

COMMUNITY DEVELOPMENT COMMISSION MEETING AGENDA



March 27, 2025

7:30 PM

Central Point City Hall

140 S 3rd St, Central Point, OR

www.centralpointoregon.gov

10. Meeting Called to Order

20. Roll Call

30. Approval of Minutes

- A. Approval of August 8, 2024, Meeting Minutes

40. Discussion Items

- A. Downtown Parklet Grant Program
Stephanie Powers, Planning Director
- B. Resolution Approving a 2023-24 Supplemental Budget
Steve Weber, Finance Director

50. Adjournment

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COMMUNITY DEVELOPMENT COMMISSION MEETING MINUTES



August 8, 2024
7:35 PM
Central Point City Hall
140 S 3rd St, Central Point, OR
www.centralpointoregon.gov

1 Meeting Called to Order

2 Roll Call

The following members were present: Ward IV Tanea Browning, Mayor Hank Williams, Ward I Neil Olsen, Ward III Melody Thueson, Ward II Kelley Johnson, At Large Michael Parsons

The following members were absent: At Large Rob Hernandez

The following staff were also present: City Manager Chris Clayton, City Attorney Sydnee Dreyer, Planning Director Stephanie Powers, Finance Director Steve Weber, and City Recorder Rachel Neuenschwander.

3 Approval of Minutes

A. Approval of July 11, 2024 Meeting Minutes

Motion: Approve

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

Roll Call: Members None voted yes. None voted no.

4 Discussion Items

A. Downtown Parklet Grant Program

Planning Director Stephanie Powers presented to the Development Commission a Downtown Parklet Grant Program. 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 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. The staff is proposing the Central Point program to 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.

Tanea Browning 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.

Motion: Approve

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

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

5 Adjournment

Tanea Browning moved to adjourn, all said aye and the meeting was adjourned at 7:45 PM.

The foregoing minutes of the August 8, 2024, Council meeting were approved by the City Council at its meeting of _____, 2025.

Dated:

Mayor Tanea W. Browning

ATTEST:

City Recorder



DEPARTMENT: Planning **MEETING DATE:** March 27, 2025

STAFF CONTACT: Stephanie Powers, Planning Director

SUBJECT: Downtown Parklet Grant Program

SUMMARY AND BACKGROUND:

On August 8, 2024, the Development Commission reviewed a conceptual program aimed at incentivizing private investment in parklets to promote increased dining, community gathering, and streetscape enhancements, contributing to downtown’s transformation into a thriving destination. At that meeting, the Commission directed staff to prepare the program for formal consideration at a future meeting.

At this time, the Development Commission is considering the Downtown Parklet Grant Program, which will incentivize the installation of parklets—public, outdoor spaces constructed in on-street parking areas to encourage outdoor dining, social interaction, and community engagement. The program offers grants of up to \$10,000 or 50% of installation costs (whichever is less) to eligible businesses for parklet projects that meet established design and operational standards.

At the March 27, 2025 meeting, staff will present the Downtown Parklet Program for consideration by the Development Commission.

FINANCIAL ANALYSIS:

There are no direct costs other than in-kind contributions from staff to establish and administer the Downtown Parklet Grant Program. Funding availability will be determined during the annual budget preparation process. Grant funds will be limited to the available budget and will be awarded on a first-come, first-served basis.

LEGAL ANALYSIS:

To establish a financial incentive program, the Development Commission must ensure that the Downtown Parklet Grant Program addresses the following:

1. Criteria for Eligibility:

Eligible applicants are businesses located within the Central Point Central Business District, specifically on 1st through 6th Streets (excluding North 2nd Street). The parklet must be located directly adjacent to the business, cannot occupy accessible parking spaces, and must comply with safety, accessibility, and design guidelines. Only one parklet is permitted per block on each side of the street.

2. Terms and Conditions of the Program:

- Grant funds are capped at \$10,000 or 50% of installation costs (whichever is less).
- Applicants must submit a detailed design proposal, cost estimate, and maintenance plan.
- Funding is provided on a reimbursable basis upon completion of the parklet installation.

3. Administration and Servicing of the Program:

The Central Point Planning Department will administer the program, including accepting applications, reviewing proposals, verifying compliance with guidelines, and disbursing funds upon the successful completion of parklet installations. The department will also monitor the ongoing maintenance and use of parklets to ensure they remain compliant with program standards.

4. Other Necessary Procedures and Conditions:

The program will operate on a rolling application basis, with grants awarded based on funding availability. Applications will be reviewed by a City review committee, which will evaluate design quality, benefits to the downtown area, and compliance with program guidelines.

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

The Strategic Plan identifies four strategic priorities to guide actions that will effectuate the City's vision for its preferred future: 1) Community Investment, 2) Community Culture, 3) Responsible Governance and 4) Vibrant Economy. The Downtown Parklet Grant Program aligns most strongly with the priority to foster a Vibrant Economy, specifically related to Goal 2 and Goal 4 as provided below:

Goal 2 - Build upon past success to further the purpose of promoting downtown revitalization and renewal.

Comment: Strategy 2 discusses making investments in the downtown through the Commercial Facade Grant Program. The Downtown Parklet Program builds on the success of the commercial facade grant program to create more outdoor spaces for dining, gathering and social interaction. This is a way to incentivize patrons to stay longer, enjoy the downtown environment spur more commercial investment in the downtown, which is consistent with Goal 2.

ATTACHMENTS/EXHIBITS:

1. Resolution 2025-1 Parklet Grant Program
2. Exhibit A - Parklet Program Requirements and Application Packet

STAFF RECOMMENDATION:

Staff recommends that the Development Commission approve the Downtown Parklet Grant Program to incentivize commercial investments in the downtown area of the Urban Renewal District, with or without changes.

RECOMMENDED MOTION:

I move to approve Resolution No. 2025-1, a Resolution of the Central Point Development Commission adopting the Downtown Parklet Grant Program.

RESOLUTION NO. 2025-1

BEFORE THE CENTRAL POINT DEVELOPMENT COMMISSION

A RESOLUTION ADOPTING A DOWNTOWN PARKLET GRANT PROGRAM

RECITALS:

WHEREAS, on March 8, 2012, by Ordinance No. 1955 the City Council approved *The Downtown & East Pine Street Corridor Revitalization Plan, An Urban Renewal Plan for the City of Central Point* (the “Plan”); and

WHEREAS, on November 17, 2022 by Ordinance No. 2091, the Plan was updated; and,

WHEREAS, Section 1.6.1 of the Plan sets forth the projects and activities that the Central Point Development Commission (the “Commission”) may fund as necessary to implement the Plan;

WHEREAS, Section 1.6.1 (C)(15) identifies as an urban renewal activity the creation of incentive programs encouraging redevelopment within the Urban Renewal Area; and

WHEREAS, the Commission finds that Downtown Parklets are an urban renewal activity and that it is in the public interest to create a new grant program for Downtown Parklets.

The Central Point Development Commission resolves as follows:

Section 1. The Central Point Development Commission hereby establishes a Downtown Parklet Grant Program (attached Exhibit “A”) formalizing the criteria for eligibility and grant terms as set forth in Section 1.6.1(C)(17) of the Plan.

Section 2. This Resolution shall take effect immediately from and after its passage and approval.

PASSED by the Central Point Development Commission and signed by me in authentication of its passage this 27th day of March 2025.

Taneea Browning, Chair
Central Point Development Commission

ATTEST:

City Recorder



PARKLET GRANT PROGRAM

Program Requirements and Application Packet

The Central Point Urban Renewal District Development Commission is pleased to announce the Downtown Parklet Grant Program, offering financial support to businesses interested in enhancing the downtown experience through parklet installations. The program aims to encourage outdoor dining, social gathering, and other community-focused activities by converting on-street parking spaces into public amenities. The grant offers up to \$10,000 or 50% of the total cost of installation (whichever is less).

PURPOSE OF THE PARKLET GRANT PROGRAM

Parklets are extensions of the public sidewalk area into adjacent public right-of-way, typically utilizing on-street parking spaces. These spaces are transformed into outdoor environments that foster social interaction, increase pedestrian and bicycle activity, and enhance the overall appearance of the streetscape. The City of Central Point seeks to enhance its downtown environment by providing opportunities for businesses to install parklets that contribute to a vibrant, attractive, and community-oriented space.

FUNDING DETAILS

The grant program is designed to offset the costs of parklet installation, including materials, labor, and other necessary expenses. Eligible businesses within the downtown Central Point Central Business District may apply for up to \$10,000 or 50% of the total cost of installation, whichever is less. Funding for this program will be provided through the Central Point Urban Renewal District Development Commission.

FUNDING REQUIREMENTS

To ensure high-quality designs and the long-term success of parklets in downtown Central Point, applicants must meet the following criteria:

1. **Design Quality:** All parklet designs must meet or exceed the City's minimum design guidelines (as outlined below) and demonstrate a clear commitment to enhancing the aesthetic appeal of the area. Only designs that add visual interest, improve streetscape quality, and align with the City's goals for public spaces that foster social engagement and pedestrian activity will receive funding.
2. **Compliance with Program Guidelines:** All parklet designs and installations must adhere to the City's approved program guidelines, including specific requirements for

platform materials, accessibility, safety barriers, drainage, and amenities. Applicants must submit detailed design plans, including elevations, materials lists, and any other supporting documentation.

3. **Demonstrated Benefits to Downtown:** Proposals must demonstrate how the parklet will positively contribute to the downtown environment, including potential social, economic, and aesthetic benefits. This may include adding seating for patrons, creating a welcoming environment for visitors, or enhancing the streetscape with public art or landscaping.
4. **Maintenance and Upkeep:** The applicant must demonstrate an ongoing commitment to maintaining the parklet. This includes ensuring daily waste removal, keeping the parklet free from debris, and securing the space after hours to deter crime or vandalism. The applicant must also provide a maintenance plan for the continued upkeep of the parklet, ensuring it remains in good condition for the duration of its use.
5. **Public Engagement:** The parklet design must prioritize accessibility and public use. It shall be ADA compliant and meet the City's guidelines for providing spaces that accommodate people with disabilities, mobility devices, and other accessibility needs. All parklets must include features that allow for a range of activities, such as seating, gathering, and social interaction.

ELIGIBILITY REQUIREMENTS

To qualify for the Downtown Parklet Grant, applicants must meet the following requirements:

- Be located within the Central Point Central Business District adjacent to the Employment Commercial (EC) Zone on 1st through 6th Streets with the exception of North 2nd Street.
- The parklet must be located directly adjacent to the business it serves and cannot be used for retail purposes.
- Only one parklet per block on each side of the street is allowed, and parklets may not occupy accessible parking spaces.
- The parklet design must conform to all relevant safety, accessibility, and operational guidelines outlined in the approved program guidelines.

APPLICATION PROCESS

1. **Submit a Complete Application:** Interested applicants must complete the grant application form, including a detailed parklet design proposal, cost estimate, and maintenance plan. Applications are available on the City's website or by contacting the City Planning Department.
2. **Review and Approval:** Applications will be reviewed by the City's review committee, which will evaluate the design, compliance with guidelines, and overall impact on the downtown environment. Applicants will be notified of the grant award decision based on the availability of funding.
3. **Grant Disbursement:** Grant funds will be disbursed only after the parklet installation is completed and the installation is inspected and approved by the City. Reimbursement

will be based on actual costs incurred, up to the maximum award of \$10,000 or 50% of the total cost (whichever is less).

APPLICATIONS ACCEPTED ON A REVOLVING BASIS

Applications for the Downtown Parklet Grant Program will be accepted on a rolling basis as they are received. Awards will be based on funding availability at the time the application is reviewed.

PROGRAM TIMELINE

- Application Deadline: Ongoing (Applications accepted on a rolling basis)
- Grant Award Notification: Based on funding availability
- Installation Deadline: Determined at the time of approval.
- Final Grant Disbursement: Upon submittal of all receipts for installed parklet.

DESIGN GUIDELINES

To ensure parklets are safe, visually appealing, and beneficial to the downtown environment, the Parklet Design must meet or exceed the Standards contained in the attached Downtown Parklet Requirements, including but not limited to:

- **Platform Materials:** The platform must be constructed of durable, weather-resistant materials. No wood pallets or loose materials are allowed. The platform must be flush with the curb and ADA-compliant.
- **Safety Features:** A 3-ft tall physical barrier must be included, along with reflective wheel stops and delineator posts to enhance safety for both parklet users and pedestrians.
- **Amenities:** Lighting, seating, plants, tables/chairs, public art, and shade coverings are permitted, subject to the guidelines listed in the program. All items must be designed and installed with high-quality materials.
- **Maintenance and Waste Removal:** The parklet operator must ensure that the space remains clean, safe, and sanitary, with waste removed daily and the parklet secured after hours.

FOR MORE INFORMATION

For additional information about the Downtown Parklet Grant Program, please contact Stephanie Powers in the Central Point Planning Department at 541-664-3321 or planning@centralpointoregon.gov

City of Central Point Urban Renewal District
DOWNTOWN PARKLET GRANT APPLICATION FORM

APPLICANT INFORMATION

Business Name: _____

Primary Contact Name: _____

Business Address: _____

Phone Number: _____

Email Address: _____

Business Owner Name (if different): _____

PARKLET DESIGN PROPOSAL

Parklet Location (Address): _____

Number of Parking Spaces to be Used (Max 2): _____

Describe the Proposed Parklet Design (attach additional pages or drawings if needed):

Attach Detailed Design Plans (Elevations, Materials, and Dimensions):

Yes

No

COST ESTIMATE AND FUNDING REQUEST

Total Estimated Cost of Installation: _____

Requested Grant Amount (up to \$10,000 or 50% of the total cost): _____

Provide a contractor's estimate with a detailed breakdown of your estimated costs (materials, labor, etc.)

BENEFITS AND IMPACT

How will the proposed parklet enhance the downtown environment? (Describe social, economic, and aesthetic benefits):

How will the parklet contribute to the accessibility and public use of the space (e.g., seating, mobility access)?

MAINTENANCE PLAN

Describe your plan for maintaining the parklet (cleaning, security, etc.):

Who will be responsible for waste removal and securing the parklet after hours?

COMPLIANCE WITH GUIDELINES

Please ensure that your proposed parklet design complies with the following guidelines. Mark each item as "Yes" or "No" to confirm compliance:

- The parklet is located directly adjacent to the business it serves and will not be used for retail purposes.
- The parklet will occupy no more than two (2) on-street parking spaces.
- The parklet design includes a 3-foot tall physical barrier along the street for safety.
- The parklet is ADA-compliant (flush mounted platform, accessible seating).
- The parklet will not block drainage or obstruct traffic control devices.
- The platform materials are durable and weather-resistant, with a non-slip surface.
- The platform does not impede or obstruct surface water drainage from the street, along the curb or any storm drain inlet or basin.
- I agree to remove all waste from the parklet daily and secure the parklet after hours.

ATTACHMENTS

Please attach the following documents to your application:

- 1. Detailed design plans (elevations, materials list, dimensions)
- 2. Cost estimate breakdown
- 3. Maintenance plan

APPLICATION CERTIFICATION

By signing below, I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that the Downtown Parklet Grant Program is subject to funding availability and program guidelines, and that grant awards are contingent on compliance with the City of Central Point's regulations.

Signature of Applicant: _____

Date: _____

FOR CITY USE ONLY

Application Received By: _____

Date Received: _____

Grant Awarded: Yes No

Award Amount: _____

Reason for Award Decision (if applicable):

Signature of Review Committee Member: _____

Date: _____



DEPARTMENT: Finance **MEETING DATE:** March 27, 2025

STAFF CONTACT: Steve Weber, Finance Director

SUBJECT: Resolution Approving a 2023-24 Supplemental Budget

SUMMARY AND BACKGROUND:

Pursuant to ORS 294.471 and 294.473, Oregon Municipalities can make one or more supplemental budgets.

With the switch in reporting basis from accrual to a modified cash basis as well as the timing of the completion of City projects that were going to be partially funded through the Central Point Development Commission, the reimbursement will be done in this budget period where it was originally budgeted to occur in the 2023-24 budget period. Therefore, a beginning fund and capital outlay expenditure increase of \$450,000 is proposed.

FINANCIAL ANALYSIS:

If approved, this supplemental budget will increase the original adopted budget from \$2,458,049 to \$2,909,040.

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

Strategic Priority – Responsible Governance

GOAL 1 - Maintain a strong financial position that balances the need for adequate service levels and capital requirements against the affordability that is desired by our citizens.

GOAL 2 - Invite Public Trust.

STRATEGY 1 – Be a trusted source of factual information.

ATTACHMENTS/EXHIBITS:

1. RESO Supplemental Budget 23-24

STAFF RECOMMENDATION:

Approve resolution as presented.

RECOMMENDED MOTION:

Move to approve Resolution _____ a resolution of the Central Point Development Commission approving a 2023-24 supplemental budget.

RESOLUTION NO. _____

A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION
APPROVING A 2023-24 SUPPLEMENTAL BUDGET

Recitals:

- A. Pursuant ORS 294.471 and 294.473, Oregon Municipalities can make one or more supplemental budgets.
- B. With the switch in reporting basis from accrual to modified cash basis as well as the timing of the completion of City projects that were going to be partially funded through the Central Point Development Commission the reimbursement will be done in this budget period where it was originally budgeted to occur in the 2023-24 budget period. Therefore, beginning fund and capital outlay expenditure increase of \$450,000 is proposed.

The Central Point Development Commission resolves as follows:

Section 1.

	Budget	Adjusted		Budget
		Revenues	Expenses	
<u>General Fund</u>		\$ 2,458,040	\$ 2,458,040	
Beginning Fund Balance	\$ 1,213,160	\$ 450,000		\$ 1,663,160
Contingency	\$ 50,000		\$ 450,000	\$ 500,000
General Fund - Revised		<u>\$ 2,908,040</u>	<u>\$ 2,908,040</u>	

Passed by the Board and signed by me in authentication of its passage this 27th day of March 2025.

Board Chair Tanea Browning

ATTEST

Rachel Neuenschwander, Recorder