

# COMMUNITY DEVELOPMENT COMMISSION MEETING AGENDA



**August 8, 2024**

7:30 PM

Central Point City Hall

140 S 3rd St, Central Point, OR

[www.centralpointoregon.gov](http://www.centralpointoregon.gov)

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**10. Meeting Called to Order**

**20. Roll Call**

**30. Approval of Minutes**

A. Approval of July 11, 2024 Meeting Minutes

**40. Discussion Items**

A. Downtown Parklet Grant Program  
Stephanie Powers, Planning Director

**50. Adjournment**

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# COMMUNITY DEVELOPMENT COMMISSION MEETING MINUTES



July 11, 2024  
6:00 PM  
Central Point City Hall  
140 S 3rd St, Central Point, OR  
[www.centralpointoregon.gov](http://www.centralpointoregon.gov)

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**1 Meeting Called to Order**

**2 Roll Call**

The following members were present: Chair Hank Williams, At Large Rob Hernandez, Ward IV Tanea Browning, At Large Michael Parsons, Ward III Melody Thueson, Ward I Neil Olsen

The following members were absent: Ward II Kelley Johnson

The following staff were also present: City Manager Chris Clayton, City Attorney Sydnee Dreyer, Parks and Public Works Director Matt Samitore, Finance Director Steve Weber, and City Recorder Rachel Neuenschwander

**3 Approval of Minutes**

**A. Approval of June 13, 2024, Meeting Minutes**

**Motion:** Approve

**Moved By:** Rob Hernandez      **Seconded by:** Tanea Browning

**Roll Call:** Members Tanea Browning, Hank Williams, Rob Hernandez, Neil Olsen, Melody Thueson, Michael Parsons voted yes. None voted no.

**4 Presentation**

**A. June 30, 2022 Audit Presentation**

Finance Director Steve Weber introduced Kim Reno with Moss Adams who presented to the Development Commission the June 30, 2024, Audit Presentation going over the areas that were audited and went over the process they went through to complete the audit.

**5 Discussion Items**

**A. Resolution Amending Rules of Procedure - Meeting Times**

City Attorney Sydnee Dreyer presented to the Development Commission a Resolution Amending Rules of Procedure - Meeting Times. The existing rules of procedure provide that the meetings will take place at 6:00 PM on the fourth Thursday. The amended rules will allow more flexibility for meetings to be held on Mondays or Thursdays in conjunction with council study sessions and regular meetings.

**Tanea Browning moved to approve Resolution No 2024-04, a Resolution Approving an Amendment to Rule of Procedure - Meeting Times.**

**Motion:** Approve

**Moved By:** Tanea Browning      **Seconded by:** Melody Thueson

**Roll Call:** Members Tanea Browning, Hank Williams, Rob Hernandez, Neil Olsen, Melody Thueson, Michael Parsons voted yes. None voted no.

**B. Resolution Approving Future Funding of Community Center**

City Attorney Sydnee Dreyer presented to the Development Commission a Resolution Approving Future Funding of Community Center. The language in the existing 2022 Plan states that the Agency's participation in the development of a community center 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. The resolution authorizes the expenditure of \$15,000-\$18,000 for the design and construction of the community Center and finds that "reasonably attributed" in this case means those funds necessary, as determined by the Development Commission, to allow the construction of the Community Center to proceed given the

funding allocated by Jackson County and any other potential funding sources.

**Tanea Browning moved to approve Resolution No. 2024-05, a Resolution Approving Future Funding of Community Center.**

**Motion:** Approve

**Moved By:** Tanea Browning      **Seconded by:** Michael Parsons

**Roll Call:** Members Tanea Browning, Hank Williams, Rob Hernandez, Neil Olsen, Melody Thueson, Michael Parsons voted yes. None voted no.

City Manager Chris Clayton informed the Development Commission that SOREDI informed him that the small business loan for the Brewery on Front St had been approved.

**6 Adjournment**

**Neil Olsen moved to adjourn all said aye and the meeting was adjourned at 6:26 PM.**

The foregoing minutes of the July 11, 2024, Council meeting were approved by the City Council at its meeting of \_\_\_\_\_, 2024.

Dated:

\_\_\_\_\_  
Mayor Hank Williams

ATTEST:

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



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**DEPARTMENT:** Planning **MEETING DATE:** August 8, 2024

**STAFF CONTACT:** Stephanie Powers, Planning Director

**SUBJECT:** Downtown Parklet Grant Program

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**SUMMARY AND BACKGROUND:**

On August 8, 2024, the City Council considered creation of a Downtown Parklet Program to create more outdoor spaces for people to enjoy shopping, dining and recreating downtown. The purpose of this discussion tonight is to consider whether to establish a Downtown Parklet Grant Program to incentivize parklet installation to encourage business development and investment in the downtown.

The City of Grants Pass has a parklet grant program that provides up to \$4,000 for outdoor dining parklets (i.e. restaurants only). Based on conversations with business owners downtown and the limited areas for outdoor seating and gathering, staff is proposing the Central Point program include both dining and gathering spaces. Additionally, staff recommends reimbursing \$5,000 or 50% of the project cost, whichever is less, to provide funding for this program and the existing Commercial Facade Grant Program.

At the August 8th Development Commission meeting, staff will present the draft grant program guidelines (Attachment 1) and seek direction from the Development Commission whether to finalize the program and if any changes are needed to the recommended dollar amount, application, review/award and reimbursement requirements.

**FINANCIAL ANALYSIS:**

The East Pine Street and Downtown Revitalization Plan ("Urban Renewal Plan") estimates Economic Development Incentive Programs will provide \$6M in funding over the life of the Urban Renewal District. The only Economic Development Incentive Program established to-date is the Commercial Facade Grant program, which allows up to \$25K in funding to incentivize architectural facade improvements. Based on a review of reimbursements to-date, the Commercial Facade Grant Program has provided roughly \$200K in funding for qualifying expenses since its inception in 2015. The proposed Downtown Parklet Grant Program would expand the Development Commission's ability to incentivize economic development.

The 2024-25 Urban Renewal budget allocates \$50K to Economic Development Incentive Programs. These funds could be allocated to both the Commercial Facade Grant Program and a Parklet Program without a supplemental budget during this budget cycle. Based on the recommended funding amount for parklets, the Economic

Development Incentive Program could fully fund a Tier 1 (\$10K) and Tier 2 (\$25K) Commercial Facade Grant and up to three (3) parklets (\$15K).

**LEGAL ANALYSIS:**

The Downtown Parklet Program applies to limited blocks in the core of Central Point's Central Business District. The area falls within the Urban Renewal District, which aims to eliminate blight through use of tax increment financing of projects that incentivize private investment for that purpose. By law it is required these projects be identified when the Urban Renewal District is established. The Central Point Urban Renewal Plan includes a project to establish Economic Development Incentive Programs that help facilitate private investment in the Urban Renewal Area in conjunction with other projects identified in the Downtown and East Pine Street Revitalization Program. The proposed Downtown Parklet Grant Program incentivizes installation of attractive outdoor gathering and dining spaces to support the business community, enhance downtown viability as a destination and encourage additional private investment in downtown. This is consistent with the project established in the Urban Renewal Plan.

**COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

Not applicable.

**ATTACHMENTS/EXHIBITS:**

1. Downtown Parklet Grant Program\_Draft Guidelines

**STAFF RECOMMENDATION:**

Consider the grant program concept and direct staff to finalize the program application and requirements based on the Development Commission's feedback for consideration and decision at a future meeting.

**RECOMMENDED MOTION:**

I move to direct staff to prepare a Downtown Parklet Grant Program based on input from the Development Commission and bring it back at a future meeting for consideration.



# Downtown Parklet Grant Program

## Draft Program Guidelines

Parklets create new open space for pedestrians and patrons in Central Point's downtown. They are a cost effective and innovative way to add public gathering space with amenities like seating, plantings, public art that are privately funded and maintained. The City allows parklet installation 1st through 6th Street in the downtown as shown in the map below.



The Downtown Parklet Grant Program is a way the Development Commission can support the downtown business community by creating a more attractive commercial destination, fostering more social engagement, and attracting more pedestrian activity in the downtown. This aligns with the Urban Renewal District's project to create Economic Development Incentive Programs.

## **GRANT PROGRAM SUMMARY**

Parklet grants will be awarded on a reimbursement basis in an amount not to exceed \$5,000 or 50% of the total project cost, whichever is less. The funding source will be the Economic Development Incentive Program budget line item.

Grant applications will be reviewed and awarded on a first come, first served basis and subject to fund availability. Funds will be awarded at the sole discretion of the Development Commission or the designated Urban Renewal support staff (i.e. Public Works and Planning Director).

## **APPLICATION SUBMITTAL REQUIREMENTS**

1. Parklet application form and fee
2. Site Plan
3. Design Plans and Renderings
4. Written Maintenance and Operations Plan
5. Proof of insurance, including:
  - a. The ability to indemnify the City by naming it as "Additional Named Insured" on its liability policy. If selected, the operator must provide the actual endorsement prior to the commencement of construction.
  - b. Commercial General Liability Insurance with a coverage limit of not less than either \$2,000,000 combined single limits or \$1,000,000 each occurrence and \$2,000,000 general aggregate.

## **APPLICATION REVIEW/AWARD PROCESS**

Downtown Parklet Grants may be submitted at any time. Grant funds will be awarded for parklet designs that comply with the City's Downtown Parklet Program guidelines and that satisfy the following criteria:

- The proposed parklet receives concurrent City approval to install the parklet in the right-of-way; and,
- Demonstrates that the design and operations plan for parklet provides the following features:
  - High quality and attractive design. Applicants for the grant program shall demonstrate the highest quality materials are utilized in the design to create an attractive environment in the downtown. This could include elements such as plantings, lighting, built-in seating, etc.
  - Features that make the parklet safe and secure outside of business hours. It is important to discourage parklets from being targets for crime or nuisance outside of business hours, as this is contrary to the purpose of providing parklets in the downtown. Consideration should be given to how to discourage criminal or nuisance elements as part of the overall design and operations plan.
  - A Maintenance and Operations Plan. Over the life of the parklet facility, it will be necessary to perform regular maintenance and upkeep of the parklet to keep it clean, safe and functional for its use. The Development Commission nor the City will pay for facility upkeep. Submissions need to demonstrate that there is a plan for maintenance and operations of the parklet.

If a grant is awarded, the recipient will receive a written approval letter and be required to enter into a grant agreement prior to the start of construction.

## **REIMBURSEMENT**

Grant reimbursement will occur following submittal of all project receipts and inspection of the work performed.