

AGENDA
City of Brookings
Urban Renewal Advisory Committee
City Hall Council Chambers
898 Elk Drive, Brookings
Thursday, January 10, 2008 3:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Acceptance of Minutes for December 13, 2007.**
- IV. Public Comments**
- V. Regular Agenda**
 - A. Review of the downtown parking ordinance. *Planning Director*
 - B. Discussion of continuance of façade program. *Executive Director*
 - 1. Review/discuss changes to façade project guidelines and application.
Executive Director
 - 2. Review and comment on Façade Program forms. *Building Official*
 - C. Report on staff meeting with Curry Transfer and Recycling regarding dumpster issues. *Building Official*
 - D. Review/discussion of upcoming debt financing projects. *Executive Director*
 - E. Report on use of Tax Increment Revenue. *Executive Director*
 - F. Discussion regarding outlet mall. *Chair*
- VI. Committee Members Comments**
- VII. Adjournment**

Minutes

Urban Renewal Advisory Committee

Council Chambers, 898 Elk Drive
Thursday, December 13, 2007

Call to Order:

Chair Chasar called the meeting to order at 3:04 pm, and introduced new committee member, Rick Bishop.

Present:

Committee members: Chair Pete Chasar, Donna Cramer, Tony Parrish, Joyce Tromblee, Ted Fitzgerald and Rick Bishop. Absent was Dan Nachel. City Staff attending were Executive Director Gary Milliman, Building Official LauraLee Gray, Planning Director Dianne Morris and Public Works Inspector Richard Christensen. Also in attendance were Council Liaison Jan Wilms and Bob Peipers.

Minutes/Last Meeting:

November 8, 2007 minutes with a minor change to clarify what "small eyesore projects" might be. Suggested language: "removal of abandoned poles and sign posts."

New Officers:

Donna Cramer moved, seconded by Joyce Tromblee, and the Committee voted unanimously to elect Ted Fitzgerald as Chair and Pete Chasar as Vice Chair.

Discussion Items:

Rick Bishop motioned and Joyce Tromblee seconded to have Joyce Heffington send out, 30 days prior to the agreed upon project completion date, a written reminder to project applicants that they may request a 60 day extension of the due date.

Gary Milliman reported on the Urban Renewal Agency's decision to approve funding for 519 Chetco Avenue. Discussion followed around the Agency's decision, which seemed inconsistent with their earlier directive to strictly adhere to approved project parameters.

Milliman reported that the Urban Renewal Agency approved a \$17,000.00 funding match to install water lines in Azalea Park.

LauraLee Gray distributed a standardized bid form for evaluation by the committee.

It was agreed that Gray and Richard Christensen will meet with Curry Transfer and Recycling (CTR) to discuss the dumpster screening program and other dumpster issues.

Agenda Items for Next Meeting:

1. Review of the downtown parking ordinance. Dianne Morris to provide copies.
2. Review façade project applications form for necessary changes.
3. Discussion of continuance of façade program.
4. Review and comment on bid sheet.
5. Report by LauraLee Gray on the meeting with CTR regarding dumpsters

Adjournment:

Meeting adjourned at 4:16

Respectfully submitted,

Chair Ted Fitzgerald (Approved at _____ meeting).

CITY OF BROOKINGS

Urban Renewal Agency



NOTE: Draft revisions are indicated by arrows.
New language is in ***bold/italics***.
Deleted language is ~~struck out~~.

FACADE IMPROVEMENT PROGRAM GUIDELINES

This is a reimbursement program designed to provide financial aid for businesses and property owners who rehabilitate buildings within the Urban Renewal District of Brookings in order to alleviate blight and improve the area's overall appearance.

PROCEDURAL BASICS

- Provides matching grant funds or loans for improvements within the Urban Renewal District.
- Funding amount is based on project need and available funding allocated by the Urban Renewal Agency (URA) Board of Directors (City Council).
- Applications are processed as they are received
- Approved project costs are reimbursed after paid in full by the applicant.

BUILDING FACADE IMPROVEMENT MATCHING GRANTS

- ▪ Business or property owners can receive up to ~~\$10,000~~ \$20,000 in matching grant funds per business, up to a maximum of ~~\$20,000~~ \$40,000 in any one fiscal year. "Matching funds" means that the owner will be reimbursed for half of approved project costs when ***the work is paid and full and*** the project is completed.
- ▪ The minimum value of any project to be considered for a grant is ~~\$1500~~ \$2500.
- ▪ Design consultant fees, when a professional designer is utilized for the project, are eligible for up to 10% of the total project cost or \$5,000, whichever is less.
- To qualify for matching funds, exterior design details and colors must be approved by the Urban Renewal Advisory Committee (URAC).
- Applications for the "same" improvement on any property within 5 years of an approved project will not be accepted.

Funds can be used for structural and aesthetic facade improvements clearly visible from the public right-of-way.

GENERAL GUIDELINES

1. This program will not provide any funds for work completed prior to application approval, other than design consultant fees as described above.
2. Exterior facades shall be updated and integrated into a design that complements adjacent structures to provide a harmonious composition of masses, materials, colors, and textures. Submission of color and/or material samples, as applicable, will be required with your application.

3. Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas.
4. Building components, such as windows, doors, eaves and parapets, shall be coordinated with the design theme and proportional with each other.
5. Design attention shall be given to mechanical equipment or other utility hardware so as to screen them from view to the extent feasible.
6. Signs will be a part of the architectural concept ***and must be brought into compliance with current standards.*** Size, materials, color, lettering and location shall be harmonious with the building design and the number of signs shall be minimized.
7. The URAC, at its discretion, may consider other conditions or building appurtenances.

COLOR GUIDELINES

Because repainting is one of the easiest, most cost-effective ways to enhance a property — or an entire downtown area — the following color guidelines are a key part of the Brookings Urban Renewal Program.

Basic color guidelines:

- Choose exterior colors that harmonize rather than contrast with surrounding buildings. In short, color should not be used as a "sign" or to attract attention. Intense or extremely bright colors or radical patterns create disharmony that makes the Urban Renewal District look less attractive.
- Using harmonizing colors does not limit you to the same colors as your neighbors. There is broad latitude in these color guidelines.
- When considering color, be sure to include all elements of your property: walls, fences, planters, signs and other accessory structures.
- Keep it simple. Too many different colors or too many shades of a color are distracting and tend to cheapen a building's appearance.
- Natural materials, like stone or brick, usually are more interesting and attractive when left in their unpainted, natural states, and require less maintenance.

Suggested colors: The sample colors and color combinations provided are only examples to help you select the right color scheme for your property. There are no hard, fast rules. The important thing is to follow the spirit of these guidelines. Photo copies of the sample color combinations are attached and original color chip samples are on file in the City Manager's office.

DESIGN REVIEW COMMITTEE

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

The DRC shall function as the body that determines whether the project meets the mission and purpose statements of the Facade Improvement Program. Their project funding recommendations will be forwarded to the URA for final approval.

The attached facade illustration can be used as a guide in your preparation for meeting with the DRC. A drawing or photos of your facade with any planned modifications detailed will be very helpful.

PROCESS

→ In addition to *the completed standard application* form, your application packet needs to include:

- preliminary design drawings
- evidence of property and/or business ownership
- photographs of the site
- ▪ description of methods and materials to be used – including color and/or material samples (*paint samples must be paint chips provided by the manufacturer - photocopies will not be accepted*).
- ▪ location map
- ▪ itemized cost estimates from licensed contractors *using the City's Standard Bid Form*.
- ▪ itemized cost estimates from a professional design consultant, if one is to be utilized, *using the City's Standard Bid Form*.
- the amount of matching funds requested
- estimated project completion time

Application packets may be obtained from, and completed applications returned to, the City Manager's Office. If the application is complete and conforms to the requirements, it will be forwarded to the URAC for review, evaluation, and recommendation to the URA. The DRC process may also include a site inspection and applicant interview.

If the URA approves the application, the construction phase will be monitored by the City Manager or City Manager's designee.

Construction must be initiated within six months and completed within twelve months of URA approval.

Matching grant funds will be dispersed upon project completion, after final inspection by the City's Building Official and approval of the City Manager.

CONDITIONS AND CONSIDERATIONS

1. The Brookings URA shall have the sole authority to approve an application. A project may be modified and changes required at either the DRC or URA review levels.
- 2. *Applicant must be the owner.*
3. Projects must comply with approved submitted plans in order to qualify for matching or loan funds.
- 4. Changes to the approved project plan, including additions, deletions or modifications, must be approved in advance. *This request must be submitted on the City's standard change request form.* Failure to do so will release the URA from any obligation to provide any matching grant funds.
5. Commercial and business applicants must be current with all City taxes, licenses and fees.
6. Street addressing must be brought up to code.
7. All signage on the property must be made code compliant as part of any approved project.

- 7. ~~If the applicant is not the owner of the property to be renovated, written authorization from the property owner must be submitted with the application.~~
- 8. Approved project costs are reimbursed only after paid in full by the applicant ***and the project is approved by the City Manager after a passing inspection by the Building Official***
- 9. Projects in excess of \$5,000 require submittal of a minimum of 3 bids/quotes, unless specifically approved by the City Manager ***prior to application submission. Bids must come from someone other than the owner, the owner's relatives, business partners or relatives of the business partners.*** While the applicant will not be required to use the services of the low bidder, reimbursement by the City will be computed, and thus limited, as if the low bid contractor had been selected. ***Bids must be submitted on a City of Brookings Standard Bid form.***
- 10. Applicant has the responsibility for checking with all appropriate entities regarding any necessary regulatory approvals. This application is intended only for accessing this funding program.
- 12. ***The City Manager may grant time extensions beyond set limits due to inclement weather.***

DEFINITIONS

Designer means a designer or architect; the designer shall furnish proof of working with a structural engineer and be licensed, bonded, insured, and have all appropriate City licenses. The designer, architect, and structural engineer cannot be the applicant.

ELIGIBILITY

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

→ **Eligible activities:** including, but not limited to: rehabilitation of building facades, including masonry cleaning, cornice restoration, new siding, exterior painting, canopies, window awnings, repair to gutters and downspouts, removal of old signs and replacement of new conforming signs, ***refuse container enclosures*** and improvements which enhance the pedestrian environment. Funds may also be used for structural upgrades to a facade wall.

Ineligible activities: including, but not limited to: previously completed projects, security systems, personal property, and billboards.

Attachments: Sample Color Combinations

For more information, please contact:

City of Brookings, City Manager
898 Elk Drive
Brookings, OR 97415
541-469-1101



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1130 Fax (541) 469-3650

www.brookings.or.us

BUILDING DEPARTMENT

lgray@brookings.or.us

On December 17, 2007 I met with Rich Christensen, Public Works Inspector and Pete Smart, owner of Curry Transfer and Recycling regarding dumpsters within the downtown area.

1. Color of dumpsters: Although Pete cautioned against light colors he has no problem with allowing the committee to paint, or authorize the painting of the dumpsters any color that they desire. He will provide information on the paint that he uses as it holds up better than other products.
2. Metal on Metal: His trucks are outfitted with rubber bumpers at the contact point, he will check to see that they are in repair and functioning but did state that there may be other metal to metal noises that are occurring.
3. He will meet with Rich on any existing dumpster that the City sees as a problem location and look for an alternate location.
4. He would welcome a chance to review new construction projects and their proposed dumpster locations to avoid the type of situations that we have now in which there are no appropriate locations on site.
5. He would support a screening campaign but would like to review designs and site plans. A 3 sided screen would always be preferable for them but for fully screened surrounds he would need to have input on how the fenced side operates and determine that it opens to the full width needed for service and that the dumpster is oriented properly for service. Any "gate" would need to be capable of latching in both the closed and open position.
6. A minimum of 12' is required within the surround to serve one dumpster. 18' would be required for 2 dumpsters and 25' for 3. The 18' width should be encouraged as most business elect to recycle but that decision is often made after the fact. Maximum surround depth should be 12'.



MEMORANDUM

Office of the City Manager

GARY MILLIMAN
City Manager

TO: URAC

DATE: December 26, 2007

SUBJECT: Upcoming Debt Financing/Projects

We are preparing to issue debt for the Urban Renewal Agency and need to develop a recommended budget for the use of the proceeds. We are estimating that \$3.5 million would be available from a debt issuance. These funds would be used to finance the Urban Renewal Agency's program of work for at least the next five years, until tax increment revenues are sufficient to undertake an additional debt issuance.

The direction staff has received to date is to focus on street improvements in the downtown area. Based upon an engineering estimate for the reconstruction of Spruce Street between Oak and Alder, and an estimate of the cost of engineering design for all streets between Chetco to/including Railroad, Center to Oak, Staff estimates the cost of a downtown reconstruction project alone to be over \$4.0 million. This does not include replacement of underground utility facilities.

Additional projects that have been mentioned include:

1. Continuing pedestrian improvements along Chetco Avenue north to Easy Street..
 - a. Applications for federal Transportation Enhancement Activities funds are due in February. These funds would be available in 2010-13. The program is competitive. This project would be eligible.
2. Continuing a façade improvement program in some form.
3. Development of pocket parks on unused downtown parcels.
4. Acquisition of land and development of parking.
 - a. The Urban Renewal Agency considered the acquisition of two parcels in the downtown area. Based upon information obtained in that review, the estimated cost of land acquisition and development for parking is \$30,000 per space.
5. Minor clean up projects.
6. Entry signs and replacing the sign at Constitution Way/N. Bank Road.

If it is the desire to move forward with the downtown street project as a priority, Staff recommends that the Committee further prioritize the other projects listed above so that any funds available through cost under-run could be directed to those projects.

URBAN RENEWAL FUND

	AS OF 1/31/07	ADOPTED 06/07 CURRENT YEAR BUDGET	SUPPLEMENTAL BUDGET ADJUSTMENTS	PROJECTED YEAR END 6/30/2007	DIFF FROM ADOPTED BUDGET	PROPOSED BUDGET FY 07/08	EXPLANATION
REVENUES							
PROPERTY TAX - CURRENT YR	280,051	322,000		312,000	(10,000)	\$ 356,600	Estimated Increment Property Tax
PROPERTY TAX - PRIOR YRS	1,944	3,000		3,000	-	\$ 3,000	Collections of past due increment property tax
INTEREST INCOME	6,250	2,500		10,000	7,500	\$ 10,000	Will vary year to year depending on timing of expenditures and interest rates
OTHER INCOME	5,200	- 1	5,200	5,200	5,200	\$ -	
TOTAL	293,445	327,500	5,200	330,200	2,700	\$ 369,600	
BEGINNING BALANCE	194,642	23,855 2	142,063	194,642	170,787	\$ 46,224	Projected Fiscal Year 2006/07 Ending Fund Balance. This balance may be larger if all the façade projects are not completed and paid by 6/30/07. Also, there has been discussion that the City may not have to reimburse ODOT the \$25k for undergrounding of utilities. This was the City's share according the agreement with ODOT. We will continue to budget the expenditure until we receive written confirmation from ODOT.
TOTAL REVENUES	488,087	351,355	147,263	524,842	173,487	\$ 415,824	
EXPENSES							
CONTRACT SERVICES	-	-	-	-	-	\$ 2,500	Annual audit fee
IMPROVEMENTS	130,234	222,150 3	147,263	369,413	147,263	\$ 159,000	Loan/Grant Facade Program - \$150,000, Benches - \$9,000. The URA Committee has not developed recommended projects other than the Façade program and a few more benches at this time. The remaining funds are budgeted into Contingencies. The Advisory Committee has completed an informal survey among themselves and staff, to determine which projects of the Urban Renewal Plan and Downtown Master Plan have the most interest. The Advisory Committee will work with the City Manager throughout the year to develop a project list/roadmap, and may utilize the budgeted Contingencies.
TRANS OUT - GEN FUND	129,205	129,205		129,205	-	\$ 29,698	Share of General Fund Admin exp. Last year the City Manager allocated 50% of that department to the Urban Renewal Agency fund based on estimated time of involvement. This years allocation has been reduced dramatically based on new time allocation estimates.
TOTAL	259,439	351,355	147,263	498,618	147,263	191,198	
CONTINGENCY/RESERVE						\$ 224,626	Contingencies may be utilized during the year for various projects
REVENUES OVER EXPENDITURES	228,648	-	-	26,224	26,224	\$ -	

1 To account for the reimbursement from ODOT to drill the core holes through the sidewalk for the new trees.
2 Increase budgeted beginning balance to account for the unexpended funds from the previous year for the Street Lights and Undergrounding of Utilities. These projects are expected to be complete by the end of this fiscal year, 2006/07.
3 Increase needed for downtown Street Lights - \$117,063, undergrounding of utilities - \$25,000 and concrete hole drilling for the new trees - \$5,200. The lights and utility project were originally budgeted last year, but obviously were not completed which is why the actual beginning fund balance was so much larger than the budgeted beginning fund balance.

CITY OF BROOKINGS
URBAN RENEWAL AGENCY FUND

SECOND PRECEDING YR 2004-05	FIRST PRECEDING YR 2005-06	ADOPTED BUDGET YR 2006-07	DESCRIPTION RESOURCES & REQUIREMENTS	ACCOUNT #	BUDGET FOR NEXT YEAR 2007-08		
					PROPOSED BY OFFICER	APPROVED BY COMMITTEE	ADOPTED BY GOVERNING BODY
0	0	23,855	NET WORKING CAPITAL	75-09-4910	46,224	46,224	46,224
1,364	3,812	3,000	PROPERTY TAX PRIOR - UR	75-01-4010	3,000	3,000	3,000
1,674	5,619	2,500	INTEREST INCOME	75-06-4115	10,000	10,000	10,000
159,397	229,937	322,000	PROPERTY TAX CURRENT - UR	75-01-4005	356,600	356,600	356,600
162,436	239,368	351,355	SUBTOTAL		415,824	415,824	415,824
162,436	239,368	351,355	TOTAL RESOURCES		415,824	415,824	415,824
<u>EXPENDITURES</u>							
PERSONAL SERVICES:							
59,425	0	0	SALARIES & WAGES	75-10-5005	0	0	0
9,146	0	0	PERS	75-10-5015	0	0	0
4,546	0	0	FICA	75-10-5020	0	0	0
8,971	0	0	HEALTH INSURANCE	75-10-5025	0	0	0
751	0	0	WORKERS' COMPENSATION	75-10-5030	0	0	0
591	0	0	UNEMPLOYMENT	75-10-5035	0	0	0
83,429	0	0	TOTAL PERSONAL SERVICES		0	0	0
MATERIALS AND SERVICES:							
0	24,432	0	CONTRACT SERVICES	75-10-6090	2,500	2,500	2,500
0	24,432	0	TOTAL MATERIAL AND SERVICES		2,500	2,500	2,500
CAPITAL OUTLAY:							
0	23,150	222,150	IMPROVEMENTS	75-10-7005	159,000	159,000	159,000
0	23,150	222,150	TOTAL CAPITAL OUTLAY		159,000	159,000	159,000
TRANSFERS OUT:							
0	104,022	129,205	TRANSFER OUT-GENERAL FUND	75-10-8505	29,698	29,698	29,698
0	104,022	129,205	TOTAL TRANSFERS OUT		29,698	29,698	29,698
CONTINGENCIES/UNAPPROPRIATED:							
0	0	0	CONTINGENCY	75-10-9200	224,626	224,626	224,626
0	0	0	TOTAL CONTINGENCIES/UNAPPROPRIATED		224,626	224,626	224,626
83,429	151,604	351,355	TOTAL EXPENDITURES		415,824	415,824	415,824
83,429	151,604	351,355	TOTAL FUND EXPENDITURES		415,824	415,824	415,824

**CITY OF BROOKINGS
CAPITAL IMPROVEMENT PROJECT LIST
FISCAL YEAR 2007/2008**

FUND	DEPT	PROJECT	ESTIMATED COST	FUNDED/ UNFUNDED	AMOUNT FUNDED	COMMENTS
				IN 2007/2008		
URBAN RENEWAL	N/A	FAÇADE IMPROVEMENT PROGRAM	\$ 150,000	FUNDED	\$ 150,000	Grant funding available to property owners within the District who participate in the façade improvement program using the Agency's color guidelines. \$20,000 this amount is for an 06/07 project that did not complete by 6/30/07.
		BENCHES	\$ 9,000	FUNDED	\$ 9,000	Additional benches along 101.
		CONTINGENCIES	\$ 224,626	FUNDED	\$ 224,626	Remaining funds available after the façade program and administrative expense. These funds will be available for use if the Agency's Board of Directors approves projects throughout the year.
		TOTAL	\$ 383,626		\$ 383,626	
		TOTAL FUNDED			\$ 383,626	
		TOTAL UNFUNDED			-	



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

TO: URAC

DATE: January 7, 2008

SUBJECT: Use of Tax Increment Revenue

Attached are copies of the independent audit for the Urban Renewal Agency from inception through Fiscal 2006-07.

Also attached is the list of projects that was included in the adopted Urban Renewal Plan and the estimated amount of funds that would be expended in each program area through the life of the Agency. I have requested the Administrative Services Department to provide information concerning the amounts expended to date in each of the program categories. This information is not readily available and requires hand-research by ASD staff. We hope to have this information available for the next URAC meeting.

BROOKINGS RENEWAL PLAN	
Table 2	
Estimated Cost of Project Activities	
	Estimated cost
Public Parks & Open Spaces	\$1,582,500
Create a Central Plaza	
Walkways and Plazas	
Local Nature Interpretive Areas	
Looped walkway from downtown to public parks	
Wetlands Park at Old Mill Pond	
Enhance Chetco Park and other parks in project area	
Streets and Public Utilities	\$3,165,000
Improve Railroad St, Chetco Av, Fern, Willow, Spruce, Hemlock, Alder & Wharf Sts	
Assist Street improvements in CIP	
Assist Water, Sewer, Storm improvements in CIP	
Streetscape	\$791,250
Accent Paving	
Decorative lighting	
Street trees , planters, landscaping	
Benches, trash receptacles, bike racks	
Street & Directional signs	
Public art	
Gateway monuments and landscape features	
Under grounding of overhead utilities	
Pedestrian, Bike, & Transit Improvements	\$791,250
New bike paths in renewal area	
Pedestrian connections to waterfront	
Other Public Facilities	\$2,373,750
Public Restrooms	
Enhancement of public museum	
Relocate City Hall	
Performing Arts Center	
Community Center	
Public Parking Facilities	\$791,250
New lot at Fern & Spruce	
New lots at pockets along Railroad St.	
New RV parking lot	
Development and Redevelopment	\$3,165,000
Assist development of new medical facility	
Assist development of higher education facilities	
Assist in construction or expansion of job creating facilities	
Provide Low Interest Rate Loans & Incentives	\$791,250
Preservation & Rehabilitation	\$791,250
Program Administration	\$1,582,500
TOTALS	\$15,825,000