



City of Central Point
Development Commission
Meeting

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

Thursday, November 12, 2015
6:00 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 – 6:00 p.m.

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. DISCUSSION ITEMS

- A. Certified Tax Increment Revenue, FY 15-16
- B. East Pine Street Streetscape Project, Engineering Plans

V. BUSINESS

VI. ADJOURNEMENT

CITY OF CENTRL POINT
Development Commission Minutes
August 13, 2015

I. REGULAR MEETING CALLED TO ORDER

Chair, Mayor Hank Williams called to the meeting to order at 6:10 p.m.

II. ROLL CALL: Chair: Mayor Hank Williams
Commission Members: Bruce Dingler, Rick Samuelson, Brandon Thueson, Taneea Browning and Mike Quilty were present.

City Manager Chris Clayton; Community Development Director Tom Humphrey; Planning Manager Don Burt; and Planning Technician Karen Skelton

III. APPROVAL OF MINUTES

A. Approval of June 11, 2015 Development Commission Minutes.

Mike Quilty moved to approve the June 11, 2015 Development Commission Minutes. Brandon Thueson seconded. Roll Call: Mayor Williams, yes; Bruce Dingler, yes; Rick Samuelson, yes; Brandon Thueson, yes; Taneea Browning, yes; and Mike Quilty, yes. Motion approved.

IV. DISCUSSION ITEMS

A. Review Final Draft of Gebhard Road Alignment Study

Planning Manager Don Burt presented the options for a preferred alternative route for Gebhard Road, a local collector street, for the Development Commission's review. In February a public workshop was conducted to discuss and identify route alternatives for connecting Gebhard Road and East Pine St. There were fourteen (14) options prepared by the workshop participants. Each of the identified route alternatives were reviewed and consolidated into four basic options. Slides of these options were presented to the Development Commission.

On June 17, 2015 staff held another workshop, inviting property owners within and adjacent to the study area. All invitees were provided with a copy of the draft *Gebhard Road Alignment Study*. At the workshop each of the four options were presented and discussed. At the end of the workshop a vote was taken on each of the options. The consensus was for Option C.

The *Gebhard Road Alignment Study* was then presented to the Planning Commission for discussion and an option consensus only. At the August 4, 2015 Planning Commission meeting a recommendation was voted on and they forwarded Option C to the City Council for their final consideration.

Mr. Burt pointed out that option C included two roundabouts which would slow traffic through the residential White Hawk development area. Because Gebhard Road is a collector street the City would be responsible for about 30% of the cost of Gebhard through system development charge reimbursements, and the remainder would be paid for by the developers. He stated that once the preferred option was agreed on it will be incorporated into the Transportation System Plan (TSP).

There was discussion about any consideration of a bridge over the creek at Penninger. A Bridge over the creek was previously addressed in the East Pine Street Refinement Plan, and as such was included as one of the design criteria for the Gebhard Road study.

Mr. Burt stated that there is a need to get the preferred option identified and incorporated into the TSP as soon as possible. He asked if the Development Commission would, by consensus, agree on an option as the preferred route.

Tom Humphrey, Community Development Director, stated that if the Development Commission recommended Option C, it could be incorporated into the TSP amendments in September.

It was stated that no action was required of the Development Commission tonight, but staff would like director on their preferred option. Development Commission Members gave a "thumbs up" approval to Option C, approving it for inclusion into the amendments to the TSP.

V. BUSINESS

A. Consideration of Resolution No. 2015-06 Approving the Building Façade Improvement Loan Program.

Mr. Burt presented Resolution 2015-06, adopting a building façade loan program. He stated that there were a few modifications to the maps as noted at the previous meeting. The terms of the loan were set at a maximum loan of \$10,000, five years at 0% to encourage building façade redevelopment along East Pine Street.

City Manager Chris Clayton stated that he had seen a similar program in another City and it had made a very impressive difference. Mr. Burt stated that the Development Commission would have final approval of any improvement projects prior to the approval and distribution of any funds.

Brandon Thueson made a motion to approve Resolution 2015-06 Approving the Building Façade Improvement Loan Program. Mike Quilty seconded the motion. ROLL CALL: Mayor Williams, yes; Bruce Dinger, yes; Rick Samuelson, yes; Brandon Thueson, yes; Mike Quilty, yes; Tanea Browning, yes. Motion passed.

B. Consideration of Resolution No. 2015-07 approving the Historic Building Façade Improvement Grant Program.

Mr. Burt stated that this resolution would provide the same monetary amounts as provided in the Loan Program except it would be as a grant, and only apply to "Historic" building improvements. The Development Commission would again make the ultimate decision as to each proposed project.

Mike Quilty moved to Approve Resolution No. 2015-07 approving the Historic Building Façade Improvement Grant Program. Tanea Browning Seconded. Roll call: Hank Williams, yes; Bruce Dinger, yes; Tanea Browning, yes; Brandon Thueson, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

VI. ADJOURNMENT

Rick Samuelson moved to adjourn, Brandon Thueson seconded, all said "aye" and the meeting was adjourned at 6:40 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder

**STAFF REPORT**

November 12, 2015

AGENDA ITEM: V-A

Notification of Taxes to be Received vs. Budget, FY 15-16

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The FY 15-16 Budget (third year of tax increment collections) estimate for tax increment revenue was \$287,800. This estimate was based on the tax receipts from the prior two years.

| Fiscal Year | TIR Receipts | Year-to-Year % Change |
|-----------------------|------------------|--------------------------|
| 13-14 | \$5,810 | NA |
| 14-15 | \$124,774 | 2,048% |
| 15-16 | \$287,841 | 131% est. |
| 15-16 Adjusted | \$188,024 | 51% |

On October 19, 2015 the City received a *Notification of Taxes to be Received* from the County Assessor's Office in the amount of \$197,919.90. At a 95% collection rate the actual tax revenue to be received is estimated at \$188,024 for an approximate \$100,000 revenue shortfall, or 24% of total budgeted revenue. Budgeted revenue was \$414,300 and with the downward adjustment is now \$314,300.

With the reduction in revenue and to maintain a balanced budget the Commission has two basic choices; reduce expenditures, or borrow funds equivalent to the reduction in revenue.

Reduction in Expenditures: Because of the amount of the revenue reduction the most obvious cost reduction would be postponement of the East Pine Street Engineering project (\$315,000 estimate). Other expenses in the budget could be reduced, but not in an amount sufficient to cover the revenue reduction.

Increase in Revenues: A borrowing of \$100,000 is very feasible, and within the authority of the Commission. It is anticipated that the loan would be very short-term (1 to 2 years) to be paid back with a larger long-term borrowing of approximately \$2,000,000. The \$2,000,000 will primarily be used to construct the first phase of the East Pine Street Streetscape Project (FY 16-17), or other preferred project(s).

EXHIBITS/ATTACHMENTS:

Attachment "A" – Notification of Taxes to be Received, Jackson County Assessor's Office, October 19, 2015.

ACTION:

Discussion and direction.

RECOMMENDATION:

Retain budget as approved and direct Staff to pursue a loan in the amount \$100,000.

STAFF REPORT



Planning Department

Tom Humphrey, AICP,
Community Development Director/
Assistant City Adm

STAFF REPORT

November 12, 2015

AGENDA ITEM: IV-B

East Pine Street Streetscape Project, Engineering Plans

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The FY 15-16 Budget includes funding for the preparation of engineered plans for the East Pine Streetscape and Signalization Improvements. The estimated cost for preparation of the engineered plans is \$315,000. The objective is to complete the engineered plans, including a phasing program this fiscal year and to commence construct of the first phase late next fiscal year (FY16-17).

As noted in the prior agenda item, to complete the engineered plans it will be necessary for the Commission to borrow additional funds to cover the cost of this project. The purpose of this agenda item is to affirm direction to proceed with preparation of the engineered plans. The sequence of events would be:

1. Direction to proceed;
2. Preparation of a Request for Qualifications (RFQ);
3. Notice RFQ;
4. Review submitted RFQs;
5. Selection of engineering firm;
6. Borrow funds; and
7. Award contract.

EXHIBITS/ATTACHMENTS:

None

ACTION:

Discussion and direction.

RECOMMENDATION:

Direct staff to prepare a Request for Engineering Services.