

**AGENDA**  
**City of Brookings**  
**Urban Renewal Advisory Committee**  
**City Hall Council Chambers**  
**898 Elk Drive, Brookings**  
**Thursday, August 14, 2008 3:00 PM**

- I. Call to Order**
- II. Roll Call**
- III. Acceptance of Minutes: July 10, 2008**
- IV. Public Comments**
- V. Regular Agenda**
  - Location for bicycle racks – Joyce Tromblee
  - Guidelines for dumpster painting and décor – Pete Chasar
  - Update on tree infill – Public Works Inspector
  - Cost sharing program for non-conforming sign removal– Building Inspector
  - Landscape maintenance ordinance – City Manager
  - Banner Poles – City Manager
  - URA fund balance – Administrative Services Director
- VI. Executive Director Reports**
- VII. Committee Member Comments**
- VIII. Items for September 11<sup>th</sup> Meeting**
- IX. Adjournment**

**Minutes**  
**Urban Renewal Advisory Committee**  
**Council Chambers, 898 Elk Drive**  
**Thursday, July 10, 2008**

**Call to Order:** Vice Chair Chasar called the meeting to order at 3:00 p.m.

**Present:** Committee members: Vice Chair Pete Chasar, Donna Cramer, Tony Parrish, Dan Nachel, Joyce Tromblee and Rick Bishop, absent was Chair Ted Fitzgerald. Staff members attending were Executive Director Gary Milliman, Building Official LauraLee Gray and Public Works Inspector Rich Christensen.

**Minutes/Last Meeting:** June 12, 2008 minutes accepted as submitted.

**Regular Agenda:** Building Official LauraLee Gray gave an update on the Chetco Inn sign removal project. A bid has been submitted for \$5000.00 and there is tentative agreement by the Advisory Committee to recommend approval of up to half the cost of the sign removal. Gray was directed to obtain 2 additional bids and to secure a written agreement from the owner committing to his share of the removal costs. Vice Chair Chasar distributed trash equipment screening guidelines for the Committee to review.

**Executive Director Report:** Director Milliman reported that US Bank offers the most competitive bond at 4.67% for 12 years. Proceeds will be available on July 22, 2008.

**Next months meeting:**

Landscape Maintenance Ordinance discussion  
Update on Chetco Inn Sign  
Update on cost to add new trees  
Bicycle stands  
Budget update  
Dumpster screening guidelines

**Committee Members comments:** Several Committee Members have had out of town guests this summer and many have commented on the positive changes to the City of Brookings due to the streetscape and many façade improvement projects.

**Adjournment:** adjourned at 4:00

Respectfully submitted,

\_\_\_\_\_ (Approved at \_\_\_\_\_ meeting).

\_\_\_\_\_ (Chair or Vice Chair)

Print Name and Title

UR... meeting**Gary Milliman**

**From:** BISHOP Dean [dbishop@ci.springfield.or.us]  
**Sent:** Tuesday, July 01, 2008 9:03 AM  
**To:** Gary Milliman  
**Cc:** BARNETT Brian  
**Subject:** Springfield Banner Information

Agenda Item: Banner Poles

Gary, I received your inquiry about our banner installation and policy and would like to pass on our experiences. When I began with the City in 1990, there were two banner sites, one across Mohawk Blvd. which we operated by permit, and the other on the McKenzie Hwy 15 was operated by ODOT. Both sites consisted of utility poles with guy wires. They worked pretty well except in high wind conditions which usually resulted in the banner coming down (not a good thing). The ODOT site was discontinued around 1995 and we replaced our Mohawk site with used, SP1 signal strain poles around 2000. I've attached a PDF file which shows the installation we current operate on Mohawk Blvd. and our link on the banner permit policy. We charge \$105 for a 2-3 week hanging period and we use a 'first come, first serviced' priority.

The banner site is very busy lately and so we decided to establish a second site at Main Street (Hwy 15) and 9th Street. We are currently working with ODOT to construct this second site using the same design criteria we have at the Mohawk site. The local office has been very helpful however we have run into resistance from the ODOT Bridge Section in Salem. They are leery of the design and are requiring a Structural PE to submit a report certifying the design will handle wind loads. It turns out that even though the signal poles and foundations are quite hefty, the potential wind load is quite large (8400 lbs in our case) and ODOT's requirements for signal strain poles is 2500 lbs. To overcome this design challenge, we hired a Structural Engineer to build in a safety feature using 'S' hooks that break away from the bottom cable, allowing the banner to flap like a flag, thus eliminating the sail effect. This is the same technique that ODOT uses on their strain pole signals and that we are currently using on the Mohawk site. We will present our report to ODOT later this month and see how they respond. I hope this is helpful and feel free to call me if I can be of further assistance. Be Well.....Deano

<http://www.gospringfieldoregon.info/Mohawk%20Banner%20Program.htm>

**Gary Milliman**

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**From:** City of Cave Junction, Jim Polk [cityofcj@cavenet.com]  
**Sent:** Monday, June 30, 2008 5:20 PM  
**To:** Oregon City/County Management Association  
**Subject:** RE: [occma] Banners

We installed poles, with cable across the state highway, total cost, including engineering was about \$10K.

Now that we have them up, we charge \$10 to process a banner request, and then \$50 for our crew to put it up and take it down.

If the group wants to rent our rope and clips, its another \$10.

If they want to hire someone else to put it up, there's only two other companies that have the equipment, and they charge \$50 per site visit, so the City is cheap, and that's what most go for.

Charles J. (Jim) Polk, Recorder

7/1/2008

PO Box 1108  
Gold Beach, OR 97444  
www.rushasc.com

541-698-7900  
fax: 541-247-0490  
email: drrush@eyehub.com

*Rush*

SURGERY CENTER  
BROOKINGS, OR 97415

Joyce Tromblee  
630 Fleet St.  
Brookings, OR 97415

7-15-08

Re: Farmer's Market

Dear Ms Tromblee,

**Farmer's Market**

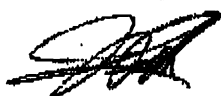
I highly respect you and Flora Pacifica and would surely like to support the Farmer's Market idea. However, I am afraid I must respectfully decline to allow the use of our parking lot for a Wednesday event as you have described. While our immediate need for our entire parking lot is not in full use, we are actively recruiting doctors to the Brookings area. We currently have three doctors that are planning to begin using the surgery center soon. You can imagine the importance of having adequate parking for patients, doctors, nurses and other staff members. The surgery center has been a strong force at marketing Brookings to doctors. And now, as we expected, there has been more and more interest from doctors because of the surgery center. We have to maintain all of the positive features we can to attract them here.

**Brookings Support**

In the community spirit, we have allowed the downtown businesses to use the parking lot up till now. However, I have repeatedly reminded the city that allowing parking there will not go on forever. The city needs to seriously develop some of its own parking somewhere else to support the downtown area. The only part of this parking lot that is owned by the city is the last row of parking (50 feet) which is, in part, covered with grass. That is totally inadequate for the businesses in the downtown area. My recommendation has been that the city needs to find property somewhere between 101 and railroad ave. Perhaps you might be able to remind the city council and officers that this is needed.

It is not unnoticed that, with your efforts, you are trying to support our community as well. I hope we can be more help on other items in the future.

Sincerely,



John B. Rush, OD  
CEO