00	\$ -	\$ 2,600.00
Labor	\$ 4,449.30	\$ -	\$ 4,449.30
Total Awning	\$ 7,049.30	\$ -	\$ 7,049.30
Parapet			
Materials	\$ 2,893.00	\$ (65.00)	\$ 2,828.00
Labor	\$ 4,950.70	\$ -	\$ 4,950.70
Signage	\$ 1,160.00	\$ (580.00)	\$ 580.00
Total Parapet	\$ 9,003.70	\$ (645.00)	\$ 8,358.70
Totals	\$ 20,363.00	\$ (3,202.92)	\$ 17,160.08
Grant Amount (50% max.)			\$ 8,580.04

ISSUES:

Under the new Façade Grant program criteria the only issue is the absence of receipts for \$2,805 and the un-qualified capital expenses of \$398 for miscellaneous equipment. If the Applicant can provide the missing receipts they would then be included in the grant calculation to the maximum grant limitation of \$10,000. With regard to the capital equipment expenses these amounts, due to their potential use on other projects, do not qualify.

EXHIBITS/ATTACHMENTS:

None

ACTION:

Consider directing staff to approve the grant request and disburse funds in an amount not to exceed \$10,000 subject to complete verification of all qualifying receipts.

RECOMMENDATION:

Direct staff to disburse funds in an amount not to exceed \$10,000 subject to verification of all qualifying receipts.