



City of Central Point
Development Commission
Meeting

Members: Hank Williams
Allen Broderick
Bruce Dinger
Carol Fischer
Ellie George
Kelly Geiger
Kay Harrison
Staff Liaison: Tom Humphrey

Thursday, April 12, 2012
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 MINUTES

IV. DISCUSSION ITEMS

- A. Recording of the Ordinance 1955 approving the Downtown & East Pine Street Corridor Revitalization Plan
- B. 2012-13 Budget Schedule
- C. Proposed Projects for FY12/13

V. BUSINESS

- A. Approve Resolution appointing the Central Point Development Agency Budget Committee

VI. ADJOURNMENT

CITY OF CENTRAL POINT
Development Commission Minutes
January 26, 2012

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, Carol Fischer, Kelly Geiger, Kay Harrison, and Ellie George were present.

Assistant City Manager Chris Clayton; Community Development Director Tom Humphrey; Parks and Public Works Director Matt Samitore; Planning Manager Don Burt; Planning Technician Connie Clune; Parks and Recreation Manager Jennifer Boardman; and City Recorder Deanna Casey were also present.

III. APPROVAL OF MINUTES

Kay Harrison made a motion to approve the Development Commission Minutes from November 11, 2011. Carol Fischer seconded. Roll call: Mayor Hank Williams, yes; Allen Broderick, yes; Bruce Dingler, yes; Carol Fischer, yes; Kelly Geiger, yes; Kay Harrison, yes; and Ellie George, yes. Motion approved.

V. DISCUSSION ITEMS

A. Planning Commission and Citizens Advisory Committee Recommendations

Planning Manager Don Burt explained that the Plan has been approved by both the Citizens Advisory Commission and the Planning Commission. They have forwarded a favorable recommendation for the Development Commission and City Council to proceed.

B. Affected Tax District Communications

All affected taxing districts have been contacted regarding the draft urban renewal plan. The only comments received have been from the Fire District No. 3. There were no negative comments; however the fire district would like the UR Agency to provide for improvements to the Central Point Fire Station. The Fire District would like to have a signal light at their location so it would allow them to exit the premise in emergencies.

C. Proposed Projects (Section 1.6)

Mr. Burt explained the proposed projects are general in nature. The details of the projects will be designed when the money is available. All improvements must be done in accordance with an approved master plan for that area, or project.

1. Downtown Area Streetscape Improvements. This project is within the downtown core area and is intended to improve the streetscapes on the primary pedestrian streets. These may include curb and gutter, sidewalks, crosswalks, street trees, tree grates, street lights, plaza, gateways, and street furniture.
2. East Pine Street Improvements. Improve streetscape along a section of East Pine Street between the Downtown Area (10th St.) and Hamrick Road. These improvements may include all items mentioned above and portal signage on I-5.
3. Neighborhood Sidewalks and Street Lighting. This project includes sidewalks for the residential streets within the boundary area.
4. Hwy 99 Corridor Improvements. This project improves Hwy 99 streetscape from the proposed Twin Creeks rail crossing south to Bush Street. The improvements are similar to those mentioned above in item one.
5. Intersection Signalization. This project will allow for installation, upgrades, and modifications to traffic signals at the Twin Creeks rail crossing, downtown core area, Hwy 99 and Fire District 3 Station, Pine and Peninger, and the Pine and Gebhard extension.
6. Off Street Parking Facilities. This project will allow for public parking improvements in the downtown core area in accordance with the Central Point Comp Plan and Transportation System Plan.
7. Underground Existing Pole Mounted Utility Systems. This project will allow for utilities along Pine Street and Hwy 99 to be installed underground in accordance with an approved comprehensive underground utility plan.
8. Gebhard Road Extension to Collector Street Standards. This provides for the extension of Gebhard Road to local collector street standards.
9. Pfaff Park Renovation. This project will help with renovations of Pfaff Park including landscape, new restroom facilities, playground equipment, and lighting.
10. Freeman Road Upgrade to Collector Street Standards. Between Oak Street and Hopkins Road rebuild Freeman Road to collector street standards, including items listed in project one.
11. Peninger Road Southerly Extension. This project extends Peninger Road south across Bear Creek to collector street standards and intersecting with Hamrick Road; including signal modifications, bridge crossing, and bike lanes. The specifics and timing of this project shall be based on a transportation analysis prior to commencement of construction.
12. Miscellaneous Public Works. Throughout the life of this Urban Renewal Program, the Commission, consistent with their priorities and financial resources, may include the costs, or share of the costs, of engineering and constructing various public works projects within the Plan area.
13. City of Central Point Community Center. Assist with feasibility analysis, site and architectural design, land acquisition, and construction of a community center within the UR area. The participation shall be limited to the percentage of the total design and development costs, including land acquisition that can be reasonably attributed to serving the Area.

14. Fire Safety. New fire equipment to service growth within Urban Renewal Area. The commission will coordinate and enter into an agreement with the fire district regarding the timing of implementation of this project.
15. Economic Development Incentive Program. This program will allow the commission to establish an incentive program encouraging commercial and residential improvements within the Area. These programs may be in the form of grants, or loans.

D. Misc. Draft Plan Comments

There was discussion regarding ornamental lighting. The city will need to decide if the streetscapes will include the more costly ornamental lighting or the standard Pacific Power poles. The lighting will all be approved at the planning level once the UR plan is approved. The details will be discussed with the Planning Commission and the City Council. The older waterlines and utilities in the downtown core area could be replaced during any construction projects that are approved. There is an administrative fee of 6% to help pay for engineering studies and other incidentals.

The Commission is comfortable with the project list and the tax increment concept. The projects will only be done when the district begins to generate tax increment revenue. If there is no assessed value increase within the boundary there will be no money for Urban Renewal.

Community Development Director Tom Humphrey explained the history of the two rail crossing upgrades for Twin Creeks. He provided the timeline of all the major improvements that must be done for transportation before the west side of Central Point can grow. When the application for the Twin Creeks crossing was submitted in 2005, there were conflicts with state agencies causing delays in the construction of the crossing over onto Hwy 99. He presented the challenges associated with closing the crossing at 7 Oaks. The city will be obligated to repair the Scenic crossing at some point in the future. At that point we would be required to close the crossing at 7 Oaks.

New FEMA maps require a mitigation plan done by the developer. Once the diameter of the Hwy 99 culvert is determined we can build the crossing over the tracks. Because of the delay by FEMA, State and County and the dip in the construction boom the developer cannot afford these changes at this time. The City or Urban Renewal Agency will enter into an agreement with the developer to complete the changes. It is in the best interest of the City and UR district to finalize this construction. Every three years the city must resubmit the plan and a change in their staff may cause delays. The city pays approximately \$25,000 a year for this easement until the construction is completed.

E. Updated Schedule

Mr. Burt explained the proposed schedule for the Urban Renewal district. At this time the Community Development Commission is asked to approve a resolution recommending approval of the District to the City Council. The Ordinance setting

the Urban renewal district should be before the City Council on February 23, 2012 along with a public hearing.

F. Resolution No. 2012-01 of the Central Point Development Commission forwarding to the City Council a Recommendation to Adopt the Downtown and East Pine Street Corridor Revitalization Plan, an Urban Renewal Plan and Program of the City of Central Point.

Mr. Burt explained the proposed resolution forwards a favorable recommendation to the City Council recommending approval of the Central Point Urban Renewal Plan and Program.

Carol Fischer made a motion to approve Resolution No. 2012-01, of the Central Point Development Commission forwarding to the City Council a Recommendation to Adopt the Downtown and East Pine Street Corridor Revitalization Plan, an Urban Renewal Plan and Program of the City of Central Point. Bruce Dingle seconded. Roll call: Mayor Hank Williams, yes; Allen Broderick, yes; Bruce Dingle, yes; Carol Fischer, yes; Kelly Geiger, yes; Kay Harrison, yes; and Ellie George, yes. Motion approved.

VI. ADJOURNMENT

Ellie George moved to adjourn, Allen Broderick seconded, all said "aye" and the meeting was adjourned at 8:25 p.m.

Dated:

Chair Mayor Hank Williams

ATTEST:

City Recorder

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STAFF REPORT

April 12, 2012

AGENDA ITEM: IV-A/B

Downtown & East Pine Street Revitalization Plan recordation and FY12-13 Budget Calendar.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

Item IV-A

On March 8, 2012 the City Council, by Ordinance 1955, approved the Urban Renewal Plan. The Urban Renewal Plan has now been recorded with the County Recorder as required by ORS 457.125. No action is required on this item, informational only.

Item IV-B

The Commission needs to prepare/adopt a budget for FY12-13. Attached is a budget calendar. The budget calendar has been coordinated with the City's FY12-13 budget calendar. Consideration of the Commission budget will require the appointment of a Budget Committee (see Agenda Item V-A). It is expected that the Budget Committee will need to meet once, followed by a public hearing by the Commission.

ISSUES:

None.

ATTACHMENTS:

FY12-13 Budget Calendar.

ACTION:

Accept Budget Calendar.

RECOMMENDATION:

Accept Budget Calendar.

Central Point Development Commission

FY 2012-13 Budget

Staff Calendar

<i>Project</i>	<i>Staff</i>	<i>Project Due Date</i>	<i>Scheduled Meetings</i>		
			<i>Date</i>	<i>Time</i>	<i>Place</i>
1) YE budget estimates/budget packet preparations	Don	03/19/12			
2) Preliminary revenue and budget target discussion	Don/Chris/Bev/Phil	03/22/12	03/22/12	9:00 AM	Sun Room
3) Budget kickoff meeting	Don/Chris/Bev/Phil	03/22/12	03/22/12	9:00 AM	Sun Room
4) Dept needs/requests: <ul style="list-style-type: none"> • Projects requests, Public Works (Matt S.) • Project requests, Planning (Tom H.) 	Chris/Matt/Don Chris/Tom/Don	03/20/12 03/20/12			
5) Budget due into Finance:			<i>Final Budget Review/Discussion with</i>		
6) Budget prepared for City Manager's review	Finance	03/27/12			
7) City Manager's review of budget	Phil & Chris	03/29/12			
8) Budget posted and narratives to Finance	Chris/Don/Bev	03/29/12			
9) Changes made & budget balanced	Finance	03/30/12			
10) Final review of budget	Finance	04/06/12			
11) Budget message completed	Chris/Bev	04/19/12			
12) Document completed/delivered to budget committee	Finance	04/20/12			
13) Budget Meetings <ul style="list-style-type: none"> • Budget meeting # 1 	Finance	04/30/12	04/30/12	6:30 PM	
14) Budget hearing	Finance	06/14/12	06/14/12	6:30 PM	
15) Budget adopted by Commission	Finance	06/14/12			
16) Budget delivered to City Council	Finance	06/28/12			
17) Budget delivered to County Clerk	Finance	07/10/12			

Central Point Development Commission

FY 2012-13 Budget

Meeting Calendar

	<i>Meeting Date</i>	<i>Notes:</i>	<i>Pub. Dates:</i>
		April 30th - Dinner @ 5:30; Meeting @ 6:00 pm	
Appoint Budget Committee	April 12, 2012	<i>Adopt resolution establishing Budget Committee & appointing Budget Officer</i>	
Budget Committee	April 20, 2012	<i>Budget completed and distributed to Budget Committee</i>	
		Publication Rules: ORS 294.426	<i>Newspaper</i>
Budget Committee meeting	April 30, 2012	<ul style="list-style-type: none"> • <i>Once in a newspaper plus once in a "prominent manner" on districts internet website.</i> • <i>Newspaper notice 5-30 days before meeting - Website notice 10 days before.</i> • <i>Newspaper notice must include website address</i> 	<i>& Website</i>
<i>Public hearing and approval of budget</i>			<i>Website</i>
Publish financial summary & notice of public hearing	May 23, 2012	<ul style="list-style-type: none"> • <i>Fund level detail no longer required. (LB/ED/UR forms 2, 3, & 4 eliminated</i> 	Apr 11 May 30
Budget Hearing/Adopt Budget	June 14, 2012	<i>Board Mtg.6:00</i>	
<i>Public Hearing and approval of budget</i>			
Final budget document to County	July 10, 2012	<ul style="list-style-type: none"> <i>Due by 15th; UR-50 & 2 copies of resolution adopting budget</i> <i>Copy of approved budget filed with City Council by August 1.</i> <i>Copy of approved budget filed with County Clerk by September 30</i> 	



STAFF REPORT

April 12, 2012

AGENDA ITEM: IV-C

Discussion of proposed projects for FY12/13.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

With the approval of the Downtown & East Pine Street Corridor Revitalization Plan the Commission, beginning in FY12/13, can commence implementation of the Plan. It is proposed that for the Commission's initial projects the following projects/activities be considered:

1. **Streetscape Improvements, Construction (Project No. 4)** – Within the Urban Renewal Area there are two pending projects with frontage along Hwy. 99. It is proposed the Commission assume the cost of the pedestrian lights. Estimated Cost: \$50,000.
2. **Parking Lot Improvements, Construction (Project No. 6)** – The City has received a grant for the construction of the parking lot on Third and Oak. The cost of constructing the parking lot exceeds the grant amount. It is proposed that The Commission assume the expense for the parking lot lights (2). Estimated Cost: \$25,000.
3. **Gebhard Road Extension, Concept Plan Development (Project No. 8)** – The old Wal-Mart site represents a significant commercial development opportunity. As part of the development of the Wal-Mart site it will be necessary to extend Gebhard Road. It is proposed that the Commission begin planning for the extension. This would include location, general design requirements, signalization, cost estimates, etc. This information would then be used in a proactive way to facilitate development of the general area. The alternative is to wait until a development is proposed for the site, and then react to their plans, including possible participation in the construction of the Gebhard Road extension. Responsibility for development of the Gebard Road extension is not an outcome of the Concept Plan Development, but it will give the Commission valuable insights into the development of the general area. Estimated Cost: \$50,000.
4. **Streetscape Improvements along S. Second St., Concept Plan Development (Project No. 1)** – Similar to the Gebhard Road extension project it is recommended that similar efforts be applied to Second Street south of East Pine Street. Redevelopment of the old hospital property is considering Second Street as their primary access. It is to the advantage of the Commission to begin conceptual design of the Second Street streetscape, not only to understand limitations and potential costs, but also to show the Commission's initiative in advancing development of the hospital (Asante) site. Estimated Cost: \$25,000.

Before any of the projects proceed any further than the budget process they will be presented in detail to the Commission approval. Each project will be further defined and approved by the Commission before

any expenditures are actually made. Inclusion in the budget does not assure that the projects will be undertaken during the fiscal year.

Funds for the proposed projects will come from tax increment revenue, estimated at \$50,000 and a \$125,000 loan from the City. As with the projects the proposed City loan will have to be authorized by the Council and the Commission.

ISSUES:

None.

EXHIBITS/ATTACHMENTS:

None.

ACTION:

Discussion

RECOMMENDATION:

Direct Staff to include the above projects in the proposed budget.

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STAFF REPORT

STAFF REPORT

April 12, 2012

AGENDA ITEM: V-A

Consideration of a resolution appointing the Central Point Development Commission Budget Committee and Budget Officer; **Applicant:** Central Point Development Commission.

STAFF SOURCE:

Don Burt, Planning Manager

BACKGROUND:

The Central Point Development Commission, as a governmental unit of the City of Central Point, has the authority and responsibility of preparing a budget separate from the City budget. The same procedural requirements as applies to the City budget process must be followed, including the creation of a budget committee. The Central Point Development Commission Budget Committee must include seven citizens other than the Commission members. This can be accomplished by using the seven members of the City's Budget Committee, or appointing seven new members. It is proposed that the Commission considering using the City Budget Committee citizen members for the Commission Budget Committee.

Also, the Commission needs to appoint a Budget Officer. For the City the Budget Officer is the City Manager. It is proposed that the City Manager, as the Urban renewal Director, be appointed as the Commission's Budget Officer.

ISSUES:

None.

EXHIBITS/ATTACHMENTS:

Attachment "A" – Resolution appointing the Central Point Development Commission Budget Committee and Budget Officer.

ACTION:

Consider resolution.

RECOMMENDATION:

Approve resolution appointing the Central Point Development Commission Budget Committee and Budget Officer. [The next Resolution Number is 2012-02.](#)

RESOLUTION NO. _____

BEFORE THE
CENTRAL POINT DEVELOPMENT COMMISSION

A RESOLUTION APPOINTING THE CENTRAL POINT
DEVELOPMENT COMMISSION BUDGET COMMITTEE

The Central Point Development Commission resolves as follows:

Section 1. Establishment of the Central Point Development Commission Budget Committee (Commission Budget Committee) and Appointment of Members.

- 1.1. The Commission Budget Committee is established and shall consist of 14 members: The seven members of the Central Point Development Commission and an equal number of citizens.
- 1.2. Citizens appointed to the City of Central Point Budget Committee (City Budget Committee) shall also be the citizens serving on the Commission Budget Committee.
- 1.3. The terms for the citizen members of the Commission Budget Committee shall be the same terms they are appointed for on the City Budget Committee.

Section 2. Membership in Subsequent Years. Whenever a citizen member's term expires or whenever a vacancy occurs, the citizen appointed to succeed or replace such member on the City Budget Committee shall be the citizen appointed to serve on the Commission Budget Committee without further action of the Commission Budget Committee.

Section 3. Officers, Terms of Office.

3.1. The chair and vice-chair appointed for the City Budget Committee shall be the chair and vice-chair of the Commission Budget Committee.

3.2. Vacancies in office due to mid-term resignation or removal of the officer shall be filled by the person appointed by the City Budget Committee to fill such vacancy on that Committee.

Section 4. Appointment of Budget Officer. The City of Central Point City Manager is appointed as the Budget Officer for the Commission Budget Committee.

Passed by the Commission and signed by me in authentication of its passage this 12th day of April, 2012.

Chair Hank Williams

ATTEST:

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City Recorder