



City of Central Point
Development Commission
Agenda

Members: Hank Williams
Allen Broderick
Bruce Dinger
Brandon Thueson
Michael Quilty
Rick Samuelson
Vacant
Staff Liaison: Chris Clayton
Don Burt

January 22, 2015
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

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Development Commission Minutes for December 11, 2014.

IV. DISCUSSION ITEMS

A. Front Street Lighting Project

V. BUSINESS

A. Award of Contract for Gebhard Road Route Analysis
(Resolution No. 2015-01)

VI. FUTURE AGENDA

A. Economic Incentives Program, Pine Street Commercial Façade
B. Economic Incentives Program, High Density Residential (HMR)
C. East Pine Streetscape Design RFQ

VI. ADJOURNEMENT

**CITY OF CENTRAL POINT
Development Commission Minutes
December 11, 2014**

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams called the meeting to order at 6:00 p.m.

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

City Manager Chris Clayton; Community Development Director Tom Humphrey; Police Chief Kris Allison; Planning Manager Don Burt; Finance Director Bev Adams; and City Recorder Deanna Casey were also present.

III. APPROVAL OF MINUTES

A. Approval of October 23, 2014 Development Commission Minutes

Kelly Geiger moved to approved the minutes as presented. Rick Samuelson seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Kelly Geiger, yes; Allen Broderick, yes; David Douglas, yes; Rick Samuelson, yes; and Ellie George, yes. Motion approved.

IV. DISCUSSION ITEMS

A. Oak Street Parking Lot Lighting Reimbursement

Planning Manager Don Burt explained that he would like to move this item to the top because the discussion will be short. This item will not need to be reimbursed to the City. Public Works has decided that they will take care of this out of their current budget. Any amount that was budgeted through the Development Commission can be spent on other items.

The cash balance for the Development Commission is approximately \$240,000. We originally planned the budget for \$125,000. The Commission has directed staff to bring back options for that increase to decide if it is in the best interest of the city to spend the money or let it set for another year.

B. Gebhard Road Route Analysis RFQ Schedule

The Gebhard Road Alignment is currently out for RFQ. Mr. Burt explained the proposed timeline. We are hoping to review the proposals in January and finalizing the project details in February. If everything stays on schedule the work could begin in February and complete in June, 2015.

There was discussion of if we should be limiting the property owners to a specific alignment of Gebhard Road or letting them have more freedom to create the road according to development. Staff explained that the proposal will show where the connection should meet Pine Street and Beebe Road, we will be able to allow the Developer some freedom within their property.

Discussion only item, no recommendation was requested.

C. Hwy. 99 Street Light Construction Schedule

Mr. Burt explained that the Commission budgeted approximately \$50,000 for the Hwy. 99 Street Light construction for this fiscal year. The time line for this project will not be completed until the beginning of the next fiscal year. The most time consuming portion of this project will be ordering the lights to match the rest of Hwy 99 to the North.

There was discussion of what can be started this fiscal year. This is a very visual project and will show the citizens that the Development Commission is making improvements to the City. The final phase of the work is being pushed into next fiscal year so that we do not need to amend the budget this year. Staff will bring the remainder of the cost to the Budget Committee for approval prior to the work beginning. The Commission approved the schedule at the last Development Commission meeting when they were updated on the tax revenue.

Staff recommends a motion to proceed with the RFP for Hwy. 99 Street Light Construction Project.

Allen Broderick moved to proceed with the RFP for Hwy. 99 Street Light Construction Project. David Douglas seconded. Roll call: Hank Williams, yes; Bruce Dinger, yes; Kelly Geiger, yes; Allen Broderick, yes; David Douglas, yes; Rick Samuelson, yes; and Ellie George, yes. Motion approved.

V. BUSINESS

A. Resolution No. 2014-02 Walgreens Street Scape Reimbursement Agreement Payment Authorization

Mr. Burt explained that Tatum Real Estate has completed the streetscape improvements as set forth in the Walgreens Streetscape Reimbursement Agreement that was approved by the Commission in 2013. The initial Agreement was for an amount not to exceed \$35,823 to be paid over a seven year period beginning January of 2016. The Final amount was dependent on actual construction costs.

Construction costs have been submitted by the applicant and reviewed by City Staff. Unless otherwise directed the payments will begin in January of 2016 in annual installments of \$4,832.22

Rick Samuelson made a motion to Approve Resolution No. 2014-02, Walgreens Street Scape Reimbursement Agreement Payment Authorization. Allen Broderick seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Kelly Geiger, yes; Allen Broderick, yes; David Douglas, yes; Rick Samuelson, yes; and Ellie George, yes. Motion approved.

VI. FUTURE AGENDA ITEMS

- A. Gebhard Road Route Analysis RFQ Contract Authorization**
- B. Economic Incentives Program, Pine Street Commercial Façade**
- C. Economic Incentives Program, High Density Residential (HMR)**
- D. East Pine Streetscape Design RFQ**

Mr. Burt updated the Commission on the items listed above. These items will come before the Commission throughout the next year. The Façade Improvement Program will have no return on investment for the city other than beautification of downtown. It is a visual program but will not improve the Commission fiscally. The Economic Incentive or Residential property programs may have a good return on investment if property owners can be convinced to change their buildings and make improvements to increase their value. The Pine Street Streetscape Design RFQ could be expensive and will be a long term discussion. There will be more discussion on this topic in 2015. Pine Street improvements will need to be done in phases after a plan has been put in place. We should not try to piece it together before a master design plan is created.

VI. ADJOURNMENT

Kelly Geiger moved to adjourn, Rick Samuelson seconded, all said “aye” and the meeting were adjourned at 6:47 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder

STAFF REPORT



Planning Department

Tom Humphrey, AICP,
Community Development Director/

STAFF REPORT

January 22, 2015

AGENDA ITEM: IV-A

Update, Front Street Street Lighting Project

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

At the Commission's direction Staff is proceeding with the Front Street Street Lighting Project. Quotes have been received for the street lights and the construction work has been advertised. Staff will update the Commission on the costs at the meeting. At this point costs look favorable for completion of the project this fiscal year.

ISSUES:

None

EXHIBITS/ATTACHMENTS:

None

ACTION:

Information Only

RECOMMENDATION:

Information Only

STAFF REPORT



Planning Department

Tom Humphrey, AICP,
Community Development Director/

STAFF REPORT

January 22, 2015

AGENDA ITEM: V-A

Contract Consideration for Gebhard Road Route Analysis

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

On December 19th the City received four (4) responses to the Gebhard Road Alignment Analysis RFQ. Staff interviewed the two most qualified firms, JRH Transportation Engineers and Adkins Engineering. The project budget is \$25,000. Both JRH and Atkins proposals were, at \$40,000+, well over the budgeted amount. During the interviews the scope of the project was discussed in more detail and it was agreed by both firms that the proposed costs could be reduced. Reductions in cost would be based primarily on the City's increased participation in the public review process, which Staff is willing and able to do.

Based strictly on qualifications it is Staff's recommendation that JRH is the preferred firm. This recommendation is based solely on JRH's experience in Central Point's transportation planning, i.e. 2006 East Pine Street Area Study and the 2008 Transportation System Plan.

ISSUES:

It is now necessary to prepare a contract with a revised scope of work that is more closely aligned with the budgeted \$25,000. It is recommended that the Commission authorize Staff to enter into a contract with JRH in an amount not to exceed \$30,000.

EXHIBITS/ATTACHMENTS:

Resolution No. 2015-01

ACTION:

Consider award of contract to JRH

RECOMMENDATION:

Approve Resolution 2015-01 Authorizing Staff to contract with JRH to undertake the Gebhard Road Alignment Analysis in an amount not to exceed \$30,000.

EXHIBIT "A"

**RESOLUTION NO. 2015-01
A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
AUTHORIZING THE URBAN RENEWAL DIRECTOR TO ENTER INTO A CONTRACT
WITH JTH TRANSPORTATION ENGINEERS FOR THE GEBHARD ROAD ALIGNMENTBT
ANALYSIS**

(File No: 14002)

WHEREAS, the Development Commission has duly solicited for consulting services to complete a study of the preferred alignment of Gebhard Road; and

WHEREAS, City Staff interviewed two of the most qualified submitting firms; and

WHEREAS, based on transportation planning qualifications, both in general and specific to the City of Central Point, JRH Transportation Engineers is the most qualified firm.

NOW, THEREFORE, BE IT RESOLVED that the City of Central Point Development Commission by Resolution No. 2015-01 hereby authorizes the Urban Renewal Director to enter in to a contract for services with JRH Transportation Engineers in an amount not to exceed \$30,000 for completion of the Gebhard Road Alignment Analysis.

PASSED by the Development Commission and signed by me in authentication of its passage this 22nd day of January 2015.

Hank Williams, Chair

ATTEST:

City Representative