

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
January 28, 2002
7:00 p.m.**

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:05 p.m. He introduced and welcomed Noël Connelly as the new Ex-Officio Student Councilor.

II. PLEDGE OF ALLEGIANCE

Led by Ex-Officio Student Noël Connelly

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Council President Larry Curry, Councilors Frances Johns, Rick Dentino, and Ex-Officio Student Councilor Noël Connelly, a quorum present.

Council Absent: Councilor Lorraine Kuhn, excused

Staff Present: City Manager Leroy Blodgett, Police Lt. John Bishop, Finance Director Paul Hughes, City Auditor Rob Wall of Wall & Wall, CPA, Community Policing/School Resource Officer Curt Fox and Administrative Secretary Sharon Ridens

Media Present: Scott Graves, Editor of Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen, Lee E. Sparks, Assistant District Manager of ODOT District 7, Marine Corps League Commandant Robert Gilmore, and approximately 20 other citizens

IV. CEREMONIES/APPOINTMENTS ANNOUNCEMENTS

A. Announcements

1. Twenty Years of Service – Community Policing and School Resource Officer Curt Fox – January 27, 1982
Mayor Hagbom presented Police Officer Curt Fox with a Certificate of

Appreciation for his twenty years of service with the City. Lt. John Bishop added further accolades regarding his different “hats” worn.

On a sadder note, Bishop advised Council VIPS (Volunteers in Police Service) member Patsy Muniz had passed away over the weekend. She had been a VIPS officer for the past three years.

2. Special recognition to Vikki Nuss – Thank you for service on the Planning Commission/resignation received
Mayor Hagbom thanked retired Planning Commissioner Victoria Nuss for her two years and 10 months of service to the citizens of Brookings by presenting her with a Certificate of Appreciation.
3. Special recognition by Marine Corps League for the “Toys for Tots” Program presented by Bob Gilmore and Cal Murphy
Marine Corps League Bob Gilmore asked Council to allow special recognition to two citizens who helped facilitate the Marine Corps League’s Christmas Toys for Tots Program for our local area. He explained the program and recognized that many individuals and businesses in the community had made the program a success. However, Gilmore noted two people in particular had outstandingly stepped up and organized a motorcycle bike run to raise over \$5,000. He proceeded to give two distinguished citizens recognition awards, the Marine’s third highest award, in the form of bronze medals to John A. Donnelly and Barron A Peterson. Barron gave special credit to his wife, Lavonne, for all her work and John thanked all the private businesses who helped make it happen.

B. Appointments

Mayor Hagbom informed Council several citizens from the community had volunteered, noting having more volunteers than positions available is a tribute to the community. He asked for those who do not get appointed to please keep their names in front of the Council and thanked them for applying. Hagbom proceeded to make appointments as follows:

1. Budget Committee/Position #4 - 3-year term expiring February 01, 2005 (effective Feb. 1)
Virginia Byrtus was re-appointed to Budget Committee Position #4.
2. Budget Committee/Position #5 - 3-year term expiring February 01, 2005 (effective Feb. 1)
Lee Rodgers was re-appointed to Budget Committee Position #5.

3. Parks and Recreation Commission/Position #1 - 4-year term expiring February 01, 2006 (effective Feb. 1)
Nina Canfield was re-appointed to Parks and Recreation Commission Position #1.
4. Parks and Recreation Commission/Position #7 - 4-year term expiring February 01, 2006 (effective Feb. 1)
Craig Mickelson was re-appointed to Parks and Recreation Commission Position #7.

Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the Mayor's appointments effective February 1, 2002, as follows:

- **Virginia Byrtus re-appointed to Budget Committee Position #4, Term Expiration of February 01, 2005**
- **Lee Rodgers re-appointed to Budget Committee Position #5, Term Expiration of February 01, 2005**
- **Nina Canfield re-appointed to Parks and Recreation Commission Position #1, Term Expiration of February 01, 2006**
- **Craig Mickelson re-appointed to Parks and Recreation Commission Position #7, Term Expiration of February 01, 2006**

VI. SCHEDULED PUBLIC APPEARANCES

- A. Rob Wall – Wall & Wall, CPA/1999-2000 (Corrected verbally to 2000-2001 to Council) Comprehensive Annual Financial Report
Rob Wall presented to Council the 2000-2001 Comprehensive Annual Financial Report, stating audit went very well. Wall thanked Musser & Associates for their assistance. He made a few recommendations, especially regarding GASB34, in the management report provided. Wall thanked Council for allowing Interim Finance Director Beverly Gasper to help them get through this first audit, noting her expertise was invaluable.
- B. Lee E. Sparks, Assistant District Manager/ODOT District 7
Assistant District Manager of ODOT District 7, Lee Sparks, was present to congratulate the City of Brookings for securing \$5,000,000 for its couplet project. Sparks stated he hoped the community understands and appreciates the hard work Mayor Hagbom and City Manager Blodgett did to bring this to fruition. He also presented the City with engineered plans for the lighting on the Dot Martin Bridge on the Chetco River. Mayor and Council were most appreciative and thanked Sparks for

all his sincere efforts.

City Manager Blodgett advised Council he had received notice ODOT Director Bruce Warner would be on the southern Oregon coast on February 4. Hopefully, Brookings will have an opportunity to have a reception to thank him for his efforts.

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce

a. Annual Report

Chamber Executive Director Les elaborated on the presented Chamber of Commerce Program Report for Calendar Year 2001 in the areas of performance accomplishments, tourism forecast for calendar year 2002, which is optimistic, and made suggestions for this next year. Cohen requested the City to consider budgeting funds to be specifically used for refurbishing and purchasing holiday light and sign fixtures. He reminded Council of the upcoming Business Outlook Conference on Tuesday January 29 and noted there were 150 pre-registrants - the largest number to date.

Chamber President Peter Spratt thanked Cohen for his presentation and followed with an overview of the Chamber's "2001 interesting year," which included beginning with the threat of closing down Hwy 199 for extensive time segments and ending with up to a 10 to 40% decrease in revenues in the nation after September 11 tragedy. Spratt advised Council the Brookings-Harbor area had seen only a little more than 2% decrease in bed tax dollars, and yet an increase in visits to chamber office - "a testament to the Chamber's staff, volunteers, and Executive Director Les Cohen, their constant factor." Brief discussion ensued regarding the expectations of Year 2002. Hagbom thanked Spratt and Chamber for their networking, which has proven so effective.

2. Council Liaisons

Councilor Dentino attended the Republicans Central Committee meeting, worked at the Rotary's golf tournament, and attended the City's Goals Setting Workshop.

a. Curry County Recycling Committee - Annual Report/Councilor Johns Councilor Johns attended various meetings: School District's Oversight Comm., Curry County Recycling Comm. (a copy of the

Annual Report is included in these minutes), which included the figures from the Fall Clean Up Program: Metal – 350 tons collected (450 cu yards) a savings of \$19,228 in disposal costs; Yard Waste (450 cu yards) a savings of \$4,702 in disposal costs.

Councilor Curry had no remarks, while Mayor Hagbom advised he went to a variety of meetings during the past two weeks.

B. **Unscheduled**

Cheri McCorkle of the Brookings Harbor Youth Association Board (BHYA), asked Council to participate in the Bruin Café program sponsored by BHYA, which is designed to recognize students monthly who make accomplishments over adversities or do something special for someone else or within the school and who are not in the “main-stream” of leaders in the school district. McCorkle asked Council to serve lunch to these students, to encourage them to do their best and make improvements for month of March. Mayor and Council whole-heartedly gave their support to her and these type of activities and agreed to serve lunch at the Bruin Café on March 22, 2002, and if possible have lunch with the students. She also shared other programs in which the BHYA is involved.

VIII. STAFF REPORTS

A. **City Manager**

1. **Chinese New Year – request for closure of Cottage Street**
City Manager Blodgett presented a request from Mr. & Mrs. George Lee of Lee’s Dragon Gate Restaurant to close Cottage Street to celebrate the February 12, 2002 Chinese New Year on February 16, 2002, at Noon. Alternate dates, due to inclement weather, proposed were February 23, March 3, and 10, 2002. Blodgett recommended approval.

Councilor Johns moved, Councilor Dentino seconded, and the Council voted unanimously to approve the closure of Cottage Street from the direct corner of the Dragon Gate Restaurant at Pacific and Cottage to the end of the Dragon Gate parking lot where it joins the Chetco Federal Credit Union driveway on Cottage Street, during the time of 11:30 a.m. to 2:00 p.m. and permission granted for owner George Lee to set off a controlled line of firecrackers in a safe area with appropriate fire protection immediately available.

Pat Silveria of 97950 Holly Lane, Harbor Oregon was present on behalf of Lee’s Dragon Gate. She was advised to contact the Police Department to

confirm all of the arrangements, and that a copy of the approval from Council would be given to the Public Works Department and the Police Department. Mayor Hagbom thanked the Lee's for handling this matter in advance of the celebration.

2. Award of contract for Downtown Master Plan

City Manager Blodgett revisited the Downtown Revitalization Project and the two grants totaling \$50,000 to complete a master plan for the downtown core area. After careful consideration by the five member Downtown Development Committee of three final proposals and presentations to the committee and staff, a final selection for RBF Consultant's Urban Design Studio was made. Blodgett provided a copy of their proposal, which is included in these minutes, and advised RBF Consultants is from Irvine, California. They have partnered with Spencer & Kupper, who will be doing the urban renewal portion of the project: one being the Master Plan itself, another to develop some type of architectural standards controls to assure the revitalization project ends up looking like the Master Plan, and last to update the Urban Renewal Plan to insure the infrastructure. He recommended approval of RBF, and explained their short standard contract proposed was not available at the moment because of a few minor changes, such as replacing "California" with "Oregon", etc.

Councilor Dentino moved, Councilor Johns seconded, and the Council voted unanimously to approve the Downtown Development Committee's recommendation to contract with RBF Consultant's Urban Design Studio for a cost not to exceed \$70,000 and authorize the City Manager to sign all necessary related documents for accepting a contract approved by the City Attorney and City Manager.

3. Other

City Manager Blodgett congratulated Council and Commissions on their successful City Goals Setting Workshop held on Saturday. He will be presenting the list and recommendations at the next Council meeting. Blodgett advised he would be attending a community incentives workshop in Oakland on February 7, and then going to Sutherlin the next morning for a Southern Regional City Manager's meeting.

B. Community Development Department

1. Coos Curry Electric Coop request for easements – Old County Road

City Manager Blodgett presented the Staff Report from Community Development Director Leo Lightle regarding an easement to place two above-

ground junction boxes on Old County Road adjacent to Azalea Park. He discussed this matter with Lightle, who confirmed staff support of recommending the City authorize the easements.

Councilor Johns moved, Councilor Dentino seconded, and the Council voted unanimously to authorize the easements to Coos Curry Electric Cooperative per the presented map for installing two junction boxes similar to box already placed on Azalea Park property, but on Old County Road.

IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of January 14, 2002, regular Council Meeting
 - B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of November 15, 2002, regular Commission Meeting
- (end Consent Calendar)

Councilor Johns moved, Councilor Johns seconded, and the Council voted unanimously to approve the consent calendar as corrected (Page 2 of 6, Para 4 to read: ... Al Cook, a 102 year old citizen and veteran of WW-I and WW-II, just shy of his 103rd birthday and living through three centuries: 1899 thru 2002. and on Page 4 of 6, Para 3 correct "year" headings on Nature's Coastal Holiday Report for statistical comparison to read: 2001 and 2000, not 2002 and 2001)

XI. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
 - There were no further comments from Council.
- B. Mayor
 - Mayor Hagbom declared a recess at 8:15 p.m., to go into Executive Session, asking only Council, City Manager, and Administrative Secretary to remain, along with Scott Graves, media representative from the Curry Coastal Pilot who was instructed on the procedures and confidentiality of the session.

EXECUTIVE SESSION - ORS 192.660 (a) (i) - Performance Evaluation of Public Officers and Employees

Executive Session was called to order at 8:25 p.m.
Performance Evaluation of City Manager proceeded.

Executive Session was adjourned at 8:36 p.m.

Mayor Hagbom reconvened the regular Council meeting at 8:37 p.m.

Mayor Hagbom stated Council had reviewed evaluations from all members for City Manager Blodgett and confirmed they felt he is doing an excellent job.

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve a 5% salary increase for City Manager Leroy Blodgett, effective January 26, 2002.

Councilor Dentino reported Special Projects Assistant Jeremy McVeety had attended an ODDA conference in Eugene last week.

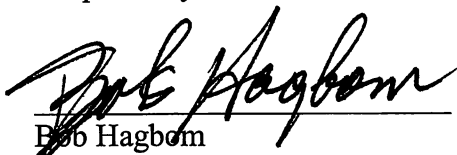
City Manager Blodgett informed Council of the progress made by the Parks and Recreation Commission, describing a "truly actively involved commission", who has recently approved the University of Oregon to take on a project of creating a Parks Master Plan for the City of Brookings, spending a maximum of \$20,000. Special Projects Assistant Jeremy McVeety will be working with them, which should reduce even the total cost.

Mayor Hagbom commented on the excellent goal setting session.

XII. ADJOURNMENT

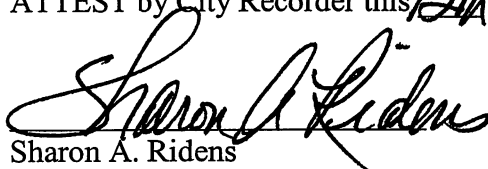
The meeting was adjourned at 8:40 p.m., with Council President Curry moving to adjourn and the Council verbally unanimously approving.

Respectfully submitted:



Bob Hagbom
Mayor

ATTEST by City Recorder this 12th day of February, 2002.



Sharon A. Ridens
Interim City Recorder

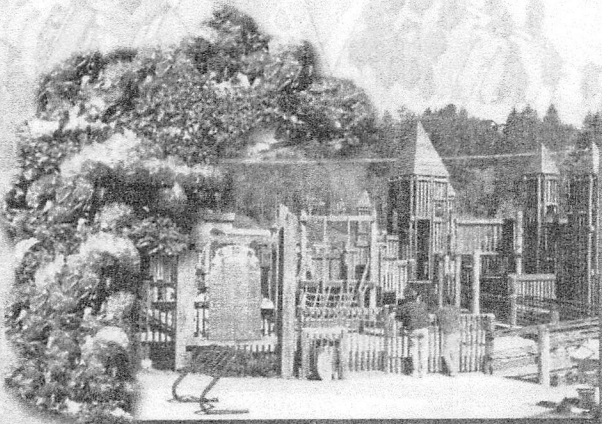
Proposal

Handed over
@ 1-28-02
CMTex

To Prepare The

Town Center Master Plan

A planning effort that respects the community values of Pride, History, and Prosperity, and achieves the vision for Downtown Brookings



Community Pride:

Azelea Park is one example of Brookings residents' commitment to community livability, civic pride, family, and environment

History:

1914 Brookings Town Plan by Bernard Maybeck is of local, statewide, and national importance



Prosperity:

Brookings is graced with a diverse economy of timber, agriculture, fishing, tourism, and high-tech industry

For The

City of Brookings, Oregon

Submitted by:

RBF Consulting's Urban Design Studio



In Association with:

SPENCER & KUPPER





November 21, 2001

JN 10-101975

Mr. Leroy Blodgett, City Manager
CITY OF BROOKINGS
898 Elk Drive
Brookings, OR 97415

SUBJECT: PROPOSAL — TOWN CENTER MASTER PLAN

Dear Mr. Blodgett:

RBF Consulting's Urban Design Studio, in association with Spencer & Kupper, is pleased to submit this Proposal for the preparation of the Brookings Town Center Master Plan.

We are thankful for this opportunity to submit our qualifications and work plan for the Town Center Master Plan. *Urban Design Studio* is a leader in the preparation of urban design, economic revitalization, and implementation plans and programs for small towns, downtowns, Main Streets, and aging commercial districts throughout the West. *Spencer & Kupper* has prepared numerous urban renewal plans, feasibility studies, and amendments for twenty five communities throughout Oregon, including the provision of renewal planning services to the following smaller communities over the past few years: Bandon, Phoenix, Klamath Falls, Sherwood, Woodburn, Canby, Sandy, Astoria, and Newberg. Together with the Brookings community, we believe we can serve in an instrumental role to help the community develop and embrace a Town Center Master Plan and Urban Renewal Plan Update.

While Urban Design Studio's office is located in southern California, we want the Brookings community to know that our team's perspectives, experience, and successes are not "southern California-oriented"; rather, we will bring to Brookings a full complement of capabilities based on our similar downtown planning experiences in communities throughout Washington, Idaho, Arizona, Nevada, California, and Oregon (including recent projects in Lincoln City, Roseburg, Medford, and Sandy). With Portland-based Spencer & Kupper as our team member, Brookings is assured a positive planning process. Our philosophy involves working closely with the citizens and stakeholders of communities to define and implement what they envision. We recognize that local ownership of projects is necessary for acceptance and success. Our team's planning processes are hands-on, and are sensitive to and incorporate the distinct elements that highlight each individual community; our design is economically rational and environmentally responsible; and our plans are practical.

We have developed a variety of unique and realistic methods to achieve a community's desired vision. Additionally, we have significant experience dealing with existing downtowns and also have experience developing new town centers/main street districts utilizing traditional and hybrid approaches. We fully understand urban renewal in Oregon, and will employ our team members' collective experience, successes, and lessons learned in more than 250 communities to the best of our abilities. As project manager, I am a Certified Main Street Manager, and have significant experience developing master design plans and architectural/design guidelines and standards in the Pacific Northwest. Charles Kupper, brings to Brookings dozens of urban renewal assignments and has prepared urban renewal plans and other studies throughout Oregon. We have worked in many communities, but we treat each one individually and do not utilize boilerplate approaches to solve problems and implement ideas.

PLANNING ■ DESIGN ■ CONSTRUCTION

14725 Alton Parkway, Irvine, CA 92618-2027 ■ P.O. Box 57057, Irvine, CA 92619-7057 ■ 949.855.5783 ■ Fax 949.837.4122

Offices located throughout California, Arizona & Nevada ■ UDS@rbf.com

printed on recycled paper

Our Team will provide Brookings with the comprehensive services, proven track record, and applied understanding of downtown and urban renewal issues needed to achieve City and community objectives in a timely and high quality manner. We are fully prepared to begin the project in January 2002 and desire to complete the project (i.e. adopt the Urban Renewal Plan) by August 2002 (to allow the City to take advantage of a January 2001 tax base). Through the enclosed Proposal, we hope you sense our enthusiasm about the opportunity to work with Brookings on its downtown revitalization and urban renewal activities. We are committed to quality, technically competent work, and are prepared to demonstrate our genuine interest in working with the Brookings community. If you have any questions or require further qualifications, please feel free to contact us.

Respectfully submitted,
RBF CONSULTING'S URBAN DESIGN STUDIO



Al Zelinka, AICP, CMSM
Principal Community Planner

Enclosures

I. UNDERSTANDING OF THE PROJECT

Includes a brief narrative of the Urban Design Studio Team's understanding of the project.

The Time Is Right. There are few opportunities in the course of life when a community can come together to focus on its current conditions and develop a plan for its future possibilities. The Brookings Town Center Master Plan project offers such an opportunity. Not since architect Bernard Maybeck was recruited by J.L. Brookings in 1913 to develop a town plan for a site at the mouth of the Chetco River has this significant of a planning project occurred along the southern Oregon coast.

The Brookings Town Center Master Plan project serves an important role in implementing the vision statement contained within the PROUD Study. In large measure, the master design plan, architectural/design standards, and 1990 Urban Renewal Plan update specified in the City of Brookings Request for Proposals will provide the "means" for achieving the desired "ends" articulated by the vision. Equally important, a high level of public involvement and ownership in the planning process is also essential for Brookings to realize the full potential of its 16-acre downtown area. To accomplish this charge, we have assembled the necessary team of professionals to embrace the Brookings Town Center Master Plan project with the seriousness, creativity, technical skills, experience, and enthusiasm required to maximize opportunity and implementation (team information is included in Section II).

Our Team Understands. The Urban Design Studio Team understands the increasing level of importance of downtown Brookings to the people who live, work, and visit the area. The Brookings community has invested significant time and resources to develop the PROUD Study and other downtown-related documents over the past decade – all in the name of expanding Town Center's role in serving local (as well as visitor) commercial and civic needs. Being true to the history of Brookings, the heritage of the community, and the authenticity of the place itself is paramount to achieving a master design plan and architectural/design standards that succeed.

The Urban Design Studio Team understands that the City of Brookings prepared an Urban Renewal Plan document in the early 1990's, but that plan was rejected by Brookings voters. Many of the objectives and activities of that plan may still be high priorities for Brookings. That plan, however, was prepared prior to the passage of Ballot Measure 50 in 1997. With Measure 50, much has changed in the urban renewal landscape. The shift of tax impact from the taxpayer to affected taxing bodies has introduced a new set of political and policy issues for the community adopting an urban renewal plan.

We Are Committed. Our Team's commitment to Brookings, as conveyed through the remainder of this proposal, is to help the community make desirable change occur in the downtown area; we recognize that that every dollar spent and every person involved in the planning effort is a valuable resource. By submitting this proposal to the Brookings community, the Urban Design Studio Team submits its commitment to serving as an integral part of the effort, tools and solutions to revitalize the downtown core area.

II. THE URBAN DESIGN STUDIO TEAM

Includes team philosophy and general approach to downtown revitalization and urban renewal; structure of team member firms; overview and availability of personnel; and, relevant project experience.

TEAM STRUCTURE. The team assembled for the Brookings Town Center Master Plan project consists of RBF Consulting's Urban Design Studio (UDS) and Spencer & Kupper – the *Urban Design Studio Team*. For the purposes of this project, the Urban Design Studio Team will be structured as follows:

- ❖ **Urban Design Studio** – Serves as the team leader and prime consultant, providing project management and overseeing development of the master design plan, preparation of the architectural design standards, and design-related public participation.
- ❖ **Spencer & Kupper** – Serves as a subcontractor to UDS and the lead consultant for updating the 1990 Urban Renewal Plan and facilitating related public involvement.

The team was assembled to address the needs of the Brookings Town Center Master Plan project, and to build on past relationships with other professionals. This 2-firm team will provide all the elements we think the planning effort requires, including: Urban Renewal Plan preparation, renewal financing, and project management; urban and architectural design; implementation strategies and developing alternative funding sources; highly effective public participation programs; and, strong graphic and illustrative capabilities.

TEAM PHILOSOPHY. *Urban Design Studio* — As our name indicates, urban design and town planning is at the heart of what we do. Urban Design Studio, a distinct division of RBF Consulting, is a collaboration of experienced urbanists and town planners dedicated to smart growth and proper stewardship of our towns and communities. UDS is an industry leader in working with small to mid-sized towns to address infill, mixed-use, waterfront and downtown environments. Working closely with municipal clients, UDS integrates town planning and design with rational and context-based approaches to architectural design, landscape architecture, economic development, transportation planning, public works engineering, and implementation. Our sound interdisciplinary practice is always coupled with a solid public participation approach — we believe in community-based town planning and design.

Spencer & Kupper — Spencer & Kupper focuses on public/private program planning and project management. Our practice, with a total of forty-five years combined experience, is aimed at carrying out both public and private projects. The firm's services include: redevelopment, urban renewal and program administration; public/private development strategies; program and project management; and, financing and implementation programs and strategies. The firm has prepared renewal plans, feasibility studies, and amendments for twenty five communities throughout Oregon. Our approach in every renewal plan we have done is to move the plan through a series of carefully planned steps built around public meetings or workshops with citizen groups, and elected officials. We believe that all citizen groups must be given ample opportunity to review, discuss, and provide input and direction to each key element of the plan.

TEAM MEMBERS. The team members for the Brookings Town Center Master Plan are all principals or senior members of their respective firms. The skills and expertise of the Urban Design Studio Team are very much aligned with the City of Booking's objectives for the Town Center Master Plan project. Based on our understanding of the project, we have identified the following key team members to collaborate with the City and the Brookings community in the planning effort. *Each team member listed below has the time availability in project's time horizon, experience and abilities requisite to complete the tasks and products outlined in this proposal.*

Urban Design Studio

- ❖ **Al Zelinka, AICP, CMSM** — Project Management and Client Relations, Implementation Issues, Main Street Principles, Economic Development Opportunities, Parking and Circulation Strategies

- ❖ Susan Jackson, AICP — Public Participation, Implementation Issues, Pedestrianism, Land Use, Liaison with Downtown Development Committee, and Main Street Principles
- ❖ John Shetland — Architecture, Urban Design, Urban Form, Public Space, Architectural Design Guidelines, Streetscape, Renderings, CAD and GIS

Spencer & Kupper

- ❖ Charles Kupper — Urban Renewal Plan Update and Related Public Participation

Team Member Biographies

Al Zelinka, CMSM, AICP — Principal Community Planner, Urban Design Studio. Mr. Zelinka is a registered planner with the American Institute of Certified Planners, is a Certified Main Street Manager, has over eleven years of urban planning and design experience, and has developed his planning career to improve and revitalize neighborhoods, commercial districts and downtowns. His work with RBF Consulting's Urban Design Studio in urban design and planning has expanded to include a unique and important dimension of community livability: public safety through urban design, on which he has authored many publications, has co-authored a book for the American Planning Association entitled SafeScape: Creating Safer, More Livable Communities Through Planning and Design, and has made dozens of presentations to professional planners, law enforcement personnel, neighborhood leaders, planning commissioners, and elected officials. He is currently co-authoring an APA Planners Advisory Service Report with Susan Jackson, entitled *Placemaking On A Budget*. He has been a speaker for the Main Street Center, Urban Land Institute, American Planning Association, Congress for the New Urbanism, and numerous other organizations, and has instructed at Cal State Long Beach, Cal Poly Pomona, UC Irvine and UC Davis. Al has a Master of Regional Planning from Cornell University and a Bachelor of Science in Public Planning and Business Administration from Northern Arizona University. Al entered the planning profession to “make a difference” in communities, and continues to subscribe to this philosophy today.

Susan Jackson, AICP — Principal Community Planner, Urban Design Studio. Ms. Jackson has a broad background in community development and planning. Before joining Urban Design Studio, Ms. Jackson volunteered with the Peace Corps in Senegal, West Africa and with AmeriCorps. In Kansas City, Missouri, she led several neighborhood-based planning projects for a not-for-profit environmental organization involved in local sustainable development, transportation, and environmental justice. Ms. Jackson has also worked with the State of Arizona as a community planning specialist, providing technical planning support and assistance to Arizona’s rural and tribal communities. With Urban Design Studio/RBF, Ms. Jackson is primarily involved in developing public participation programs and working on downtown and neighborhood revitalization projects. Ms. Jackson has been a speaker at the Governor’s Rural Development Conference in Arizona, the Arizona Planning Association State Conference, and the national American Planning Association Conference. She is a registered planner with the American Institute of Certified Planners and a candidate for the National Main Street Center’s Certified Main Street Manager. With Al Zelinka, she is currently co-authoring an APA Planners Advisory Service Report called *Placemaking On A Budget*. Susan has a Masters of Environmental Planning from Arizona State University, and Bachelor of Arts degrees in both Architectural Studies and Environmental Studies from the University of Kansas. Her passion continues has always been and continues to be to directly involve communities in protecting and improving their physical, natural, and social environments.

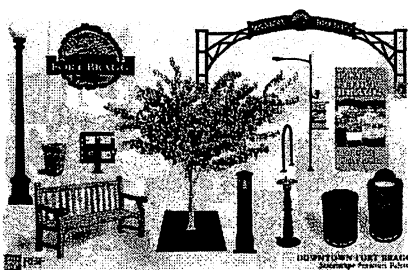
John Shetland — Lead Urban Designer, Urban Design Studio. With seven years of extensive urban design experience, Mr. Shetland focuses his practice on traditional town planning, public space design, architectural design guidance systems, streetscape enhancement, and revitalizing urban districts and small

town downtowns. His practical approach to urban design emphasizes the human dimensions of space, while simultaneously seeking opportunities for community building and economic development through design. For all of his urban design projects, John spends significant time learning the needs of his clients and the public, as well as exploring the implications of each design element prior to making recommendations. He routinely contemplates scale, massing, architectural context, relationships between adjacent uses and activities, and the connection between the internal spaces of buildings and the public realm. John's successful urban design career is largely the result of his ability to convey complex urban design concepts to the public through hand drawn renderings, computer-generated before-and-after visual simulations, and high quality computer-aided plan graphics. Of most significance, he strives to ensure that the urban design recommendations he produces will result in strong community fabrics and more vital public realms. John has a B.S. in City and Regional Planning from California Polytechnic State University, San Luis Obispo, and received intensive training at The Seaside Institute on Traditional Town Planning and Design.

Charles Kupper — Principal, Spencer & Kupper. Charles Kupper's experience includes a broad range of work in both public and private sector development planning and management. His experience includes program management and project implementation, renewal and development planning, conducting financial analyses and developing financing and development strategies. Mr. Kupper joined with John Spencer to form Spencer & Kupper in 1986. Prior to that, Mr. Kupper served six years as director of renewal, housing, community and downtown development programs in Eugene, Oregon. During that period, renewal activities in downtown Eugene produced over \$50 million in public and private investment, including the nationally acclaimed Hult Center for the Performing Arts, a hotel and a public conference center. Mr. Kupper has undertaken dozens of urban renewal assignments, preparation of urban renewal plans, amendments and feasibility studies throughout Oregon. Mr. Kupper has prepared revenue projections and analyses for Official Statements for tax increment bond issues in Lake Oswego, Keizer, Astoria, Waldport, Wilsonville, Redmond, and Oregon City. Drawing upon his extensive public sector development experience, Mr. Kupper helps provide contract management services for development programs in Oregon City, Wilsonville, Keizer, Cottage Grove, Klamath Falls, Seaside, Canby and Astoria. His education includes: Bachelor of Science, University of Pennsylvania; Professional Seminars in Real Estate Development and Housing Development, Harvard Graduate School of Design.

REPRESENTATIVE PROJECTS AND REFERENCES. Urban Design Studio has provided town planning and design services to more than 150 small- and medium-sized communities throughout Washington, Oregon, Idaho, Arizona, Nevada, and California. This includes recent projects in Lincoln City, Roseburg, Sandy, and Medford. Spencer & Kupper has prepared over 25 urban renewal plans for Oregon communities. Following are three representative projects for each firm, along with contact information for references. More detailed project experience can be provided upon request.

Urban Design Studio Projects and References



**DOWNTOWN FORT BRAGG REVITALIZATION PLAN
CITY OF FORT BRAGG, CALIFORNIA**

Urban Design Studio was selected to develop a downtown revitalization plan for Downtown Fort Bragg, an important place along the Mendocino Coast of northern California. Downtown Fort Bragg serves a central economic and civic role in the community, but is challenged by both the decline of the regional fishing and lumber industries and by redefining itself within the context of a

Client: City of Fort Bragg
Reference: Linda Ruffing,
Community Development
Director (707) 961-
2827



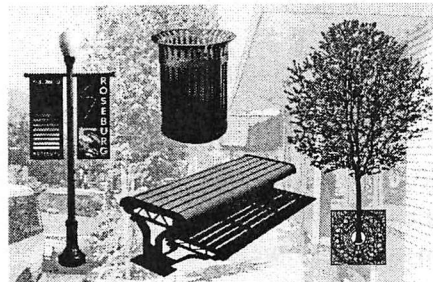
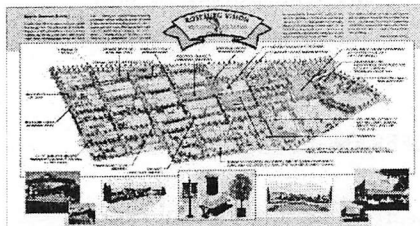
**2000, Oregon Chapter, APA,
 Professional Achievement in
 Planning Award; Taft
 Redevelopment Project**

*Client: Lincoln City Urban Renewal
 Agency*
Reference: Kurt Olsen, Director
(541) 996-1003

growing tourism and service-based economy. Through an intensive public participation program and close coordination with the community and City staff, UDS developed a consensus-based vision poster, streetscape furniture palette, parking and circulation plan, and implementation program.

**TAFT REDEVELOPMENT PLAN
 LINCOLN CITY, OREGON**

Urban Design Studio was chosen by Lincoln City Urban Renewal to develop a revitalization plan and implementation strategy for the one of the City's many beach districts: Taft. A complex set of physical, environmental, economic, and social issues were addressed in the plan for the bayfront community, including downtown redevelopment, streetscape and urban design, traffic and circulation, beach access, wetland preservation, and housing. Through each step of the planning process, a concerted effort was made to include the community and youth. Additionally, the location of a state highway and numerous environmental assets resulted in a close and successful relationship between the City, ODOT, and DLCD. With tremendous community support, the Taft Redevelopment Plan and new zoning ordinance was formally embraced by the City Council almost immediately.

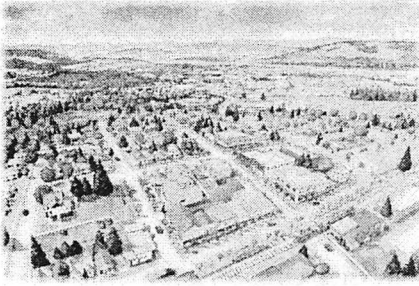


Client: City of Roseburg
Reference: Lance Colley, Finance
Director
(541) 672-7701

**ROSEBURG DOWNTOWN MASTER PLAN
 CITY OF ROSEBURG, OREGON**

Roseburg, Oregon selected Urban Design Studio due to our personal approach to concensus-building and expertise in revitalizing downtowns and older commercial districts. Downtown Roseburg has a solid physical fabric, but is challenged by a regional economy in transition (from timber to tourism). Urban Design Studio was charged with creating a master plan for the downtown, which not only served as a catalyst for bringing vitality back to the city center, but also provided a focus for developing the regional economy and shaping a renewed identity for Douglas County. Through various levels of interaction with hundreds of community members, Urban Design Studio developed a Downtown Vision Plan and a Downtown Master Plan. The Master Plan includes a vision statement, design guidelines, recommended modifications to the City's zoning ordinance, and an implementation program that focuses on economic enhancement strategies, recommended programs and public improvements, and potential funding mechanisms.

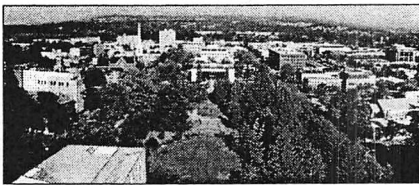
Spencer & Kupper Projects and References



Client: City of Sherwood, Oregon
Reference: Ross Shultz, City Manager
(503) 625-4200

SHERWOOD URBAN RENEWAL PLAN AND SHERWOOD DOWNTOWN DESIGN PLAN

Spencer & Kupper prepared an urban renewal plan for Sherwood, focusing on design and development of downtown Sherwood. The firm prepared code revisions and other ordinances needed to implement design concepts. Also, the firm served as project manager and head of a multi-disciplinary consulting team to prepare a design, engineering, and economic and market analysis for the renewal area, and a larger study area. The renewal plan was adopted in November, 2000.



Client: City of Salem Community Development Department
Reference: John Russell, Redevelopment Program Supervisor
(503) 588-6173

WEST SALEM URBAN RENEWAL PLAN SALEM RENEWAL AGENCY

Spencer & Kupper prepared an Urban Renewal Plan for the Edgewater District of the City of Salem. The Edgewater District of Salem had evolved its own industrial and commercial shopping area prior to incorporation into the City of Salem. The Renewal Plan was a component of a wide-ranging "town planning" effort for the Edgewater District. The Renewal Plan is a vehicle for implementing major recommendations of design and transportation studies of the district. The Renewal Plan, and an extensive citizen education and involvement process were coordinated with the transportation and design studies and involvement process. The Renewal Plan was adopted in August, 2001

OTHER RELATED EXPERIENCE AND REFERENCES

Client: City of Phoenix
Reference: Denis Murray, Planning Director
(541) 535-2050

Mr. Kupper prepared an urban renewal feasibility study and financing plan for implementing a Downtown Design Plan for the City of Phoenix, Oregon. This TGM grant project was completed in June, 2001. The study effort received an outstanding rating by the City of Phoenix and ODOT staff.

Client: City of Bandon
Reference: Matt Winkle, City Manager
(541) 347-2437

Mr. Kupper has acted as consultant to the City of Bandon's Renewal Agency on its plan amendments implementing Ballot Measure 50 requirements. The most recent Plan amendments were in March, 2001.

III. THE TOWN CENTER WORK PLAN

Includes task-by-task approach, time schedule, and budget for the project. The Urban Renewal Plan Update process and the Town Center Master Plan process will be fully coordinated throughout the life of the project; for purposes of project management and clarity, we have identified separate tasks for each effort.

The Urban Design Studio Team work plan that meets the intent of the Request for Proposal within the funding range. In keeping with the understanding of the request for proposals, the work scope below is presented in an abbreviated format. We present it in this manner to give the reviewers (i.e. Downtown Development Committee, et al) a clear understanding of the work and methodology proposed, without bogging reviewers down in pages of detail. In submitting this proposal, we assume that an opportunity will be provided to refine the work plan and schedule after consultant selection to better articulate deliverables, responsibilities, and assumptions. If there are any questions about details of the work plan as presented here, we will be happy to respond to them, either verbally or in writing.

PHASE I - UNDERSTANDING THE VISION

Task 1.0 – REFINE SCOPE. Prior to signing a final contract, the UDS Team would like to refine the following scope of work with the City to work out the finer details of the process (i.e. deliverables).

Task 2.0 – INFORMATION REVIEW AND COMMUNITY IMMERSION PREPARATION. The foundation for the public involvement process and activities will be constructed during this task.

Subtask 2.1 - Review and Collect Existing Land Use, Planning, and Design Information and Data.

Review all available plans, documents, and studies that affect the Brookings Town Center area and the urban renewal process. The City will provide UDS with pertinent documents at the local, regional, and state level, as well as any available digital maps and electronic data.

Subtask 2.2 - Identify Interviewees and Focus Groups. To tap the knowledge and experience of Brookings community members and organizations, City staff will be asked to recommend and schedule participants for one-on-one interviews and focus groups for Tasks 3.4 and 3.5. Suggested invitees include City staff, elected and appointed officials, state and regional organizations, civic and business leaders, and neighborhood and special interest groups.

Subtask 2.3 - Promotion and Outreach. Prepare an outreach strategy in concert with the City that may include media contacts, public notice procedures, flyers and pamphlets, and a project website.

Task 3.0 – COMMUNITY IMMERSION WEEK. UDS has suggested a Community Immersion approach based on our experience in small to medium size cities. The Community Immersion is a visually engaging, interactive, and collaborative series of public workshops, focus groups, field condition inventories, and design sessions that will have productive results for the Town Center vision. The Immersion and its design workshop will yield the groundwork for the schematic plan, design development, and final designs that will be provided by the UDS Team to the City of Brookings. It offers opportunities for friendly, informal discourse and debate among community citizens, and the process achieves workable visions and solutions for the downtown Town Center. Our five-day Immersion approach, presented in an abbreviated fashion below, offers unique opportunities for input and involvement - all of which are strategically developed and organized towards consensus building.

(Day One) Subtask 3.1 - Staff Kick-Off Meeting. Meet with City Staff (planning department and other department heads) to discuss the project and generally discuss what the City would like to see come about as part of this project.

(Day One) Subtask 3.2 - Brookings Town Center Community Walks. City-guided tour of the project area and surrounding community. The public may also be invited to join in the walks. UDS will pay particular note to unique features; land use; streetscape and public space opportunities; pedestrian, bicycle, and traffic calming opportunities and circulation alternatives; and view corridors.

(Day One) Subtask 3.3 – Panel Discussion: What is Urban Renewal? An informative panel (Oregon Urban Renewal Directors, Spencer & Kupper, UDS, etc.) to present and discuss the concepts and benefits of urban renewal to the local officials, city staff, Downtown Committee, and interested public.

(Day Two) Subtask 3.4 - Conduct Individual Interviews. Conduct 16 twenty-minute one-on-one interviews with individuals identified in Task 2.3.

(Day Two) Subtask 3.5 - Facilitate Special Interest Focus Groups. Hold four (4) special focus groups (i.e. economic development, transportation, the Maybeck Plan, etc.) to gain a full understanding of the opportunities and constraints as they relate to the Town Center.

(Day Two) Subtask 3.6 - Kick-Off Meeting with Downtown Development Committee. Meet with the Downtown Committee to discuss the project and their collective ideas and expectations.

(Day Three) Subtask 3.7 - Community Design Workshop. A three-to-four hour interactive public workshop will be held to develop present initial findings and observations, conduct a TownScan™ Community Image Survey (a presentation of approximately 130 - 150 slides (Power Point) shown to the audience to elicit their preferences on a variety of different design situations relevant to issues and concerns in the Town Center), and engage the participants in hands-on designing of the Town Center.

(Day Four) Subtask 3.8 - UDS Design Team Work Day. Further develop findings, preliminary graphic and narrative schematic plans, renderings, and concept alternatives.

(Day Five) Subtask 3.9 - City Staff and Downtown Development Committee Presentation. Review and comment on draft concept alternatives and preliminary design details at the end of the Community Immersion process. UDS would like direction on the preferred alternative.

(Day Five) Subtask 3.10 - Public Presentation. Present concept alternatives and design details to the community and local officials to receive further direction on the preferred alternative.

PHASE II - DEVELOPING THE TOWN CENTER MASTER DESIGN PLAN AND URBAN RENEWAL PLAN

Task 4.0 - DEVELOP PRELIMINARY VISION POSTER. The poster represents the heart and soul of the Brookings Town Center Master Plan vision. The proposed size of the two-sided poster is to be 24" x 36" and will be done in full color (see original examples from Roseburg, Lincoln City, and Kennewick enclosed with the proposal). The front side will depict: proposed/conceptual buildings, master streetscape concept, proposed public spaces, proposed parking areas, proposed land uses or land use theme districts, and a vision statement. The second side of the poster will illustrate and describe: streetscape furniture palette, design and development standards, proposed bicycle, transit, and pedestrian circulation system and linkages, hand-rendered "before and after" images of the Brookings Town Center, renderings of important design details.

Task 5.0 - THE URBAN RENEWAL PLAN PROCESS. Spencer & Kupper's work scope for the Brookings Renewal Plan will include the following steps and components: create an Urban Renewal Citizens Committee (if appropriate); prepare and distribute background materials explaining the urban renewal and tax increment processes; and, develop an urban renewal plan and report, meeting all requirements of ORS 457.

Subtask 5.1 - Citizen Involvement Meeting 1 – Provide written materials and presentations to familiarize the community with urban renewal and tax increment financing. Assist community in identifying a project area boundary that incorporates the Town Center area, and other opportunity areas that may be beneficial to the Renewal Plan, and City of Brookings goals. Review relevant City documents for list of preliminary goals and objectives and potential project activities for renewal plan.

Subtask 5.2 - Identify existing conditions and blighting influences within the proposed boundary. Gather information on assessed values, tax bodies and tax rates. Begin preliminary evaluation of potential “tax foregone” impacts of plan. These can be undertaken during Design process.

Subtask 5.3 - Work with City staff, elected officials, local real estate professionals, and other knowledgeable parties to develop information on potential new assessed value growth within the urban renewal boundary. Use this information as the basis for one or more projections of tax increment revenue over a 20-25 year projection period.

Subtask 5.4 - Citizen Involvement Meeting 2 – Working in concert with the design plan process, develop a list of renewal project activities to carry out the design work, and implement renewal plan goals. This list of activities will be incorporated into the urban renewal plan document.

Subtask 5.5 - Work with city staff and Urban Design Studio to produce cost estimates of activities proposed for urban renewal funding. Based upon this list of project costs and activities, and revenue estimates, establish a preliminary maximum indebtedness for the Plan.

Subtask 5.6 - Utilizing estimates of value growth, and Assessor's data, prepare an analysis of the tax impacts of carrying out the Renewal Plan.

Subtask 5.7 - Citizen Involvement Meeting 3 – Public review, discussion, and comment on financial elements of the urban renewal plan. The community group will be given the estimates of project revenues, project costs, maximum debt, and an estimated timetable for funding and carrying out all projects in the renewal plan.

Subtask 5.8 - Citizen Involvement Meeting 4 – Review of a draft Urban Renewal Plan and Report document with contents meeting all requirements of ORS 457. Final corrections of Plan and Report.

Subtask 5.9 - Consultant preparation of required special notice, letters to affected taxing bodies, and draft of Ordinance adopting urban renewal plan.

Subtask 5.10 - Presentation of Urban Renewal Plan maximum debt to County (City staff)

Subtask 5.11 - Presentation of Urban Renewal Plan to City Planning Commission (City staff)

Subtask 5.12 – Citizen Involvement Meeting 5 - Presentation of Urban Renewal Plan to City Council for adoption by end of August 2002 to take advantage of a January 2001 frozen tax base.

Task 6.0 - COMMUNITY CONFIRMATION *After fully documenting and developing the land use, urban design, and streetscape concepts, UDS will bring the draft vision plan to the community for confirmation to make sure the vision is accurately depicted and to continue to achieve consensus.*

Subtask 6.1 - Staff Meeting. Meet with City staff to thoroughly review the draft vision poster.

Subtask 6.2 – Downtown Development Committee Meeting. Meet with the Committee to present draft products for review and comment.

Subtask 6.3 - Special Joint Workshop with Council and Planning Commission. Hold a workshop with City Council and Planning Commission to present draft products for review and comment.

Subtask 6.4 - Public Open House. Organize and facilitate one community-wide “drop-in” open house to allow the public to review and comment on draft vision products and build additional consensus.

Subtask 6.5 - Memorandum of Final Vision Poster Changes. UDS will prepare and submit to the City a memorandum that identifies all changes to be made to the draft vision poster. We will expect a consolidated response to the memorandum from the City to direct final plan development.

PHASE III: IMPLEMENTING THE PLANS

Task 7.0 - DEVELOP FINAL VISION POSTER. Incorporate the changes noted in the memorandum of final changes to the poster and present final poster to City.

Task 8.0 - DEVELOP SUPPORTING NARRATIVE AND IMPLEMENTATION PLAN. Although the crux of the Brookings Town Center Master Plan will be the vision poster, a narrative report is important part of articulating and implementing the plan.

Task 8.1 - User's Guide to the Brookings Town Center Master Plan. A User's Guide that will explain the plan, in layperson's terms, and will outline its the various components and the manner in which it should be used.

Task 8.2 - Process Documentation and Background. The plan background will be documented and the community-based process by which the vision was developed will also be described.

Task 8.3 - Additional Vision Details. Additionally, the narrative support report will be written to further explain the poster by providing those details unable to be adequately expressed on the poster.

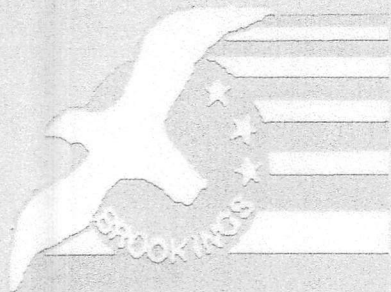
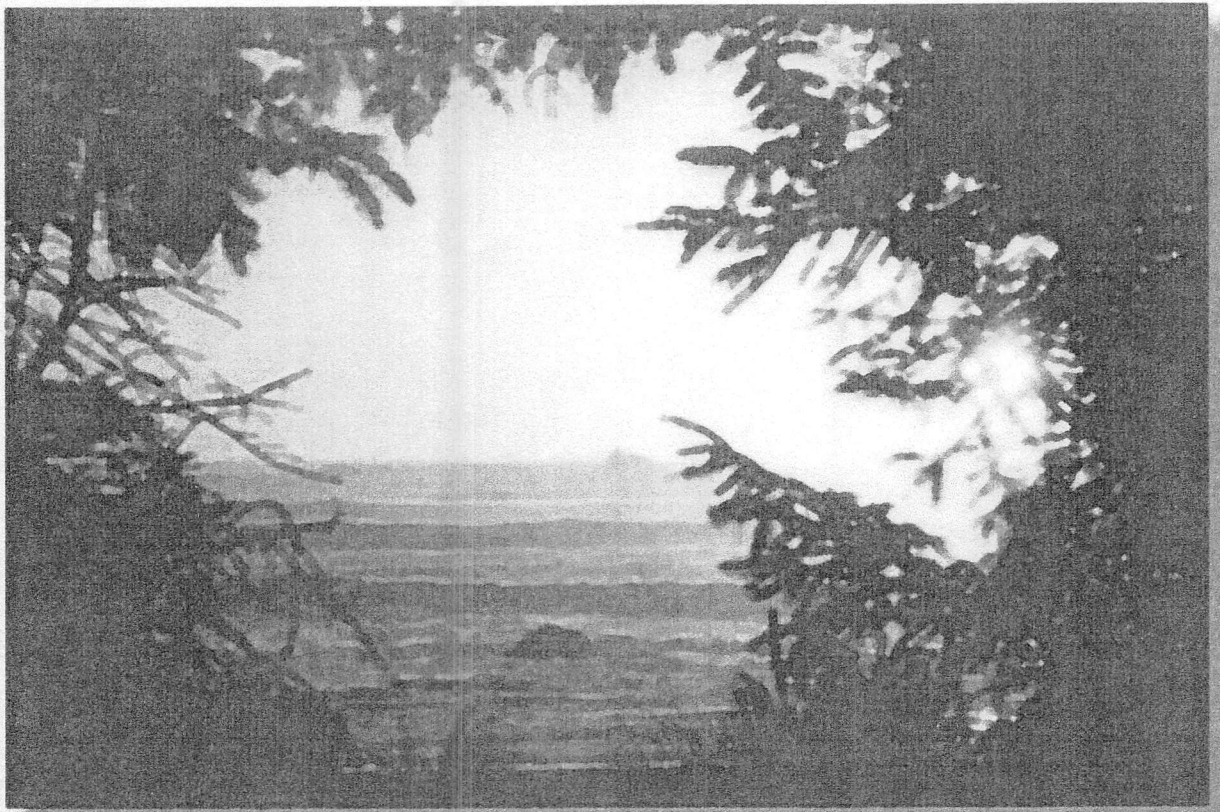
Task 8.4 - Implementation Program. This section will identify in matrix format the "who", "what", "why", "where", "when", and "how" of implementation, highlighting implementation action steps, timing, leaders and team members, and potential funding resources.

BROOKINGS TOWN CENTER MASTER PLAN SCHEDULE

Phase	Jan	Feb	Mar	April	May	June	July	Aug
Phase I – Understanding the Vision								
Phase II – Developing the Town Center Master Design Plan and Urban Renewal Plan								
Phase III – Implementing the Plan								

BROOKINGS TOWN CENTER MASTER PLAN BUDGET

Phase	UDS	S&K	Budget
Phase I – Understanding the Vision	\$15,000.00	\$3,000.00	\$18,000.00
Phase II – Developing the Town Center Master Design Plan and Urban Renewal Plan	\$19,500.00	\$13,000.00	\$32,500.00
Phase III – Implementing the Plan	\$7,000.00	\$2,000.00	\$9,000.00
Subtotal	\$41,500.00	\$18,000.00	\$59,500.00
Reimbursables (15% of Budget)			\$10,500.00
Not-to-Exceed-Cost Proposal			\$70,000.00



RBF Consulting's Urban Design Studio
14725 Alton Parkway
Irvine, CA 92618
(949) 855-5783

**CURRY COUNTY RECYCLING
Annual Report 1/28/2002**

*handed out
@ 1/28/02
cc
mitox*

I was appointed to the Curry County Recycling Committee in October 2001. I have been to three meetings, 10/30, 11/28/2001 and 01/28/2002.

I worked on the Watershed Plan Draft. We approved it at the 11/28 meeting, and sent it to the three cities and the county. It had to be adopted by 12/31/2001. Carla Smart presented us with the figures from the Fall Clean UP PROGRAM. Metal – 350 tons collected (450 cu yards) saving \$19,228 in disposal costs. Yard Waste – (450 cu yards) savings \$4,702 in disposal costs. She said there was not as much yard waste as in the spring. Pete Smart said that no word yet from DEQ concerning the Household Hazardous Waste Grant.

Members were asked if they were interested in combining the Solid Waste Committee with the Recycling Committee? Members present thought it would be a good idea. On January 8th 2002 the Board of Curry County Commissioners concluded that it would more efficient to combine the two committees. The combined committees shall be called Solid Waste Advisory Committee. Jerry Herbage spoke to us about changes to be made to Article Two. We will have other information next month.

Frances Johns
Frances Johns