



**REGULAR MEETING AGENDA
TOWN HALL
March 18, 2020 — 6:00 p.m.**

This meeting will be held electronically via Zoom. There are two ways join the meeting:

1. You can join the meeting with you computer or smart phone using the following link and password:

https://zoom.us/webinar/register/WN_zq_OgEyeRdSQP_vi8sHnxA

Password: 957228

2. You can join the meeting by dial-in phone or smart phone by dialing +1 669 900 6833 and using the following information:

Webinar ID: 742-449-095

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing-impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to the City Recorder at 541-535-1566, ext. 1012.

TURA reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting. Study Sessions, Regular and Special TURA meetings are being digitally recorded and will be available on the City website.

Anyone wishing to speak on an agenda item will be given an opportunity to speak once the chair calls for speaks. Public Comment Forms are located at the entrance to the meeting place. Anyone commenting on a subject *not* on the agenda will be called upon during the “Speakers Heard on Non-Agenda Items” section of the agenda. Comments pertaining to *specific* agenda items will be taken at the time the matter is discussed by the Board.

1. Call to Order/Roll Call

2. Speakers Heard on Non-Agenda Items

Limited to 5 minutes or less per Board discretion

3. Consent Agenda

The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Board member may have an item on the consent agenda removed and considered separately on request.

3.1 Approval of December 18, 2019, February 19, 2020 Meeting Minutes2-6

3.2 Approval of Façade Improvement Grant Application7-25

4. Regular Agenda

Speakers will be provided the opportunity to offer comments on action items after staff members have given their report and, if there is an applicant, after the applicant has had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.

4.1 Approval of Contract for Executive Director/Project Manager Services26-31

4.2 Discussion Re: Timing of Executive Director Resignation and Termination of Administrative Services IGA No Documents

5. Adjournment



**REGULAR MEETING MINUTES
TOWN HALL
December 18, 2019 — 5:30 p.m.**

*Study Session, Regular Council & TURA meetings are being digitally recorded
and will be available on the City website.*

1. Call to Order/Roll Call at 5:32 p.m.

Members Present:	Members Absent:
Chair Ayers-Flood Member Land Member Berlant Member Harrison Member Ponomareff Member Clark Vice-Chair Dolan (6:33 pm)	
Also Present:	
Sandra Spelliscy, Executive Director Gabriella Shahi, City of Talent Recorder Kurt Sexton, City of Talent Finance Director Bret Marshall, City of Talent Public Works Director Ann Marie Alfrey, RVCOG HR Consultant	

2. Speakers Heard on Non-Agenda Items

None.

3. Public Presentation

3.1 NeighborWorks Umpqua

Brian Shelton-Kelly and Albion Spahn presented information about NeighborWorks Umpqua.
The presentation is attached.

Discussion:

- NeighborWorks Umpqua stated they are a charter member of NeighborWorks America
- NeighborWorks Umpqua spoke about the types of incentives provided by the City of Roseburg for their projects within the city.
- NeighborWorks Umpqua discussed their veteran's preference projects.
- NeighborWorks Umpqua described their food systems development program.
- NeighborWorks Umpqua discussed their view of the Gateway Project.
- NeighborWorks Umpqua discussed their work in Jackson County.
- NeighborWorks Umpqua discussed their work with mobile home parks.
- NeighborWorks Umpqua discussed the additional services they provide to their residents.
- NeighborWorks Umpqua discussed their sources of funding.
- NeighborWorks Umpqua discussed how they choose their projects.

4. Consent Agenda

4.1 Approval of November 13, 2019 Joint Meeting Minutes

4.2 Approval of November 20 & December 4, 2019 TURA Meeting

4.3 Approval of November Check Register

Motion (47:00): Member Harrison moved to accept all the items on the consent agenda. Member Clark seconded.

Discussion: None.

Vote: All ayes. Motion passed.

5. Regular Agenda

5.1 Intergovernmental Agreement with City of Talent re: TURA Staff Support

Staff Report – Executive Director

The City and TURA signed an Intergovernment Cooperative Agreement (ICA) in 2004 to cover issues between the two agencies such as land acquisition and disposition, capital improvements, and administrative services. Section 2.1 of that ICA reads as follows:

Section 2.1 Materials and Services: Each of the Agency and City shall be entitled to compensation for any staff services or supplies provided by one to the other party, provided that, in advance of the performance of services or the providing of supplies, the City and the Agency shall have agreed, in writing, to the scope and cost of such materials and services (emphasis added). Agency requests for City services are to be approved by the City Manager. City requests for Agency services are to be approved by the Agency Board of Directors.

The City took over the role of providing administrative services and supplies for TURA in 2015, but there has never been a fully-executed written agreement memorializing the scope of the services to be provided by the city, or their costs, as required by section 2.1. Staff is recommending the attached draft IGA to be signed by both agencies to cover the provision of city staff services and supplies for FY 2019-2020. The draft IGA recommends paying one-half of the amount appropriated by the TURA budget for services for Q1 and Q2 of FY 2019-2020. Beginning on January 1, 2020, the city would be compensated for its services and supplies on an hourly billing plus overhead basis.

Discussion:

- The Board and staff discussed the methodology for the compensation for city services to TURA.
- The Board and staff discussed putting the contract in place before a new executive director is put in place.
- The Board and staff decided to modify the language modification to state, “and may be extended or modified by mutual agreement”.

Motion (56:03): Member Clark moved to approve the draft IGA between the City and TURA for the provision of administrative services and supplies for the fiscal year 2019-2020, as amended. Member Dolan seconded.

Discussion: None.

Vote: All ayes. Motion passed

5.2 Intergovernmental Agreement with City of Talent re: Project Management for Town Hall Restoration

Staff Report – Executive Director

The City and TURA signed an Intergovernment Cooperation Agreement (ICA) in 2004 to cover issues between the two agencies such as land acquisition and disposition, capital improvements, and administrative services. Section 2.1 of that IGA reads as follows:

Section 2.1 Materials and Services: Each of the Agency and City shall be entitled to compensation for any staff services or supplies provided by one to the other party, provided that,

in advance of the performance of services or the providing of supplies, the City and the Agency shall have agreed, in writing, to the scope and cost of such materials and services (emphasis added). Agency requests for City services are to be approved by the City Manager. City requests for Agency services are to be approved by the Agency Board of Directors.

The purpose of this IGA is to set forth in writing, pursuant to section 2.1, the scope and cost of the City providing project management services for the Town Hall Restoration project, the details of which are included in the attached draft.

Discussion:

- The Board and staff discussed the funding sources for the restoration and the possibility of grants.
- The Board and staff discussed if TURA should remain the primary organization in charge of the project.
- The Board and staff discussed postponing the project until there is a new executive director.
- The Board and staff discussed the energy efficiency aspects of the project.

Motion (1:03:57): Member Land moved move to approve the draft IGA between the City and TURA for project management services for the Town Hall Restoration project. Member Harrison seconded.

Discussion: Councilor Ponomareff expressed her concern for the motion. Councilor Clark stated why he is not in support of the motion. Councilor Land, Berlant, and Land expressed their support for the motion.

Vote: 5 ayes, 1 nay (Clark). Motion passed

5.3 Update on Executive Director Recruitment

Staff Report – Executive Director

The ED and HR consultant have put together revised draft recruitment documents for the Board's review. Ann Marie Alfrey, HR consultant, discussed the revised recruitment documents with the Board.

Discussion:

- The Board, staff, and Alfrey discussed the recruitment documents and possible content adjustments.
- The Board, staff, and Alfrey discussed the interview phase of the hiring process.

6. Discuss Agenda Items for the Next Meeting

- Discussion of Gateway RFP.
- Presentation from the Housing Authority.

7. Adjournment at 7:13 PM

Respectfully submitted by:

Gabriella Shahi, City Recorder

Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.



**REGULAR MEETING MINUTES
TOWN HALL
February 19, 2019 — 5:00 p.m.**

*Study Session, Regular Council & TURA meetings are being digitally recorded
and will be available on the City website.*

1. Call to Order/Roll Call at 5:05 p.m.

Members Present:	Members Absent:
Chair Ayers-Flood Member Land Member Berlant Member Dolan Member Harrison Member Ponomareff Member Clark	
Also Present:	
Sandra Spelliscy, Executive Director Gabriella Shahi, City of Talent Recorder Kurt Sexton, City of Talent Finance Director Bret Marshall, City of Talent Public Works Director Ann Marie Alfrey, RVCOC HR Consultant	

2. Election of Officers for 2020

Staff Report – Executive Director

Pursuant to Sections 2 and 3 of the TURA By-laws, the Board is to elect the Chair and Vice-Chair/Secretary at the first meeting of the calendar year. The Chair presides at all meetings of the Agency, and the Vice-Chair/Secretary performs the duties of the Chair in the Chair's absence.

Motion (1:27): Member Clark nominated Mayor Ayers-Flood for chair. Member Land seconded.

Discussion: None.

Vote: All ayes. Mayor Ayres-Flood is elected as chair.

Motion (2:02): Member Ponomareff nominated Member Dolan for vice-chair. Member Land seconded.

Discussion: None.

Vote: All ayes. Member Dolan is elected as Vice-Chair.

3. Speakers Heard on Non-Agenda Items

None.

4. Interviews for the TURA Executive Director / Project Manager Position

This item will be discussed in executive session under ORS 192.660(2)(a) (To consider the employment of a public officer, employee, staff, or individual agent).

Executive session started at 5:07 PM and ended at 6:53 PM.

The Board and Alfrey discussed the next steps in the hiring process. The Board will conduct second round interviews for the top two candidates in an open session.

5. Adjournment at 6:57 PM

Respectfully submitted by:

Gabriella Shahi, City Recorder

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Talent Urban Renewal Board Agenda Report

Meeting Date:	March 18, 2020	Primary Staff Contact:	Zac Moody
Department:	Urban Renewal	E-Mail:	zmoody@cityoftalent.org
Staff Recommendation:	Approval	Estimated Time:	N/A

ISSUE BEFORE THE BOARD

Rehabilitation/Façade Improvement Grant Application

BACKGROUND

On February 26, 2020 TURA received a Base Grant application request in the amount of \$5,000. The grant funds are being requested to provide new aluminum clad wood windows and a fiberglass door that was required by Community Development and Architectural Review in October 2019.

Grants can be used for 1) rehabilitate and/or restore commercial, residential or governmental buildings to historically compatible exterior design or 2) encourage new investment and development in Talent. An application checklist, a copy of the grant guidelines and the property owner's application are included with this report.

The proposed use of the property is commercial and is located within the Central Business District and meets the intent of the grant program. No match is required for Base Grant applications and no grants have been allocated to this property in the past.

RECOMMENDATION

Approval

POTENTIAL MOTIONS

None

ATTACHMENT

Grant Application Packet

REHABILITATION/FAÇADE IMPROVEMENT GRANT APPLICATION

TALENT URBAN RENEWAL AGENCY

P.O. 445, 110 E. Main St., Talent, OR 97540 (541) 535-1566

urbanrenewal@citytalent.org

Date Approved: _____ For FY: _____

Name of Applicant: JACK LATVALA	Business/Property Name: STAR PROPERTIES
Property Address: 209 E. MAIN	Daytime Phone and/or Cell Phone: 541. 301. 5999
Mailing Address (if different from above): PO Box 442	Fax Number and E-mail (if applicable):
Type of Ownership: SOLE	<input type="checkbox"/> W-9 form completed

Grant Request:

Grant Amount Requested (total amount): \$ 5,000	Type of grant: <input checked="" type="checkbox"/> Base Grant up to \$5,000 <input type="checkbox"/> Base Grant + Matching Grant up to \$10,000
TURA-assigned consultants for this project:	
Who will be doing the work? ERICKSON CONSTRUCTION	

Project Description

Zoning: CBP	Map & Tax Lot: 281W23 CD.L. 5900
Building Area (Square Feet): Ground Floor: 850	Second Floor:
Current Use: Ground Floor: 850	Second Floor:
Historic building: <input type="checkbox"/> Historic Inventory # _____ Rank: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Contributing <input type="checkbox"/> Non-Contributing (H) <input type="checkbox"/> Local Landmark List (Year designated _____) <input type="checkbox"/> National Register of Historic Places (year designated _____)	
Detailed list of work to be completed under this Grant (attach additional sheets if necessary):	
1. ALUMINUM CLAD WOOD WINDOWS	Cost: 8,470.00
2. FIBERGLASS DOORS	Cost: 1,039.26
3. _____	Cost: _____
4. _____	Cost: _____
5. _____	Cost: _____
6. _____	Cost: _____
7. Additional design consultant services _____	Cost: _____
TOTAL: \$ 9,509.26	
Has the owner received previous assistance from this Grant Program? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Date you'll be ready to start this project (month/year): 5/1/20	Date you'll need reimbursement from the Grant (month/year): 4/1/20
Date project was reviewed by the City of Talent: 12/2019	
Have modifications been made to the plans since being reviewed by the City of Talent? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<input type="checkbox"/> Attach copies of any required City approvals	

Submitted by:	Applicant's Signature: 	Title: OWNER	Date: 2/26/2020
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A Division of Sierra Pacific Industries

Order Number 621U0392

1586 Delta Waters Road Suite 100
Medford, Oregon 97504

Terms: Cash on Delivery

Direct Ship: Yes

Add-On to:

**SIERRA
PACIFIC
WINDOWS**

(541)816-4572 (Office)
(541)215-7244 (Cell)
(541)816-4573 (Fax)
ptripp@spj-ind.com

Required Deposit: \$4,000.00

PO #:

Job #:

Permit #:

Box Screens: Yes

Box Hardware: No

Subdivision:
Tract Number:
Property Location: 209 E. MAIN STREET
TALENT, OR 97540-

February 26, 2020

11:10 AM

Sold To:

STAR PROPERTIES
BOX 442
TALENT, OR 97540-
(541)301-5999-Cell
JACK LATVALA
JackLatvala@gmail.com

Ship To:

STAR OFFICE BUILDING
209 E. MAIN STREET
TALENT, OR 97540-

Property Owner:

JACK LATVALA
BOX 442
TALENT, OR 97540-

Lender:

Order Check List

Species	Jamb Size	Drawing Page(s)	Owners Manual/SPW Warranty	Color(s) (Clad) in order
Quantity	Primed vs Natural	O/S Purchase lead time	Installation Instructions	023 Black 2605
Operation	Exterior Trim	O/S Purchase warranty	Shop Drawings	
Rough Opening	Hardware	WUI Compliant	(Exterior) (Interior) Distressed	
Glazing / Lites	Screens	Terms and Conditions	Traditional Contemporary	

Warranty Information

Modified Limited Warranty

(Applies to these line item numbers)

Order Summary

(This order is subject to the terms and conditions printed on the back page. Please read them before signing.)	
Customer Signature:	Date: <u>Feb 26, 2020</u>
Sales Rep Signature:	Weighted Values
Phil Tripp	U-Fac: 0.33
	SHGC: 0.28
	sq ft: 116
	Net Total \$8,540.00
	Tax Rate \$0.00
	Labor Charge \$0.00
	Total \$8,540.00

Jason Chipera

Address: 384 Oak St.
 PO Box St.
 Ashland, OR 97520
 Phone: 541.482.1621
 Fax: 541.482.4458

Email: jasonforlumber@gmail.com

**Quote**

Page 2 of 2

Quote Number: Date: 2/21/2020

Sales Person: Jason Chipera

Customer Information

Name:

Address:

Phone 1:

Phone 2:

Fax:

Contact:

Job Name:

Specifications

U.D. = 37-1/2" x 81-3/4"; R.O. = 38" x 82-1/4"

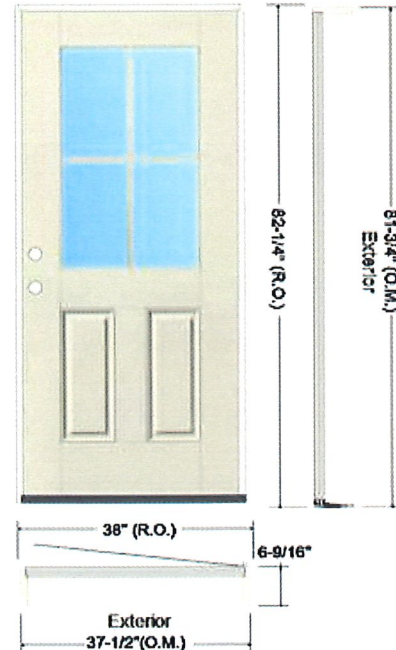


Image is viewed from Exterior!

Lead Time: Non-Stock

Item Description	Qty	Price	Extended
3' 0" x 6' 8" S1350-SDLF1LE Smooth-Star - Flush Glazed Fiberglass Door w/Simulated Divided Lite Low E Glass - Right Hand Inswing (Flat 1-1/8" SDL)	1	365.95	\$365.95
2-3/8" Backset - Double Bore (2-1/8" Dia. Bore w/Standard 5-1/2" Spacing) w/1" x 2-1/4" Radius Mortised Edge Latch Preps w/2-1/4" Full Lip - Radius Corner Strike Prep w/Deadbolt 1" x 2-1/4" No Lip - Radius Corner Strike Prep	1	0.00	\$0.00
Set of Standard - US15 Satin Nickel Hinges	1	0.00	\$0.00
Primed Wood Frame - 6-9/16" Jamb w/No Exterior Trim	1	137.48	\$137.48
Bronze Compression Weatherstrip	1	0.00	\$0.00
Composite Adjustable - Bronze (ships with sill cover) Sill	1	16.20	\$16.20
Item Total			\$519.63

Order Sub Total: \$1,159.51

Tax: \$0.00

Order Total: \$1,159.51

Distributed by:



Version #: 2.26

Version Date: 2/10/2020

REHABILITATION/FAÇADE IMPROVEMENT GRANT APPLICATION CHECKLIST

Funding Available

- ☒ Yes
☐ No

Applicant is property owner or tenant

- ☒ Yes
☐ No

Application meets the goals and objectives of the UR Plan

- ☒ Yes
☐ No

Property is eligible

- ☒ Yes
☐ No

Project is new construction, replacing a secondary structure as defined by the Survey of Historic and Cultural Resources document. The property will be used commercially and is located within the Central Business District. The project meets the program description (attached). No match is required.

Proposed improvements are eligible

- ☒ Yes
☐ No

Aluminum Clad Wood Windows - \$8,470
Fiberglass Doors - \$1,039

Applicant's ability to complete the proposed project within the Agency's timeframe

- ☒ Yes
☐ No

Work being completed by licensed contractor

- ☒ Yes
☐ No

All contractors have business licenses

- ☒ Yes
☐ No

Permits applied for

- ☒ Yes
☐ No

Tax Lot 5900

TURA Investment - \$5,000 base grant
Applicant Investment - \$4,509 (no match required with base grant)
Total Cost of Work Completed Under Grant - \$9,509

REVIEWED BY: Zac Moody
DATE: 3/12/2020



Planning Commission Agenda Report

Meeting Date:	October 22 nd , 2019	Primary Staff Contact:	Zac Moody
Department:	Community Development	E-Mail:	zmoody@cityoftalent.org
Staff Recommendation:	See Below	Estimated Time:	15 minutes

ISSUE BEFORE THE COMMISSION

Architectural Review Recommendation – ARC 2019-012

BACKGROUND

On October 9th, 2019, the property owner of 209 E. Main St. submitted a commercial design review application seeking approval to construct a new small office building. Although the property owner had attempted to rehabilitate the former building onsite (ARC 2019-010), per recommendation from a structural engineer, the owner opted for demolition. The Talent Survey of Historic and Cultural resources identified the former building as the “Anna Hse Dickey Home,” Talent Survey No. 220 and ranked it as “Contributing.” The subject lot is zoned Central Business District (CBD), is a corner lot, and fronts E. Main St. and Market St. The proposal is to match the pre-existing context of the site as a residential structure with a commercial use. Accordingly, staff has applied the residential standards to the proposal.

The City Council has directed Staff to bring all Type-1 or Type-2 architectural review applications to the Planning Commission for recommendation to Staff. Staff is seeking a recommendation from the Planning Commission in its advisory role on Architectural Review for the attached application.

The following standards shall be used as part of the land use approval process when new development or exterior renovations are proposed in the Old Town Design District. Applicants shall demonstrate compliance with the design standards in order for the review body to approve the proposal. All standards related to this review can be found in the Talent Municipal Code (TMC), Section 18.140. The photo below shows the existing lot and the attached plans from the applicant provide details of the proposed residence.



18.140 RESIDENTIAL STRUCTURES

Residential Standard (A) – Volume and Mass.

1. *Verticality.* Buildings shall have a generally vertical character or are composed of a primary vertical element surrounded by more horizontally aligned wings.
2. *Complexity.* Single large volumes are prohibited. Total area shall be contained within a minimum of two intersecting volumes as seen from the street, of which the garage is not foremost (as illustrated in Figure 18.140.040). A separate porch roof meets the requirement.
3. *Height.* No building may be greater than two and one-half stories or 35 feet in overall height (measured to tallest ridge or coping point). Major roof ridges shall be no lower than 16 feet in height. (Note: this lower limit is designed to encourage steeper gables as opposed to low-pitched roof forms.)
4. *Context.* This standard regulates the massing of new structures relative to their surroundings. The objective is to establish similar “street presence” by adjusting setbacks and coverage to better resemble neighboring structures. The context standards follow:
 - a. *Front Setback.* New residential structures will have the same front setback as the average of the front setbacks of existing structures on same side of the street within the same block or 200 feet, whichever is less.
 - b. *Side Setback.* The side setbacks are five feet for buildings less than 18 feet high and five feet plus one-half foot for each additional foot of height.

Standard is met. The structure offers verticality through the tall single-hung windows, vertical siding and porch posts and reduced setback from previous structure.

Complexity is provided by the following intersecting with the primary volume: covered front porch, covered rear stoop.

Height of structure at roof ridge is proposed to be approximately nineteen (19) feet; the structure is single-story.

Context: within two-hundred (200) feet, commercial buildings have no setback, and residential buildings average ten (10) feet setback from Main St. or Market St.

As proposed, the front setback is two (2) feet (adjacent to Main St.) and side setback is two-and-one-half (2.5) feet (adjacent to Market St.). Staff believes the proposed setbacks are within a safe average when considering: adjacent structures, CBD setbacks, and Old Town Design Standard setbacks. Furthermore, as proposed, this setback will provide for fifteen (15) feet or greater vision clearance area, consistent with TMC 17.10.060(M), moving the structure closer to the property line could jeopardize that.

Residential Standard (B) – Roof Forms and Materials.

1. *Pitch.* Roof pitches of less than 6/12 for gables are prohibited. Roof pitches of less than 5/12 for hipped roofs are prohibited. Flat roofs visible from the street are prohibited. An exception to this standard may be made for porch roofs attached to the primary volume.
2. *Complexity.* As per subsection (A)(2) of this section, single large roof forms are prohibited.
3. *Materials.*
 - a. *Acceptable.*
 - i. *Asphalt shingle.*

- ii. *Wood shingle.*
 - iii. *Wood shake.*
 - iv. *Other historically acceptable materials, as determined by the architectural review committee.*
- b. *Prohibited (When in View of a Public Street Right-of-Way).*
- i. *Metal roofing (exemptions permitted per TMC 18.140.020(C)).*
 - ii. *Concrete tile roofing.*
 - iii. *Hot-mopped asphalt.*
 - iv. *Terra cotta tiles and other nonhistoric materials, unless documented as historically an element of the design.*

Standard is met. A gable roof form is proposed with 8:12 pitch.

Complexity is provided by the following intersecting with the primary volume: covered front porch, covered rear stoop.

Materials for roof are composition shingles.

Residential Standard (C) – Siding/Exterior Cladding.

1. Permitted Exterior Materials.

- a. *Horizontal wood siding, maximum eight inches exposed to weather. Smaller exposure of six inches or less is encouraged. Concrete or manufactured wood-based materials are acceptable under this standard. This includes so-called “cottage siding” of wide panels scored to form multiple horizontal lines. Applicants are strongly encouraged to use smooth surfaces, not “rustic” or exposed wood grain pattern materials, which are not consistent with historic building materials.*
- b. *Wood shingle siding (painted shingles are preferred, with a maximum 12 inches exposed to weather).*
- c. *Board-and-batten vertical wood siding, painted.*
- d. *Brick and/or stone (structural or veneer). (See subsection (C)(3) of this section.)*

2. Prohibited Exterior Materials.

- a. *Stucco (other than as foundation cladding or a secondary detail material, as in a gable end or enframed panel).*
- b. *Stucco-clad foam (EIFS and similar).*
- c. *T-111 or similar four by eight sheet materials, unless the material is rough-sawn and one-and-one-half- to three-inch batten is used on 12-inch to 16-inch centers.*
- d. *Horizontal metal or vinyl siding.*
- e. *Plastic.*
- f. *Faux stone (slumpstone, fake marble, cultured stone and similar).*

- 3. *Brick veneer or any other masonry veneer of less than 12 inches width in any visible dimension is prohibited. The purpose of this standard is to ensure that veneer masonry has a substantial corner return.*

Standard is met. Exterior material is proposed to be vertical board-and-batten concrete siding.

Residential Standard (D) – Trim and Architectural Detailing.

All residential construction shall employ at least four of the following elements to meet this standard:

- 1. Watertable or decorative foundation treatments (including stucco).*
- 2. Corner boards.*
- 3. Eave returns.*
- 4. Stringcourse or other horizontal trim at plate or story levels.*
- 5. Eave brackets or support elements.*
- 6. Raking cornice or bargeboards.*
- 7. Decorative projecting rafter tails.*
- 8. Decorative gable end wall details, including change of materials (shingle bands), decorative venting, eave compass features and similar elements.*
- 9. Cornice-level frieze.*

Standard is met. The proposal includes the following trim and architectural detailing: (1) watertable/decorative foundation treatment, (2) cornerboards, (3) stringcourse/horizontal trim, (4) bargeboards.

Residential Standard (E) – Openings.

1. Windows.

a. Verticality. All windows will be vertically oriented with a width-to-height ratio of one and one-half to two, or greater (e.g., a 24-inch-wide window must be a minimum 36 inches tall).

In order to form larger window openings, group multiple window sashes; do not use large “picture windows” (see also subsection (E)(1)(b)(iv) of this section).

b. Permitted Window Types.

- i. Single- and double-hung.*
- ii. Hopper and transom.*
- iii. Casement.*
- iv. Any combination of the above, including groupings containing a central single-pane fixed window flanked by two or more operable windows.*
- v. Glass block.*
- vi. Fixed leaded or stained glass panels.*

c. Prohibited Window Types.

- i. Fixed pane windows (when not within a grouping, as in subsection (E)(1)(b)(iv) of this section).*
- ii. Horizontal slider windows (when visible from the public right-of-way).*

d. Window Details and Materials.

- i. Lights. True divided-light windows are preferred. False divided-light windows, including pop-in muntins or other applied “grids” over large panes of glass, create a false appearance and are discouraged. Exterior applied muntin bars with shadow/filler elements meet this standard.*
- ii. Sash Materials. Wood windows or metal clad windows are most consistent with the vernacular tradition and are preferred. Paintable fiberglass windows are allowed. Vinyl, anodized or mill-finish aluminum windows or storm windows are prohibited.*
- iii. Mirror Glazing. The use of “mirror” or reflective glass visible from the public right-of-way is prohibited.*

2. Doors.

- a. Complexity. Solid, flat, single-panel doors are prohibited. Multi-panel wood and wood/glass doors are consistent with the traditional Old Town character.*
- b. Materials. Doors may be of wood, metal-clad wood, or metal. Other materials that can be painted or stained, such as cast fiberglass, so as to reflect traditional materials, are permitted.*

3. Trim.

- a. Sills. All windows will have a projecting sill and apron.*
- b. Side and Head Casing. Door and window trim will include side and head casing that sits no less than one-half inch proud of the surrounding wall surface. Trim mounted in plane with siding is not permitted. Trim mounted atop siding is not recommended.*
- c. Other Trim Elements. As described in subsection (D) of this section, the use of trim to articulate the construction process was a standard character-defining element of Talent’s vernacular architecture. Although not required by this standard, the use of the following traditional door and window trim elements is encouraged, particularly on the primary facade:*
 - i. Simple window “hoods,” mounted over the window opening. Such features are traditionally treated as pents and clad with roofing material.*
 - ii. Parting bead, across the width, between the side and head casings.*
 - iii. Crown moldings.*
 - iv. Decorative corner elements at the head, apron, or both.*
 - v. Single or dual flanking sidelights at entryways.*
 - vi. Transom windows above the major door or window openings.*

Standard is nearly met. Window verticality (width-to-height ratio) meets or exceeds 1.5:2.

Window type is single-hung.

Window sash material type is unspecified.

Door complexity is achieved via proposed inset windows.

Trim is proposed for sides, head casing and window apron. Trim projection details (proud of siding) are unspecified.

As a condition of approval, prior to the issuance of building permits, the applicant shall provide Community Development with supplemental documentation indicating the following for all elevations in accordance with TMC 18.140.040(E):

- a. material type of window sashes**
- b. material type of doors**
- c. Trim projection details (proud of siding)**

Residential Standard (F) – Porches and Entrances.

- 1. Depth. Projecting or recessed porches shall be a minimum of six feet deep. Projecting covered stoops should be a minimum of three feet deep.*
- 2. Width. Projecting or recessed porches should be a minimum of 10 feet wide or 25 percent of the primary facade width, whichever is the lesser.*

Projecting covered stoops should be a minimum of five feet wide.
- 3. Supports. To assure appropriate visual weight for the design, vertical porch supports shall have a “base” of no less than six inches square in finished dimension from floor level to a minimum 32-inch height. Upper posts shall be no less than four inches square.*
 - a. Base features may be of boxed wood, brick, stone, true stucco, or other materials that reflect a support structure. The use of projecting “caps” or sills is encouraged at the transition between the base and column.*
 - b. When the entire support post is a minimum of six inches square no base feature is required.*
 - c. Projecting covered stoops, with no full-height vertical support, shall utilize members of no less than four inches square.*

Standard is met. Proposed porch has a depth of six (6) feet and a width of twelve (12) feet.

Proposed covered stoop has a depth of four (4) feet and a width of five (5) feet.

Porch support posts are six (6) inches square as illustrated.

Residential Standard (G) – Landscape, Fencing and Perimeter Definition.

- 1. Permitted Fence Materials.*
 - a. Brick.*
 - b. Stone.*
 - c. Wood, including vertical or horizontal board, pickets, split rail, and similar traditional fence designs.*
 - d. Woven-metal (arch-top wire), construction cloth (square-patterned) and similar.*
 - e. Vinyl, when used in simple plain board, picket, or post-and-board installations.*
 - f. Natural metal colored or coated chain link fencing is permitted, but discouraged when visible from the public right-of-way.*
 - g. The mixed use of materials, as in brick columns with wood or woven wire panels, is encouraged.*

2. Prohibited Fence Materials.

- a. Plywood or other solid wood panel systems.*
- b. Concrete, including concrete block, “split-faced” concrete block and similar.*
- c. Open-pattern concrete elements except as decorative elements.*
- d. Vinyl or wood slat inserts in chain link fencing when in view from the public right-of-way.*
- e. Faux stone, including cultured stone, slumpstone, and similar materials.*
- f. Molded or cast aluminum.*

3. Fence Transparency. Solid fences in a front yard may be no higher than three feet. Pickets or wood slats should provide a minimum one-half-inch spacing between vertical elements with larger spacing encouraged. Base elements, as in a concrete “curb” or foundation element, are excluded from this standard provided they are no higher than 12 inches above adjacent grade.

4. Gates/Entry Features. In order to create a sense of entry, gates, arbors, pergolas, or similar elements integrated into a perimeter fence are strongly encouraged. Such features may exceed the maximum fence height limit of four feet provided they are less than eight feet in overall height, are located more than 10 feet from any public intersection, and do not otherwise reduce pedestrian or vehicular safety.

Standard is met. The applicant has not proposed to install a fence and landscaping will be installed in accordance with the Landscaping Standards of TMC 18.105 prior to issuance of Certificate of Occupancy.

Residential Standard (H) – Additions to Existing Buildings.

1. Compatibility. Additions to existing buildings will continue the existing character of the building or will be a reversion to the documented original character in scale, design, and exterior materials. The creation of nondocumented elements outside the traditional vernacular character, such as towers, turrets, elaborate surface decoration and similar “earlying-up,” is prohibited.

2. Attachment. Additions should be discernible as such, and be clearly differentiated from the original portion of the structure by being offset from the original volume a minimum of four inches. This is in order to document the sequence of construction. An exception to this standard is allowed for the reconstruction of previously existing volumes that can be documented through physical or archival evidence.

3. Noncompatible Materials. Repair of existing noncompatible materials is exempt from subsection (H)(1) of this section. Rear-facing additions to existing buildings may continue the use of these materials so long as they are a continuation of the existing materials.

Standard is not applicable. No additions are proposed.

Residential Standard (J) – Parking.

Private parking is not a requirement in the CBD zone in order to encourage a more pedestrian and less auto-centric environment. Nevertheless, surface parking is permissible as long as there is one drive aisle serving a single side of parking spaces which generally has a width of 43 feet. Double row parking is

permissible within enclosed buildings or on second floor parking structures and within a basement area. [Ord. 851 § 1; Ord. 817 § 8-3K.140, 2006.]

Standard is not applicable. No off-street parking proposed or required.

RECOMMENDATION

Staff is seeking a recommendation from the Planning Commission for the proposed new small office building. Considering the submittals by the applicant and site visits from the City, Staff believes the proposal meets the architectural standards as referenced above with the following conditions of approval:

PRIOR TO THE ISSUANCE OF BUILDING PERMITS:

1. The applicant shall provide Community Development with supplemental documentation indicating the following for all elevations in accordance with TMC 18.140.040(E):
 - a. material type of window sashes
 - b. material type of doors
 - c. Trim projection details (proud of siding)

RELATED COMMISSION POLICIES

None

POTENTIAL MOTIONS

"I move that the proposed architectural review application, file ARC 2019-012 be approved by the Community Development Director as proposed."

ATTACHMENT

Completed Commercial Design Review Application
Proposed Elevations, Drawings and Photos
Engineering Report, 7/31/2019

TALENT URBAN RENEWAL AGENCY

P.O. Box 445, Talent, OR 97540
Phone: 541-535-1566
urbanrenewal@cityoftalent.org

FUNDING OPPORTUNITIES for façade improvements, historic maintenance & Infrastructure-related improvements related to economic development PROGRAM OUTLINE

In order to encourage economic development and maintain the traditional small town character of Talent's downtown core, the Talent Urban Renewal Agency ("Agency") offers three funding programs for buildings within the Urban Renewal Area.

Grants can be used to:

- 1) rehabilitate and/or restore commercial, residential or governmental buildings to historically compatible exterior design
- 2) encourage new investment and development in Talent

The Board of Directors ("Board") reserves the right to modify these guidelines as needed to meet the goals and objectives of the Urban Renewal Plan, and to make exceptions to the guidelines if it is in the best interests of the downtown core area to do so.

Funding amounts and levels of participation by the Agency are considered on a case by case basis. Limited funding is available and an application process is required. Successful applicants will be required to sign a contractual agreement, and provide the necessary insurance to meet the needs of the project receiving funding.

General terms:

1. Applicants may be either a property owner or a tenant.
2. If the applicant is a tenant, the written approval(s) of the property owner is required.
3. All improvements remain with the building, including awnings. In the case of a sign, any custom work such as mounting brackets and lighting funded under this program shall remain with the building.
4. Property insurance shall be carried on the property and the improvements in an amount acceptable to the Agency. For new construction or additions, depending on the size of the project, the contractor may be required to provide builder's risk insurance.
5. The Agency may choose to include up to 5-10 hours of time from a professional consultant to enhance the project's end result.
6. In-eligible work includes:
 - a. Major landscape improvements
 - b. Plants
 - c. Non-public faces of buildings
 - d. Normal, routine maintenance
7. Funds from other granting sources may be leveraged through this program or used as matching funds.

1. **REHABILITATION/FAÇADE IMPROVEMENT GRANT** up to \$10,000 per tax lot, with a matching fund requirement.

Eligible work includes:

- Signage and awnings
- Replacement of missing decorative features
- Restoration of doors, windows and chimneys
- Storefront or façade rehabilitation
- Removal of non-historic materials or additions
- Exterior paint (if used as an architectural element)
- And, if determined as necessary by the Agency on a case by case basis:
 - Improving ADA access
 - Improving or installing systems necessary to business development

Funding Priorities for the Rehabilitation/Façade Grant: The Agency reserves the right to set priorities for which properties are eligible or ineligible to receive grant funds.

Currently eligible:

- Commercially-used property located within the CBD (downtown) zone
- Historic structures located within the urban renewal boundary (residential or commercial) as designated in the City of Talent's Survey of Historic and Cultural Resources (July 1995 or as amended).

Not eligible at this time:

- Non-historic residential properties
- Non-historic commercial buildings in the CBH (highway) zone.
- Base Grant of up to \$5,000: Direct grant, no match required.
- Base Grant + Matching Grant: \$5,000 Base Grant in addition to Agency matching dollar-for-dollar investment by property owner over the Base Grant amount, capping the Agency's total investment at \$10,000 per tax lot. (Requires a 50/50 match from the applicant for grant funds over and above the Base Grant amount.)

REHABILITATION/FAÇADE GRANT EXAMPLE		
Agency spends:	Applicant spends:	Total project value:
\$5,000 Base Grant +up to \$2,500 matching	\$2,500	\$10,000
\$5,000 Base Grant + up to \$5,000 matching	\$5,000	\$15,000

2. **HISTORIC-BENEFIT GRANTS** For properties listed on the National Register or the City of Talent's official Local Landmark List, benefits of up to \$15,000 with matching requirement:

- a. **Historic-Benefit Maintenance Grants:** Requires a 50/50 match from the applicant, and may be used to assist historic buildings with certain items that are specialized to historic buildings but otherwise considered routine maintenance for more modern structures. Agency investment is capped at \$10,000 per tax lot. With match, bring project value to \$15,000.
- b. **Base Grant + Matching Grant:** \$5,000 Base Grant, plus up to an additional \$10,000 if matched with property owner investment of up to \$10,000. Total Agency's investment is capped at \$15,000. With the property owner matching funds of \$10,000, the project value totals \$25,000.

Unforeseen Circumstances: Because work on historic buildings can sometimes lead to the discovery of additional repairs, additional funds of up to 20% can be designated to assist in these repairs at the Agency's discretion.

Eligible work includes:

- All faces of a historic building.
- Exterior and interior capital improvements
- Improving ADA access or improving or installing systems necessary to business development using designs and methods that do not conflict with the guidelines or rules established by the State Historic Preservation Office
- Historic preservation-related maintenance which requires specialized care or expertise

Ineligible work:

- Landscaping and irrigation
- Plant material
- Sidewalk repairs, unless part of the historic fabric of the site as determined by a qualified historic preservation consultant

National Register properties are required to apply for, and receive clearance from, the State Historic Preservation Office for all work to be performed. Local Landmark List properties must adhere to the Old Town Design Standards for exterior work on existing buildings, and go through a review process as determined by the Community Development Department.

HISTORIC-BENEFIT GRANT EXAMPLE:		
Agency spends:	Applicant spends	Total project value:
\$10,000 maintenance grant	\$10,000	\$20,000
\$5,000 Base Grant + up to \$10,000 matching	\$10,000	\$25,000
<i>Note: Historic properties not yet on the National Register or Local Landmark List must apply for status through the 1) State Historic Preservation Office (SHPO) for National Register status or 2) City of Talent Community Development Department for Local Landmark List status. Properties listed on the <u>Survey of Historic & Cultural Resources</u> are not eligible for this grant unless they obtain status on one of these lists. This process can take 6-12 months.</i>		

3. LOW-INTEREST LOANS

As an aid to business development and/or recruitment within the downtown core area, the Agency may make low-interest loans available to commercial property owners or to businesses wishing to relocate to the downtown. The Board may establish the principal amount, repayment terms, interest rate, and other conditions it finds necessary to achieve the Agency's and/or City's business development goals, and may do so on a case by case basis.

Loans can be provided for both interior and exterior improvements that result in capital improvements to the real property. No funds shall be used for personnel or operating expenses, for non-fixed goods such as cash registers or furniture, or repayment of other loans.

In the case of a tenant being the loan recipient, all improvements made using proceeds from this loan shall remain with the real property.

Similar to a bank loan, the burden of proof is on the applicant to show that they are a worthwhile investment of the Agency and that they have the ability to repay the loan.

Currently eligible sites:

- Commercially-used property located within the CBD (downtown) zone

LOW-INTEREST LOANS		
Agency spends:	Term of Loan:	Interest rate
TBD on a case by case basis	TBD on a case by case basis	TBD on a case by case basis

GENERAL INFORMATION:

Application/Approval Process: A multi-step application process is required. Appropriateness of applications is the decision of the Agency, based on:

- available funding
- the application's ability to meet the goals and objectives of the Urban Renewal Plan
- the applicant's ability to complete the proposed project within the Agency's designated timeframe

The Agency has sole authority to determine eligibility of the proposed work, approve changes to approved grants, select its own consultants, and confirm that work has been completed correctly. All exterior designs or improvements must meet the requirements of the City's design standards and be reviewed by the City's Architectural Review Committee. Certain work may be required or precluded as a condition of funding, and funding on approved grants may be withdrawn if any portion of a project changes substantially from what was approved by the Agency, without receiving prior consent.

Contact Information: For more information or an application form, contact the Talent Urban Renewal Agency, (541) 535-1566 or urbanrenewal@cityoftalent.org

Project Consultant: At its discretion, the Agency contracts with an architectural/historic preservation professional or an engineer to provide design assistance to participants in the program. **Up to 5-10 hours of free consultation** and project assistance is available per project. Additional assistance (beyond 10 hours) may be included if desired by the applicant or as determined by the Agency.

Terms:

1. All grants are paid upon completion of work – either as reimbursement to the property owner or tenant – or as direct pay to the contractor once final inspection and approval has occurred.
- 2) Reimbursement shall be made only on improvements specifically approved as a part of the grant.
- 3) If direct pay to the contractor is required, the contractor will be required to sign a release of liens on all work performed in order to receive payment.
- 4) All work must be done by licensed contractors, unless the property owner or tenant is licensed in the specific trade required and wishes to perform the work as part of the matching funds requirement.
- 5) All contractors must have a current City of Talent business license.
- 6) The applicant is responsible for ensuring the proper permits have been obtained from the City of Talent.
- 7) The Agency reserves the right to withdraw funds on any portion of a grant that changes substantially from what was approved without first receiving prior consent from the Agency. Such consent is to be given by the Executive Director in consultation with the project consultant or the Board of Directors depending on the nature of the change.

8) Funding is dependent on timely completion of projects. All grant projects must be completed and grant monies expended and reimbursed in the fiscal year of grant award (no later than June 30), unless authorized otherwise. For projects not requiring a building permit, Agency staff will visit site to ensure timely progress. Projects that require a building permit shall obtain a valid permit and initial inspection within 6 months of the date of award.

9) A property owner may utilize the grant or loan all at once, or in phases, with prior approval of the agency, until the maximum approved Agency investment is expended.

Ineligible Participants: Include the following:

- National franchises/corporations with multiple locations outside of Talent;

Approval of Work: The Agency will have sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding.

General Conditions: The following general conditions will apply to all projects:

- Improvements funded by the grant or loan will be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Property taxes must be current, and participants may not have debts in arrears to the City.

Other Approvals: Participants, with limited assistance from the Agency and its consultant, will be responsible for obtaining necessary regulatory approvals including those from local advisory boards, including the City of Talent Architectural Review Committee and any landmark commissions, City building permits and other necessary permits. All work must comply with City, State and Federal regulations. Please contact the Community Development Department at 541-535-7401, for information regarding local regulations.

Selection Methods: The Agency may utilize ranking systems or other determining factors to assist in the selection process depending on availability of funds and the number of applicants. If used, a ranking system may include, but not be limited to: location, building use, historic qualifications, need of applicant, the project's significance or its ability to contribute to the success of the downtown commercial core. Such ranking systems may be modified at any time to meet the goals of the Agency. For low interest loans, the Board may state its findings and reasons for making the loan.

Construction Contract: Participants are encouraged to obtain three bids or competitive quotes for the proposed work, unless the work to be provided is specialized and/or sole source as determined by the Agency. All contractors must be registered and bonded by the State and licensed by the City. All construction contracts will be between the participant and contractor if seeking reimbursement from the Agency. If a direct pay method is desired, contracts may be between the Agency and the contractor. In addition, tenants applying for funds must have written authority of the property owner prior to the commitment of funds.

Commitment of Funds: Awards will be based on available funding, the application's ability to meet the goals and objectives of the Urban Renewal Plan, and the applicant's ability to complete the proposed project within the Agency's designated budget year. All proposed work will be reviewed and approved by the Agency, prior to the Agency's executing an official Agreement with the applicant. The Agreement will outline all the terms and conditions of the grant. It will be signed by the Executive Director and the applicant and serve as the legal commitment of both parties as to the scope, quality of work and the amount of funds committed.

Builder's Risk or Course of Construction Insurance: For significant additions to existing buildings where theft or physical damage to construction materials is likely, contractors may have to provide Builder's Risk insurance naming the Agency as an insured.

Property Insurance: For grants over \$5,000, participants will provide a Certificate of Insurance evidencing property coverage for "improvements" in an amount not less than the value of the improvements, for a period of five (5) years and in a form acceptable to the Agency's agent of record.

Disbursement of Funds: Prior to disbursement of funds, all completed work will be reviewed by Agency staff and approved for compliance with the Agreement. Once approved, the applicant will be reimbursed within two (2) weeks from date of approval. If a project is approved in phases over a period of time, the Agency may agree, in writing, to schedule partial reimbursement after each phase of the project.

Eligible Areas: Eligible areas are restricted to the boundaries of the Urban Renewal Area.

Definition of Historic Buildings: Historic buildings are those that are categorized as being 1) listed in the City of Talent's Survey of Historic and Cultural Resources, 2) listed on the City of Talent's official **Local Landmark List** (or similar), 3) listed on the **National Register of Historic Places**, or 4) can be determined eligible for such listing. The benefits available to each category may differ, depending on the priorities of the Agency. Note: in order to be listed on the Local Landmark List or the National Register of Historic Places, property owners must make application to and be accepted by the appropriate agencies. The Local Landmark List is an intermediate listing between the City's Survey of Historic and Cultural Resources and the National Register.

Talent Urban Renewal Board Agenda Report

Meeting Date:	March 18, 2020	Primary Staff Contact:	Sandra Spelliscy
Department:	TURA	E-Mail:	spelliscy@cityoftalent.org
Staff Recommendation:	See below	Estimated Time:	10 minutes

ISSUE BEFORE THE BOARD

Review of contract for Executive Director/Project Manager services.

BACKGROUND

At its March 4, 2020 meeting the Board approved entering into a contract with Jon Legarza to provide Executive Director/Project Manager services. HR consultant RVCOG has prepared a personal service contract for the Board's review and approval.

RECOMMENDATION

Approve

RELATED POLICIES

None

POTENTIAL MOTIONS

"I move to approve the personal services contract with Jon Legarza for Executive Director/Project Management services.

ATTACHMENTS

Draft contract – To delivered at a later date.

TALENT URBAN RENEWAL AGENCY
CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into by and between the Talent Urban Renewal Agency, a special district of the State of Oregon, hereinafter called TURA, and Healthy Sustainable Communities, hereinafter called Contractor.

WHEREAS, TURA has need for the services of an individual with the specific training, ability, knowledge, and experience possessed by Contractor to provide Executive Director and Project Management services;

NOW THEREFORE, the parties agree as follows:

1. Services. Contractor agrees to perform, during the period from April 1, 2020, through May 31, 2021, the Contractor services set forth in Exhibit A – TURA Executive Director/Project Manager Job Description appended to this agreement. Work to be completed shall be under the direction of the TURA Board of Directors. The term may be extended by a supplemental agreement in a writing signed by both parties.
2. Compensation; Billing; Payment. TURA shall pay Contractor \$8,500.00 per month for services performed and completed to TURA's satisfaction as detailed in Exhibit A. Total payments under the contract shall not exceed \$102,000 for the initial contract term.

Contractor shall submit an invoice on a monthly basis. Contractor shall not perform, and TURA shall not pay for, any Contractor services which are outside the Scope of Work described in Exhibit A of this Agreement unless the TURA Board provides prior written consent for such work.

TURA will review Contractor invoice and, if there are no disputes or disagreement with the invoice, shall pay the invoice amount due within fifteen (15) days of invoice receipt.

- A. Expense Reimbursement. TURA shall reimburse Contractor for pre-approved expenses reasonably incurred by Contractor in furtherance of the work under this Agreement. No other reimbursements are contemplated under this Agreement. Contractor shall obtain TURA's written authorization prior to incurring any expenses. No such expense shall be reimbursed without prior authorization in a public meeting from the TURA Board. Contractor will provide appropriate documentation and receipts for expenditures when submitting requests for reimbursement.
3. Independent Contractor. Contractor is an independent contractor for all

purposes and is not entitled to any compensation or benefits other than the compensation provided for under this Agreement. While TURA reserves the right to set various work schedules and evaluate the quality of Contractor's completed work, TURA will not control the means and manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the work provided for under this Agreement. Contractor is responsible for all federal and state taxes applicable to any compensation paid to Contractor under this Agreement and will not have any amounts withheld by TURA to cover Contractor's tax obligations.

4. Federal Funds. If payment under this Agreement is to be charged against federal funds, Contractor certifies that Contractor is not currently employed by the federal government and the amount charged does not exceed Contractor's normal charge for the type of service provided.
5. No Benefits. Contractor will not be eligible for any federal Social Security, unemployment insurance, Public Employees Retirement System benefits, or any insurance-related benefits from payments made pursuant to this Agreement, except as a self-employed individual.
6. Compliance with Laws. Contractor shall comply with all federal, state and local laws and ordinances applicable to the work done under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contract Code including ORS 279B.020, 279B.220, 279B.230, and 279B.235.
7. No Subcontracts or Assignment. Contractor shall not subcontract, assign or transfer any work scheduled under this Agreement without the prior written consent of the TURA Board, which may be withheld in TURA's sole discretion. Notwithstanding TURA approval of a subcontractor, the Contractor shall remain obligated for full performance under this Agreement, and TURA shall incur no obligation other than its obligations under this Agreement. The Contractor agrees that if subcontractors are employed in the performance of this Agreement, the Contractor and its subcontractors are subject to all requirements of this Agreement and Oregon law.
8. Covenants. Contractor agrees to faithfully and diligently perform the duties required by this Agreement and will not engage in any activity that is or may be contrary to the welfare, interest, or benefit of the TURA.
9. Termination. Either party may terminate this Agreement after thirty (30) days written notice to the other party, with or without cause. The parties may also mutually agree to terminate this Agreement at any time. Upon termination, Contractor shall be entitled to payment in accordance with the terms of this Agreement for any work done pursuant to this Agreement that is completed and accepted before termination, less previous amounts paid and any disputed invoice amounts. Pursuant to this paragraph, Contractor shall submit an itemized invoice for all unreimbursed work done pursuant to this Agreement that is

completed before termination, and all Agreement closeout costs actually incurred by Contractor. TURA shall not be liable for any costs invoiced later than thirty (30) days after termination unless Contractor can show good cause beyond its control for the delay.

10. Applicable Law. This Agreement shall be construed in accordance with Oregon law.
11. Severability. If any part, term or clause of this Agreement is held by a court or arbitrator to be unenforceable, of no effect, or in conflict with any law, the validity of the remaining provisions and clauses shall not be affected and the rights and obligations of the parties shall be construed and in force as if the contract did not contain the particular part, term or clause held to be unenforceable.
12. Entire Agreement. This Agreement represents the entire agreement between TURA and Contractor. No prior oral or written understanding shall be a force or effect with respect to any matters covered by the Agreement. This Agreement may not be amended except in a writing signed by both parties.
13. Notices. Notices required to be given under this Agreement shall be in writing and personally delivered or sent by electronic mail to the parties below.

CONTRACTOR:

TURA:

By: _____

By: _____

Date: _____

Date: _____

CONTRACT FOR PROFESSIONAL SERVICES – EXHIBIT A

TALENT URBAN RENEWAL AGENCY (TURA)

Job Description



Job Title: Executive Director/Project Manager		
Reports to: TURA Board of Directors		Travel Required: Local
Direct Reports: None	Type of position: Part-time, Limited Duration – 18 to 24 months	Hours: 25 - 32 hours / week Exempt Non-exempt
GENERAL DESCRIPTION		
Directs the activities of the urban renewal program with an emphasis on project planning and implementation for the Gateway Redevelopment Project. Prepares and presents annual Agency budget, and manages and is responsible for all Agency assets.		
ESSENTIAL JOB FUNCTIONS		
<ul style="list-style-type: none">• Project Manager for the Gateway Redevelopment Project:<ol style="list-style-type: none">1. Community outreach and engagement regarding possible project re-design;2. Update/conduct economic feasibility analysis for any new project design;3. Identify and contract with project consultants;4. Develop and issue project RFP;5. Develop and manage RFP review and selection process;6. Develop and negotiate Development and Disposition Agreement and related documents in conjunction with Agency attorney;7. Manage financial transactions including payments to developer and any property transfers;8. Maintain project cost control and monitor compliance with budget;9. Oversee needed planning actions (lot line adjustments, etc.);10. Oversee infrastructure development responsibilities (roundabout extension, etc.);11. Manage other Agency responsibilities for project through build-out; and12. Finalize environmental assessment and clean-up process.• Agency Administrative Tasks:<ol style="list-style-type: none">1. Manage Agency finances, including A/R, A/P, and audit;2. Develop Agency budget and secure adoption while meeting all State local budget requirements;3. Develop meeting agendas and staff reports and staff Board meetings;4. Hire outside consultants as needed; and5. Complete annual urban renewal agency report as required by State law.		
AUXILIARY JOB FUNCTIONS		
1. Other related duties as assigned.		
SUPERVISORY RESPONSIBILITIES		
Oversees professional and technical consultants and contractors.		
SUPERVISION RECEIVED		
Works under the direction of the Board of Directors of the Talent Urban Renewal Agency.		
RELATIONSHIP TO OTHERS		
Maintains frequent contact with Agency Board, City of Talent officials and staff, outside agencies, business representatives, and the general public.		
ACCOMMODATIONS		
The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.		

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's degree with major coursework in public administration, business administration, finance, or related field.
2. Experience: A minimum of 5 years of experience in public sector administration and project management, including real estate transaction experience.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Background Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. The principles and practices of urban renewal, public contracting laws, and local budget law;
2. Advanced word processing, spreadsheet, presentation, and email software; and
3. Proper vocabulary, spelling, grammar and usage.

Related skills:

1. Effective oral and written communications, including public presentations and preparation of written reports;
2. Excellent planning and organization;
3. Management of an RFP process, from developing and issuing to submission review and selection; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Gain an understanding of the goals and history of the Gateway Redevelopment Project in order to guide the community vision into a feasible development project;
2. Establish and maintain effective and cooperative working relationships with city officials and staff, consultants, developers, contractors, and the general public;
3. Make sound decisions on matters of major policy and on complex administrative and financial situations;
4. Oversee and supervise personnel involved in Agency projects and daily operations; and
5. Oversee the complex management of an Agency project.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Local travel and attendance at evening meetings is required.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.