

**MINUTES**  
**URBAN RENEWAL AGENCY**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
MONDAY, SEPTEMBER 24, 2007

**Call to Order**

Chair Pat Sherman called the meeting to order at 8:17pm immediately following adjournment of the City Council Meeting.

**Roll Call**

*Present* were Chair Pat Sherman, Directors Larry Anderson, Ron Hedenskog, Dave Gordon and Jan Willms; a quorum present. *Also present* were Executive Director Gary Milliman, Public Works Director John Cowan, Administrative Assistant Joyce Heffington, URAC Chair, Pete Chasar, Curry Pilot reporter Tom Hubka and approximately 2 public.

**Director Anderson moved, a second followed and Agency voted unanimously to add to the agenda after the minutes, Director Comments as an agenda item.**

**Minutes**

A. Acceptance of Urban Renewal Advisory Committee minutes for:

1. July 12, 2007
2. August 9, 2007

B. Approval of Urban Renewal Agency minutes for August 13, 2007.

**Director Anderson moved, a second followed and Agency voted unanimously to approve the [Minutes] as written.**

**Comments**

Chair Sherman generally stated that she had concerns regarding Façade Improvement Program applicant's changing their projects when the guidelines are clear and they are basically being given tax payer's funds to do their projects.

Generally, the Agency as a whole expressed concern that agreements were not being adhered to. Director Anderson generally stressed that compliance needed to be consistently administered by the Urban Renewal Advisory Committee (URAC) in the future.

URAC Chair Pete Chasar generally stated that the committee had also struggled with these issues but felt that the projects in question merited approval and that the Committee had advised the applicant that the final decision would be made by the Agency.

**Regular Agenda**

After review by Executive Director Milliman the following Façade Improvement Projects were acted upon by the Agency:

**Director Anderson moved, a second followed and the Agency voted unanimously to approve the [Façade Improvement] project for the Redwood Theatre at 621 Chetco Avenue for \$20,000.**

**Director Anderson moved, a second followed and the Agency voted unanimously to approve the [Façade Improvement] project at 609 Chetco Avenue [for \$7025] with any electrical code violations and the past 2007 completion date to be corrected.**

**Director Anderson moved, a second followed and the Agency voted unanimously to approve the Façade Improvement Project for 654 Chetco Avenue for \$800.**

Executive Director Milliman reviewed the staff report for the project at 519 Chetco Avenue, stating that the project was already in progress.

URAC Chair Chasar generally stated that the Committee determined that while the project was already in progress, after taking out the work that had been completed, there still remained more than \$40,000 of work to be done and therefore approved it for the maximum reimbursement.

**Director Hedenskog moved, a second followed and the Agency voted unanimously to approve Façade Improvements [for the Project at 519 Chetco Avenue] for \$20,000.**

Executive Director Milliman reviewed the completed Façade Improvement Project for 604 Railroad and the process used by the Urban Renewal Advisory Committee to allow the retroactive change to the project which originally had included the removal of the awning.

Chair Sherman generally stating that she would vote only for the \$4000 reduction in the project as the applicant did not complete a portion of the approved project.

After some discussion, URAC Chair Chasar generally stated that the Committee determined that the removal of the awning would not have been a desirable change and that the project as a whole was worthy of funding.

**Director Gordon moved, a second followed and the Agency voted, with Chair Sherman and Director Willms voting "Nay," to follow the recommendation of the [Urban Renewal Advisory] Committee and approve the funding [for the project at 604 Railroad].**

Executive Director Milliman reviewed the staff report regarding the renewal of the Umpqua Bank Line of Credit.

**Director Anderson moved, a second followed and the Agency voted unanimously to authorize the [Executive Director] or [Chair] to execute the Promissory Note [and all other related documents] for renewing the [Umpqua Bank] Line of Credit [in the amount of \$500,000].**

**Adjournment**

**Director Gordon moved, a second followed and the Agency voted unanimously by voice vote to adjourn at 9:05pm.**

Respectfully submitted:



Pat Sherman  
Chair

ATTEST by City Recorder  
this 27 day of October, 2007:

  
Joyce Heffington  
Interim City Recorder