



City of Central Point  
**Development Commission**  
Agenda

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

**June 13, 2019**  
**6:30 p.m.**

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 541-423-1026 for additional information.

**I. MEETING CALLED TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. Community Development Commission - Regular Meeting - Apr 11, 2019 6:30 PM

**IV. DISCUSSION ITEMS**

- A. Resolution No. 2019-03, Adopting Central Point Development Commission Budget for Fiscal Year 2019-20, Making Appropriations, and Declaring Tax Increment(Presented by Weber)
- B. Facade Improvement Application - Ravassipour(Presented by Humphrey)

**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 541-423-1026 (voice), or by e-mail to [Deanna.casey@centralpointoregon.gov](mailto:Deanna.casey@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*

**Regular Meeting Minutes  
Thursday, April 11, 2019**

## I. MEETING CALLED TO ORDER

## II. ROLL CALL

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

Staff members: City Manager Chris Clayton; Community Development Director Tom Humphrey; Finance Director Steven Weber; Principle Planner Stephanie Holtey; and City Recorder Deanna Casey.

## III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Feb 14, 2019 6:15 PM

**Brandon Thueson moved to approve the February 14, 2019 Community Development Minutes as presented.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Brandon Thueson, Ward III
<b>SECONDER:</b>	Taneea Browning, Ward IV
<b>AYES:</b>	Williams, Olsen, Johnson, Thueson, Browning, Hernandez
<b>EXCUSED:</b>	Michael Parsons

## IV. DISCUSSION ITEMS

- A. Resolution No. 2019-02 A Resolution Accepting the Annual Financial Report for the Downtown and East Pine Street Corridor Plan for Fiscal Year 2017-18(Presented by Weber)

Finance Director Steven Weber explained that ORS 457.460 requires that all urban renewal agencies prepare an annual financial report for the proceeding and current fiscal year. The report is required to contain five elements, including

an analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all affected tax districts.

The tax increment revenue has been increasing but are still negligible when placed in the context of property tax collections by all affected taxing districts. The overall impact on affected taxing districts for FY2017-2018 amounted to \$0.0030 per dollar of property tax revenue collected by the affected districts. The most impacted taxing district is the city of Central Point followed by the School District and Fire District.

There was discussion regarding assessed value of properties. Staff will have estimated numbers when the budget is accepted in June by the Commission.

**Rob Hernandez moved to approve Resolution 2019-02 A Resolution Accepting the Annual Financial Report for the Downtown and East Pine Street Corridor Plan for Fiscal Year 2017-2018.**

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

**V. ADJOURNMENT**

The meeting was closed at 6:45 PM

The foregoing minutes of the April 11, 2019, Development Commission meeting were approved by the Development Commission at its meeting of .

Dated:

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

ATTEST:

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

Minutes Acceptance: Minutes of Apr 11, 2019 6:30 PM (APPROVAL OF MINUTES)



# City of Central Point

## Staff Report

### ISSUE SUMMARY

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

**FROM:** Steven Weber,

**MEETING DATE:** June 13, 2019

**SUBJECT:** Resolution No. 2019-03, Adopting Central Point Development Commission Budget for Fiscal Year 2019-20, Making Appropriations, and Declaring Tax Increment

**ACTION REQUIRED:**

Motion  
Public Hearing  
Resolution

**RECOMMENDATION:**

Approval

**BACKGROUND INFORMATION:** On May 13, 2019, the Central Point Development Commission Budget Committee met to review the proposed budget for fiscal year 2019-20. After some discussion, the budget was approved to move forward to the Board of Directors for formal adoption.

**FINANCIAL ANALYSIS:** The appropriations approved by the Budget Committee for fiscal year 2019-20 are as follows:

**General Fund**

Personal Services	\$	-
Materials and Services	\$	58,150
Capital Outlay	\$	185,000
Debt Service	\$	358,295
Contingency	\$	50,000
Ending Fund Balance	\$	292,415
<b>Total General Fund</b>	<b>\$</b>	<b>943,860</b>

**LEGAL ANALYSIS:** N/A

**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:** N/A

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**STAFF RECOMMENDATION:** Make a motion to approve the resolution as presented.

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**RECOMMENDED MOTION:** I move to approved Resolution No. 2019-03, a resolution adopting the budget for fiscal year 2019-20, making appropriations and declaring tax increment.

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**ATTACHMENTS:**

1. Resolution No. 2019-03

Resolution No. 2019-03

**BEFORE THE  
CENTRAL POINT DEVELOPMENT COMMISSION  
A  
RESOLUTION ADOPTING THE BUDGET, MAKING  
APPROPRIATIONS,  
AND DECLARING TAX INCREMENT**

The Central Point Development Commission resolves as follows:

**Section 1.** The budget for fiscal year 2019–20 in the total of \$943,860 is adopted. This budget is now on file at the City of Central Point Finance Offices, 140 South Third Street, Central Point, OR 97502.

**Section 2.** The amounts for the fiscal year beginning July 1, 2019; and for the purposes shown below are appropriated:

<b>GENERAL FUND</b>	
<b>Personal Services</b>	\$0
<b>Materials &amp; Services</b>	\$58,150
<b>Capital Outlay</b>	\$185,000
<b>Debt Service</b>	\$358,295
<b>Contingency</b>	\$50,000
<b>Ending Fund Balance</b>	\$292,415
<b>TOTAL GENERAL FUND</b>	<b>\$943,860</b>

**Section 3.** The Board of Directors certify to the county assessor a request for the Downtown & East Pine Street Corridor Revitalization Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 13<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
Hank Williams, Chair  
Central Point Development Commission

ATTEST

\_\_\_\_\_  
Deanna Casey, Recorder

Attachment: Resolution No. 2019-03 (1144 : Adopting Budget for Fiscal Year 2019-20)



## City of Central Point Staff Report

### ISSUE SUMMARY

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

**FROM:** Tom Humphrey, Community Development Director

**MEETING DATE:** June 13, 2019

**SUBJECT:** Facade Improvement Application - Ravassipour

**ACTION REQUIRED:** Motion      **RECOMMENDATION:**  
Approval

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The Development Commission has received a request for an East Pine Street Building Façade Grant for 55 and 57 N. 2nd Street. The building and adjoining property were more recently acquired by Darren Ravassipour DDS whose Central Point practice occupies one of the buildings. The grant applicant is Ravassipour Orthodontics.

The applicant is proposing to remove and dispose of a rock wall, remove existing turf and shrubs, repaint the façade, re-landscape the front yard and repair portions of sidewalk. The existing monument sign is NOT a part of the application.

The proposal total work is estimated to cost \$8,693 (see Attachment A). 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.

The Council previously authorized staff to make determinations regarding the building façade grant program but this situation is unique. Staff thought it prudent to present this request to the Development Commission in order for them to make a determination and to provide their direction. This proposal places a the greater emphasis on landscaping than other applications have and the subject property is adjacent to but is just outside of the Commercial Façade Improvement Area (see Attachment C).

Program guidelines define facades as any portion of the exterior of a structure visible from the public right-of-way. In this case both the building and the front yard could fit into that category. The improvement area boundary ends on the alleys between Pine and Oak and Pine and Manzanita. This property is located between Manzanita and the mid-block alley.

If the Development Commission favors all or part of this application then planning staff will administer the grant.

#### ATTACHMENTS:

1. Ravassipour Application - Attachment A

2. Ravassipour Photos - Attachment B
3. Commercial Facade Improvement Area



# EXHIBIT "A"

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

Property Owner: Second street CP LLC

Business Name: Ravassipour Orthodontics

Address: 55 & 57 N. 2<sup>nd</sup> STREET, CP, OR 97502

Tax parcel ID: 0607

Phone: 541-779-6200 Email: Smile@ravassipour.com

Proposed Grant Amount: \$4,346.50 Total Project Cost: \$8,693.-

### 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

4/22/19

Date

Urban Renewal Director

Date Received

*Joy Weige smile@ravassipour.com*

Attachment: Ravassipour Application - Attachment A (1156 : Façade Improvement Application - Ravassipour)

U. S. Lawns

PO Box 3215, Central Point, OR 97502



DATE: 1/7/2019

**PROPOSAL**

From: *Brandon Corcoran*  
 Phone: 541-500-8650  
 Fax: 541-500-8650

**CUSTOMER INFORMATION**  
 Ivy Wiege  
 Ravassipour Orthodontics  
 3180 State St.  
 Medford, OR 97504

**PROJECT TITLE/ADDRESS**  
 55 & 57 N. 2nd St. CP Phase 1

DESCRIPTION OF PROPOSED WORK	TOTAL PRICE
Re-landscape area in front of building as drawn and as follows: Site Prep: Remove and dispose of rock wall. Remove existing turf and shrubs, dispose of debris. Remove drain rock near building and dispose of. Rough grade area.  Irrigation: Install new irrigation to water turf and shrubs. Use existing valve and pipe to supply new zones. Install (10) Rain Bird 1804 heads with rotary nozzles. Install new drip to all new plants. Install micro-spars on color bed.  Plants: Plant (11) 5 gallon plants, (11) 1 gallon plants, (1) 1.25" Japanese Snowbell tree, and color bed at sign. Apply fertilizer to each plant. Install 1 moss rock boulder. Install bark mulch in bed approximately 3" deep.  Turf: Till and fertilize lawn area. Finish grade and roll soil. Install approximately 400 sq ft sod.  Total cost of above work including labor and material	\$ 4,567.00
Prices valid for 30 days from date of proposal. We Look Forward to Doing Business With You !	<p style="text-align: center;"><b>GRAND TOTAL:</b></p> <p style="text-align: right;"><b>\$4,567.00</b></p>

Brandon Corcoran 0  
 U. S. Lawns

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

LCB #7915

Attachment: Ravassipour Application - Attachment A (1156 : Facade Improvement Application - Ravassipour)

U. S. Lawns

PO Box 3215, Central Point, OR 97502



DATE: 1/7/2019

**PROPOSAL**

From: *Brandon Corcoran*  
 Phone: 541-500-8650  
 Fax: 541-500-8650

**CUSTOMER INFORMATION**  
 Ivy Wiege  
 Ravassipour Orthodontics  
 3180 State St.  
 Medford, OR 97504

**PROJECT TITLE/ADDRESS**  
 55 & 57 N. 2nd St. CP Phase 2

DESCRIPTION OF PROPOSED WORK	TOTAL PRICE
Install fabric and rock on beds NW and SW of 55 N. 2nd St. (fenced courtyard and near back parking lot)  Clean up beds and grade as needed to accommodate new rock. Install fabric to bed. Cover fabric with 2-3" 3/4" round river rock. Plant a 1.5" crepe myrtle tree in bare bed in back of building. Using existing head in bed, supply water to new tree. Remove section of sidewalk that is raised to eliminate tripping hazard.	
Total cost of above work including labor and material	\$ 2,220.00
Prices valid for 30 days from date of proposal. We Look Forward to Doing Business With You !	<b>GRAND TOTAL:</b> \$2,220.00

Brandon Corcoran 0  
 U. S. Lawns

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

LCB #7915

Attachment: Ravassipour Application - Attachment A (1156 : Facade Improvement Application - Ravassipour)

U. S. Lawns

PO Box 3215, Central Point, OR 97502



**DATE:** 1/7/2019

**PROPOSAL**

**From:** Brandon Corcoran  
**Phone:** 541-500-8650  
**Fax:** 541-500-8650

**CUSTOMER INFORMATION**  
 Ivy Wiege  
 Ravassipour Orthodontics  
 3180 State St.  
 Medford, OR 97504

**PROJECT TITLE/ADDRESS**  
 55 & 57 N. 2nd St. CP Phase 3

DESCRIPTION OF PROPOSED WORK	TOTAL PRICE
<p>Clean up beds between storage building and sidewalks as follows:</p> <ul style="list-style-type: none"> <li>Spray and kill existing weeds/lawn.</li> <li>After dead, string trim to ground and clean up debris.</li> <li>Grade area as needed to accommodate bark and rock.</li> <li>Install 3/4" round rock over fabric in beds along 2nd St.</li> <li>Install bark 3" deep in beds along Manzanita St.</li> </ul> <p>NOTE: If desired we can check irrigation system and see if it is possible to run the system while isolating the building. This work will be billed at \$65.00 per hour. It may also be possible to irrigate from the adjoining building.</p>	
<p>Total cost of above work including labor and material</p>	<p>\$ 1,906.00</p>
<p>Prices valid for 30 days from date of proposal.                  We Look Forward to Doing Business With You !</p>	<p><b>GRAND TOTAL:</b> \$1,906.00</p>

Brandon Corcoran 0  
 U. S. Lawns

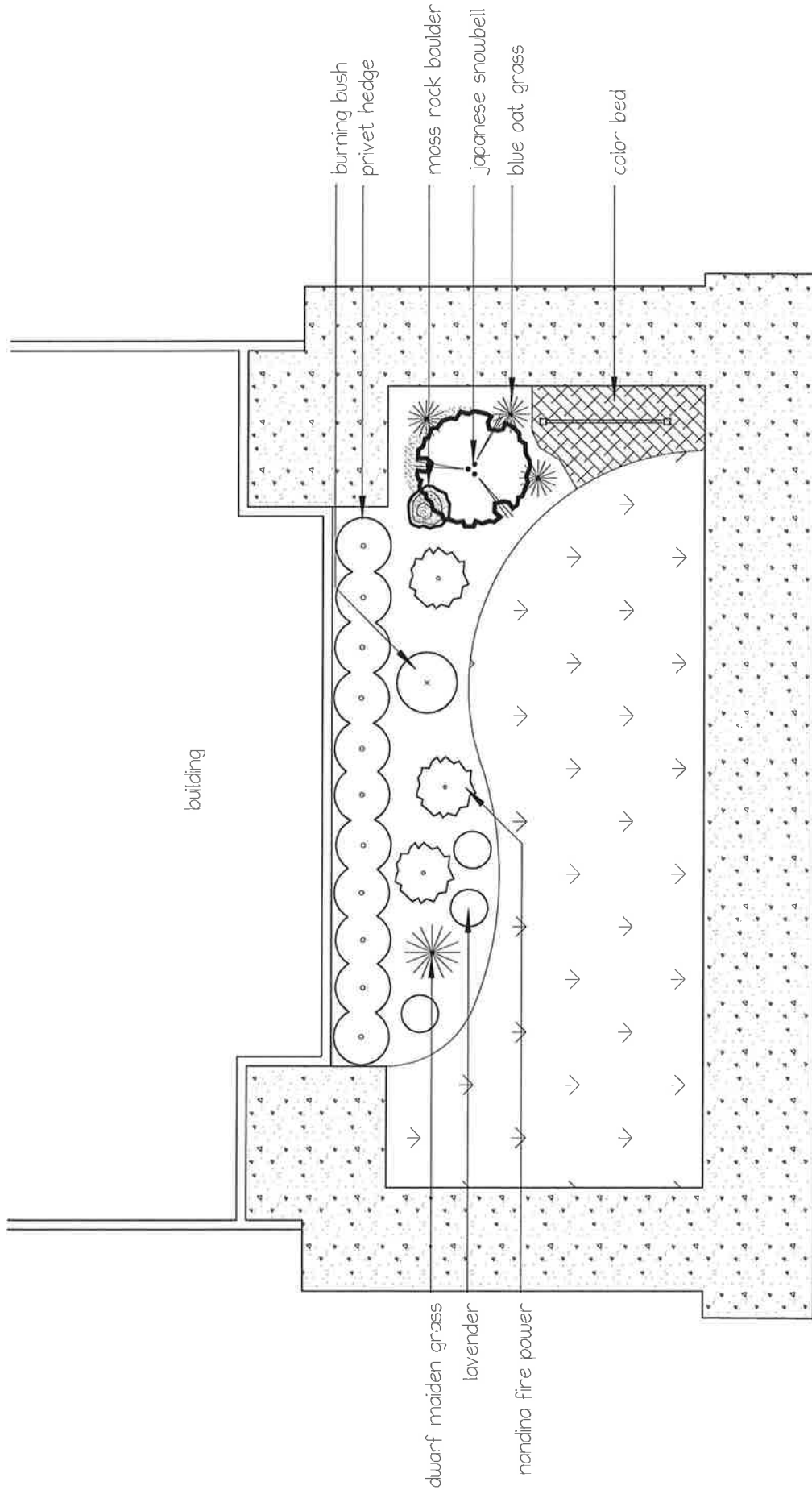
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

LCB #7915

Attachment: Ravassipour Application - Attachment A (1156 : Facade Improvement Application - Ravassipour)

# ravassipour orthodontics

proposed landscape enhancement





Attachment: Ravassipour Photos - Attachment B (1156 : Facade Improvement Application - Ravassipour)

