

AGENDA
City of Brookings
Urban Renewal Advisory Committee
City Hall Council Chambers
898 Elk Drive, Brookings
Thursday, June 12, 2008 3:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Acceptance of Minutes: May 9, 2008**
- IV. Public Comments**
- V. Regular Agenda**
 - Downtown Street Project – Executive Director/Engineer
 - Chetco Inn signage – Planning Director
- VI. Executive Director Reports**
- VII. Committee Member Comments**
- VIII. Items for July 10th Meeting**
- IX. Adjournment**

Minutes
Urban Renewal Advisory Committee
Council Chambers, 898 Elk Drive
Thursday, May 9, 2008

Call to Order:

Chair Fitzgerald called the meeting to order at 3:00 PM.

Present:

Committee members: Chair Ted Fitzgerald, Pete Chasar, Donna Cramer, Tony Parrish, Joyce Tromblee, Rick Bishop, and Dan Nachel. *Staff:* Executive Director Gary Milliman, Planning Director Dianne Morris, and Public Works Inspector Richard Christensen.

Minutes/ Last Meeting:

Minutes for the April 10, 2008 meeting were approved with the insertion of the word "past" in the first sentence under Discussion Item #1 so that it reads, "...it was Usselman's contention that ***past*** City administration had been the force behind ODOT offering alternatives for changes to Chetco Avenue."

Public Comments:

None.

Regular Agenda:

Discussion of dumpster painting and décor. Pete Chasar and Donna Cramer spoke with Curry Transfer and Recycling (CTR). The following items were discussed:

- Painting. CTR agreed to two more neutral colors and will convert to these colors when dumpsters are in need to re-painting.
- Placement. CTR will need to ok locations.
- Screening. CTR provided some ideas for screening. They are not in favor of gates. The Building Official LauraLee Gray could be consulted about design and need for permits.
- Consolidation. CTR wants one individual to discuss with neighboring properties and be the contact person. Rick Bishop will contact his neighbors and attempt to arrange a consolidation plan as a test case.
- Wheels. CTR indicated wheels are dangerous.

Discussion of Marine Drive water tank as a welcome sign. It was decided to wait until the Constitution Way realignment matter is resolved before possibly pursuing a welcome sign on the water tank.

Discussion of refurbishing orange concrete trash receptacles. Pete Chasar indicated the receptacles need cracks fixed, tiles removed, repainting, and leveling. **A motion was made by Pete Chasar and seconded by Dan Nachel to get more information on what it would take to do the refurbishing. Public Works Inspector Richard Christensen was instructed to do the refurbishing on one receptacle and determine how well it will work. The motion passed 6 to 1 with Tony Parrish casting the dissenting vote.**

Discussion of Oregon Main Street Program. Executive Director Milliman, described the program. Some grants opportunities require a City to participate in this program. Milliman will get more information and bring someone in to do a workshop presentation of the program.

Discussion Items:

Executive Director Milliman provided the following information:

- An update of the façade program.
- An outline of the track for issuance of bonds. The proceeds will be available after July 8th. There will be 3 million dollars available for projects. The Committee will be looking at street improvement projects and consider other possible projects in the future.
- A report on the Chetco Inn sign. The owners appear willing to remove the large, free-standing, non-conforming sign. It was decided to pursue the possibility of a scrap metal business being willing to do the work in exchange for the value of the metal. Don Horton will be contacted.

Committee Member Comments:

Tony Parish noted the new paint on the theater has some problems. Rick will mention it to the owner.

Agenda Items for Next Meeting:

None.

Adjournment:

Meeting adjourned at 4:10 PM.

Respectfully submitted,

Chair Ted Fitzgerald (Approved at _____ meeting).

(Draft 6/9/08)
CITY OF BROOKINGS
URBAN RENEWAL AGENCY
TRASH EQUIPMENT SCREENING GUIDELINES

This plan is designed to provide financial assistance for businesses and property owners who construct screening walls around dumpster trash containers located in the Urban Renewal District of Brookings.

PROGRAM BASICS

- Provides matching funds for trash equipment screening walls within the Urban Renewal District.
- Applications are processed as they are received.
- Funding amount is based on project needs and available funding allocated by the Agency Board of Directors (City Council).

TRASH EQUIPMENT SCREENING

- Business or property owners can receive up to \$5,000 in matching funds per business. "Matching funds" means that the owner has to contribute an equal amount to the project.
- To qualify for matching funds, the applicant's trash equipment screening plan must be approved by the Brookings Urban Renewal Agency, after initial review and approval by the Urban Renewal Advisory Committee.

Funds can be used to construct new structures or to refurbish existing structures that make trash collection and recycling equipment less visible and more attractive.

Screening structures do not need gates to obscure all four sides of equipment from view. One side may remain open for collection purposes. (See sample drawings for opening dimensions.)

Funding for multiple properties having the same owner is available, so long as the total matching fund amounts do not exceed \$10,000 (\$5,000 per property).

NOTE: The program described above does not provide funds retroactively (for work previously completed).

NO-COST TRASH EQUIPMENT ENHANCEMENT OPTIONS

There are situations where trash equipment screening structures may be unnecessary or impractical. For those situations, the City of Brookings, in cooperation with Curry Transfer and Recycling, also offers the following no-cost options.

- A choice of two colors to help trash equipment to better blend in with local

surroundings. A third color choice is available for containers used for recycling. (See attached color swatches.)

- Consolidation of trash equipment through sharing arrangements with neighboring businesses. If practical, this program could lower your monthly payments for trash collection.
- Relocation of your trash collection equipment to an area that is convenient to use, but less visible to public view.

GENERAL GUIDELINES

1. The overall goal of this program is to make trash collection equipment less visible in order to enhance the appearance of the Brookings Urban Renewal Area.
2. To be eligible for trash equipment screening funds, the applicant must also agree to choose a trash equipment color from the program's suggested colors.
3. Depending on the type of construction, the location, and the size of the proposed screening structure, the applicant may be required to obtain a building permit. In any case, all structures will have to comply with applicable City codes.
4. The overall design, materials and colors of the proposed screening structure should harmonize with those of surrounding buildings and structures.
5. No business names, logos or advertising messages should be placed on screening walls.
6. The URAC, at its discretion, may consider other conditions or building appurtenances.

EQUIPMENT COLOR CHOICES

In some cases, all that is needed to make dumpster trash containers more attractive is to change their color to something more compatible with your building and its surroundings. You can choose from two available colors. A third deep-green color is available for recycling containers. There's no cost if you select from these colors.

Photo copies of the suggested colors are attached. The original color chip samples are on file in the City Managers' office.

If you desire a different color for any of your trash collection equipment, you will first have to get approval from the URAC and pay a special painting fee to Curry Transfer and Recycling.

DESIGN REVIEW COMMITTEE

The URAC is hereby designated as the Design Review Committee. After the Design Review Committee determines that an application is complete and meets program objectives, the application will be forwarded to the City Manager.

The Design Review Committee shall function as the body that determines whether the project meets the mission and purpose statements of the Trash Equipment Screening Program. Their approval recommendations will be forwarded to the Urban Renewal Agency Board of Directors (City Council) for final approval.

PROCESS

In addition to a completed application form, applicants shall include:

- preliminary title report;
- preliminary design drawings;
- evidence of property and/or business ownership;
- property equity information;
- photographs of the site;
- description of methods and materials to be used.
- location map;
- itemized cost estimates from a licensed contractor;
- the amount of matching funds being applied for;
- estimated project completion time.

Application packets may be obtained from, and completed applications shall be returned to the City Manager's Office. If the application is complete and conforms with the requirements, it will be forwarded to the URAC for review, evaluation and recommendation to the Agency Board of Directors (City Council). This process includes (but is not limited to) an interview, site inspection, preliminary title report, credit report and appraisal/evaluation report.

Sample drawings for two screening structure designs are also attached. One of the designs utilizes wood as the primary construction material. A second utilizes masonry construction. These are only suggestions. You can propose your own custom design to the URAC, as long as that design conforms to the minimum dimensions shown on the sample drawings.

If the Agency approves the application, the construction phase will be administered and monitored by the City Manager for matching funds.

Construction must be initiated within six months, and completed within twelve months of Urban Renewal Agency Board of Directors (City Council) approval.

Depending on the size and scope of the project, matching funds and loan funds will be dispersed upon project completion or when pre-determined construction milestones are reached, all in accordance with the terms of an Agreement signed by all parties.

CONDITIONS AND CONSIDERATIONS

1. The Brookings Urban Renewal Agency Board of Directors (City Council) shall have the sole authority to approve an application.
2. The applicant must demonstrate the ability to match the funds being granted.
3. Finished projects must comply with approved submitted plans in order to qualify for matching or loan funds disbursement.
4. Commercial and business applicants must be current with all City taxes, licenses and fees and must provide wheelchair accessibility from at least one entrance at street level.
5. If the applicant is not the owner of the property, written authorization from the property owner must be submitted with the application.

ELIGIBILITY

Subject properties must be located within the Urban Renewal District boundary.

Eligible activities: Design and construction of structures that screen trash collection and recycling equipment from public view.

Ineligible activities: including, but not limited to, previously completed projects, refinancing of existing debt, security systems, personal property, inventory, billboards.

Attachments: Sample Equipment Colors and Sample Screening Structure Designs

For more information, please contact:
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