

City of Brookings

MEETING AGENDA

URBAN RENEWAL ADVISORY COMMISSION

Thursday, January 13, 2010, 3:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Acceptance of Minutes for:

1. December 9, 2010.

D. Discussion Items

1. Council decision on Advisory Commission ordinance.

E. Executive Director Reports

1. Downtown Improvement Project update.
2. Bi-Mart Update.

F. Public Comments – Limit 5 minutes.

G. Commissioners Comments

H. Items for Next Meeting

I. Adjourn

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with advance notification. Please contact 469-1102 if you have any questions regarding this notice.

The Urban Renewal Advisory Commission is seeking volunteers to fill two vacant Commission seats. Please contact 541-469-1102 for more information.

Minutes

Urban Renewal Advisory Commission

Council Chambers, 898 Elk Drive
Thursday, December 09, 2010

Call to Order:

Commission Chair Joyce Tromblee called the meeting to order at 3:05 p.m.

Roll Call:

Commission present: Joyce Tromblee, Don Nuss and Dan Nachel; Rick Bishop and Kim Banfield were absent. Staff present: Building Official LauraLee Snook. Others present: Councilor Jake Pieper.

Minutes/Last Meeting:

Approval of November 18, 2010: minutes were approved unanimously.

Executive Directors Report:

Director Milliman was absent but submitted a written report, attached.

Commissioner comments:

- Commissioner Nuss submitted a cyclist's guide from Del Norte County to aid the planning department in further developing and marketing the City of Brookings bike plan.
- Chair Tromblee recommended that the City engage an Information Officer, possibly utilizing volunteers for the duties.
- Councilor Pieper answered Commissioners questions related to the future Bi Mart development.

Next meeting:

- Update on Bi-Mart
- Downtown update

Adjournment: adjourned at 3:35

Respectfully submitted,

_____ (Approved at _____ meeting).

_____ (Chair or Vice Chair)

Print Name and Title.



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

Credentialed City Manager

International City Management Association

TO: URAC

DATE: December 9, 2010

SUBJECT: Downtown Project Update

I am unable to attend the Urban Renewal Advisory Commission meeting today.

Following is a status report on the downtown project.

1. The first lift (layer of asphalt) of paving has been completed on all streets except Spruce Street between Willow and Oak. This block is being prepared for the installation of curb and gutter. Base work for the street construction has been completed; the first lift of paving will follow the curb installation.
2. The major focus of the contractor for the past several weeks has been to pave driveways, contour-back properties that were affected by reduced grades at the back of the sidewalk, and restore landscaping on private property. This work is reported to be within a week of completion.
3. A subcontractor for the telephone company has been installing underground cable and making service connections for the past two weeks. Once this work is done, the subcontractor will return to remove the overhead telephone lines. The utility poles will then be removed by the telephone company subcontractor, and sections of sidewalk that have not been completed because of pole locations will be installed. The subcontractor reports that they plan to have all main-line telephone wire installed underground by the end of next week, but have not provided a date for service connections.
4. One street light remains to be installed on Spruce Street between Fern and Willow Streets. This work has tentatively been scheduled for the week of December 13.
5. Three street lights have been ordered for installation on Spruce between Willow and Oak.
6. The contractor (Tidewater) has been authorized to proceed with the final lift of asphalt, weather permitting. They have equipment staged for this work, but we do not have a date for the work to commence.
7. Tidewater has requested a time extension for completion of the overall project to January 14, 2011 (current date is December 5, 2010). The City is considering this request.

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

ORDINANCE 10-O-673

AN ORDINANCE AMENDING SECTIONS 2.63.020.B AND 2.63.030.D OF BROOKINGS MUNICIPAL CODE CHAPTER 2.63, URBAN RENEWAL ADVISORY COMMISSION, TITLE 2, ADMINISTRATION AND PERSONNEL.

- Section 1. Ordinance Identified
- Section 2. Amends Sections 2.63.020.B and 2.63.020.D

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Sections 2.63.020.B and 2.63.030.D of Brookings Municipal Code Chapter 2.63, Urban Renewal Advisory Commission, Title 2, Administration and Personnel.

Section 2. Amends Sections 2.63.020.B and 2.63.030.D. Sections 2.63.020.B and 2.63.030.D are amended as follows:

2.63.020 Powers and duties.

B. Specific Duties and Responsibilities.

1. The primary role of the Urban Renewal Advisory Commission is to advise the Urban Renewal Agency on the implementation of the Urban Renewal Plan and to make recommendations to the Urban Renewal Agency on projects referred to it by the Agency, including, but not limited to, the following:
 - a. The timing, final design and funding for projects and activities listed in the Urban Renewal Plan.
 - b. The annual or periodic review of work plans related to implementation of the Urban Renewal Plan.
 - c. Minor or major amendments to the Urban Renewal Plan.
 - d. Sponsoring public events and other activities to gather input and communicate with the community regarding the plan, as requested by the Agency.
2. Commission minutes, as prepared by staff and approved by the commission, shall be submitted to the Urban Renewal Agency for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the commission at its next meeting. [Ord. 08-O-607 § 3.]

2.63.030 Organization.

D. Quorum/Rules/Meetings.

1. Four voting members of the commission shall constitute a quorum.
2. The commission shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the Executive Director when action is required on referrals from the Agency.- All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).
3. Voting by the commission on all matters shall be consistent with the process adopted by the city

council under BMC [2.05.160](#), with the exception that the staff member designated by the executive director to take the minutes shall call the names of each member and record the votes.

4. Recommendations made by the commission shall be submitted to the Agency in the manner prescribed by city administrative regulation. [Ord. 08-O-607 § 4.]

First Reading: _____
Second Reading: _____
Passage: _____
Effective Date: _____

Signed by me in authentication of its passage this _____, day of _____, 2010

ATTEST:

Mayor Larry Anderson

City Recorder Joyce Heffington