

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

- I. Call to Order**
- II. Roll Call**
- III. Acceptance of Minutes:** January 10, 2008.
- IV. Public Comments**
- V. Regular Agenda**
  - A.** Establish staggered rotation for Committee Position term expirations – *Chair*
  - B.** Prioritize street improvement and parking needs – *City Manager*
  - C.** Project list and expenditures to date – *City Manager*
  - D.** Façade Program continuance/other issues – *Chair/City Manager*
  - E.** Downtown Art - *Pete Chasar*
- VI. Committee Members Comments**
- VII. Items for March 13th Meeting**
- VIII. Adjournment**

**MINUTES**  
**Urban Renewal Advisory Committee**  
**Council Chambers, 898 Elk Drive**  
**Brookings, Oregon 97415**  
**Thursday, January 10, 2008**

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

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

**Minutes/Last Meeting:** December 13, 2007 minutes accepted with typographical error change: agree/agreed

**Committee Business:**

Pete Chasar moved and Rick Bishop seconded a motion to accept the modifications to the guidelines for FIP projects. Motion passed unanimously.

Pete Chasar moved and Donna Cramer seconded a motion to approve the new forms presented to the Committee consisting of a standard bid form, request for change and request for payment. Motion passed unanimously.

**Discussion Items:**

1. Planning Director Morris presented a history of how the exemption for parking in the downtown core area was determined and agreed upon.
2. City Manager Milliman headed a discussion on the future of the façade improvement program and asked for the committee to make a decision on continuance at the next meeting. There are grants available through the State to continue the program with a maximum match of \$10,000.
3. City Manager Milliman presented cost estimates for proposed projects to be undertaken with debt financing funds. Milliman will present a staging plan for street improvements in the near future.
4. Tony Parrish brought up two concerns: What kind of tax increment loss will the URA experience as a result of granting matching funds to tax exempt entities. Who is responsible for the street tree that was hit by a car and that the tree was replaced without discussion with the committee.
5. Rick Bishop mentioned his concern that the new sign at the theater is distracting and the location of the crosswalk at that location is very dangerous. He would also like monthly updates on Façade Improvement Projects.
6. Chairman Fitzgerald requested discussion of voicing support for the idea of an outlet mall to be located on Benham Ln. The committee was strongly opposed.

**Next months meeting:**

1. Prioritize street improvement and parking needs (Committee)
2. Project priorities list and cost estimates (Milliman)
3. Decision on FIP program continuance for 2008 (Committee)
4. Dumpster décor (Gray)
5. Relocation of Lorings dumpster (Christensen)
6. Downtown Art (Chasar)

**Adjournment:** adjourned at 4:24

Respectfully submitted,

\_\_\_\_\_  
Chair Ted Fitzgerald (Approved at \_\_\_\_\_ meeting).

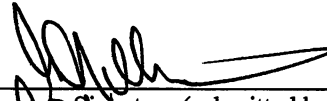
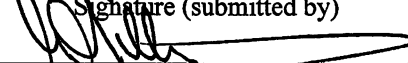
**CITY OF BROOKING**

**URBAN RENEWAL ADVISORY COMMITTEE**

**AGENDA REPORT**

Meeting Date: February 14, 2008

Originating Dept: Executive Director

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
Executive Director Approval

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The following items are scheduled for action/review at the meeting of February 14, 2008.

**TERMS**

When the Committee was formed, it was contemplated that members would eventually have staggered terms. Currently, all terms expire on 10/10/08. The Agency has requested that the URAC make a recommendation as to the terms of current URAC members to establish to stagger. Staff suggests that the terms of 2 members be given a expiration date one year from the current expiration date, and 2 members with an expiration date of two years from the current expiration date. The remaining three members will keep their current expiration date. Once the stagger is established, all terms will be for three years.

The method of selection is at the discretion of the URAC.

**PROJECT PRIORITIZATION**

The Agency is preparing to issue bonded indebtedness and policy discussion by URAC and URA has been to focus on the redevelopment of downtown streets as a priority for the use of these funds. The preliminary estimated cost of redeveloping downtown streets exceeds the projected amount of funds available. A preliminary estimate for performing street reconstruction, curb, gutter and sidewalk installation, with drainage improvements is \$250,000 per block. While a specific listing of streets to be redeveloped is not required for the bond issuance, Staff is seeking a recommendation on which streets the URAC would like to see treated within the amount projected to be available from bond proceeds for planning/engineering purposes. See the attached matrix.

The City has been invited to submit an application for up to \$1.5 million in funding under the federal Transportation Enhancement Activities program to carry the sidewalk, lighting and street furniture project along Chetco Avenue north of 5<sup>th</sup> Street. A \$200,000 match would be required for this project.

There has been mention at URAC about continuing the façade program and park improvements. If these activities are to be funded by the URA, we need to provide some form of "set aside" in the bond issuance as all revenues subsequent to the bond issuance will be dedicated to debt service.

**PROJECT LIST AND EXPENDITURES TO DATE**

Attached for informational purposes is a summary of the projects in the approved URA Plan and expenditures to date based upon the project categories.



### **FAÇADE PROGRAM**

A determination should be made on the continuation of the façade program. If it is to be continued, we will need to include a set aside from bond proceeds.

Staff has discussed the possibility of a special façade grant to the owners of the Pacific Sunset Inn located at 1144 Chetco Avenue. We have learned that pillars supporting the carport on the front of the building are actually located within the ODOT right-of-way. These pillars have been found to be in poor condition and the City has notified the owner to remove/replace them. The owner reports having insufficient funds to undertake the project. Staff has discussed possible assistance if the project would include removal of the carport and redoing the office façade. This would also assist in clearing the way for future sidewalk and street furniture improvements in this area. No application has been received to date, but may be forthcoming for the March meeting.

### **LORING'S DUMPSTER**

City Public Works Inspector Richard Christensen will report back on this matter.

### **DOWNTOWN ART**

URAC Member Pete Chasar will report on this matter.

## Urban Renewal Advisory Committee

[illegible]

# Downtown Street Improvements

Item	Street Section	Notes
1	Spruce/Center to Wharf	Make street one-way with angle parking?
2	Spruce/Wharf to Fern	
3	Spruce/Fern to Willow	
4	Spruce/Willow to Oak	
5	Hemlock/Wharf to Fern	
6	Hemlock/Fern to Willow	Make street one-way with angle parking? Sewer line replacement needed fern to Oak is unfunded.
7	Hemlock/Willow to Oak	
8	Center/Chetco to Spruce	
9	Center/Spruce to Railroad	
10	Wharf/Chetco to Spruce	
11	Wharf/Spruce to Chetco	
12	Wharf/Hemlock to Railroad	
13	Fern/Chetco to Spruce	Proposed one-way street
14	Fern/Spruce to Hemlock	
15	Fern/Hemlock to Railroad	
16	Willow/Chetco to Spruce	
17	Willow/ Spruce to Hemlock	
18	Willow/ Hemlock to Railroad	
19	Oak/Chetco to Spruce	
20	Oak/Spruce to Railroad	
21	Railroad/Center to Wharf	Street width sufficient for one lane each direction with landscaped median or side swale. Bicycle lane on north side. Westside sewer line replacement needed, Center to Oak, and is unfunded. Water line replacement needed Wharf to Oak.
22	Railroad/Wharf to Fern	
23	Railroad/Fern to Willow	
24	Railroad/Willow to Oak	
25	Spruce/Oak to Alder	City has DIA for portion of street frontage behind motel. Street is in poor condition following utility project.



# MEMORANDUM

*Office of the City Manager*

**GARY MILLIMAN**

**City Manager**

**TO:** URA Advisory Committee

**DATE:** January 24, 2008

**SUBJECT:** URA Expenditures To Date

Attached is a summary of URA expenditures to date arranged by Project Category. The Project Categories are as approved in the Urban Renewal Plan.

**Brookings Renewal Plan**  
**Estimated Costs and Expenditures-to-Date of Project Activities**  
**Summary**

<b>Category</b>	<b>Estimated Cost</b>	<b>Expended To Date</b>	<b>Remaining Available</b>
<b>Public Parks &amp; Open Spaces</b>	1,582,500.00	0.00	1,582,500.00
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			
<b>Streets and Public Utilities</b>	3,165,000.00	44,144.72	3,120,855.28
Improve Railroad, Chetco, Fern, Willow, Spruce, Hemlock, Alder & Wharfs Sts		44,144.72	
Assist Street Improvement in CIP			
Assist Water, Sewer, Storm Improvements in CIP			
<b>Streetscape</b>	791,250.00	206,779.22	584,470.78
Accent Paving			
Decorative Lighting		117,062.20	
Street Trees, Planters, Landscaping		36,723.02	
Benches, Trash Receptacles, Bike Racks		52,994.00	
Street and Directional Signs			
Public Art			
Gateway Monuments and Landscape Features			
Under Grounding of Overhead Utilities			
<b>Pedestrian, Bike &amp; Transit Improvements</b>	791,250.00	0.00	791,250.00
New Bike Paths in Renewal Area			
Pedestrian Connections to Waterfront			
<b>Other Public Facilities</b>	2,373,750.00	0.00	2,373,750.00
Public Restrooms			
Enhancement of Public Museum			
Relocate City Hall			
Performing Arts Center			
Community Center			
<b>Public Parking Facilities</b>	791,250.00	0.00	791,250.00
New Lot at Fern & Spruce			
New Lots at Pockets Along Railroad St.			
New RV Parking Lot			
<b>Development and Redevelopment</b>	3,165,000.00	0.00	3,165,000.00
Assist Development of New Medical Facility			
Assist Development of Higher Education Facilities			
Assist in Construction or Expansion of Job Creating Facilities			
<b>Provide Low Interest Rate Loans &amp; Incentives</b>	791,250.00	0.00	791,250.00
<b>Preservation &amp; Rehabilitation</b>	791,250.00	202,130.50	589,119.50
<b>Program Administration</b>	1,582,500.00	346,544.25	1,235,955.75
<b>TOTALS</b>	<b>15,825,000.00</b>	<b>1,050,522.63</b>	<b>15,025,401.31</b>

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**Brookings Renewal Plan**  
**Estimated Costs and Expenditures-to-Date of Project Activities**  
**Summary**

<b>Category</b>	<b>Estimated Cost</b>	<b>Expended To Date</b>	<b>Remaining Available</b>
<b>Public Parks &amp; Open Spaces</b>	1,582,500.00	0.00	1,582,500.00
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			
<b>Streets and Public Utilities</b>	3,165,000.00	44,144.72	3,120,855.28
Improve Railroad, Chetco, Fern, Willow, Spruce, Hemlock, Alder & Wharfs Sts		44,144.72	
Assist Street Improvement in CIP			
Assist Water, Sewer, Storm Improvements in CIP			
<b>Streetscape</b>	791,250.00	206,779.22	584,470.78
Accent Paving			
Decorative Lighting		117,062.20	
Street Trees, Planters, Landscaping		36,723.02	
Benches, Trash Receptacles, Bike Racks		52,994.00	
Street and Directional Signs			
Public Art			
Gateway Monuments and Landscape Features			
Under Grounding of Overhead Utilities			
<b>Pedestrian, Bike &amp; Transit Improvements</b>	791,250.00	0.00	791,250.00
New Bike Paths in Renewal Area			
Pedestrian Connections to Waterfront			
<b>Other Public Facilities</b>	2,373,750.00	0.00	2,373,750.00
Public Restrooms			
Enhancement of Public Museum			
Relocate City Hall			
Performing Arts Center			
Community Center			
<b>Public Parking Facilities</b>	791,250.00	0.00	791,250.00
New Lot at Fern & Spruce			
New Lots at Pockets Along Railroad St.			
New RV Parking Lot			
<b>Development and Redevelopment</b>	3,165,000.00	0.00	3,165,000.00
Assist Development of New Medical Facility			
Assist Development of Higher Education Facilities			
Assist in Construction or Expansion of Job Creating Facilities			
<b>Provide Low Interest Rate Loans &amp; Incentives</b>	791,250.00	0.00	791,250.00
<b>Preservation &amp; Rehabilitation</b>	791,250.00	202,130.50	589,119.50
<b>Program Administration</b>	1,582,500.00	346,544.25	1,235,955.75
<b>TOTALS</b>	<b>15,825,000.00</b>	<b>1,050,522.63</b>	<b>15,025,401.31</b>

**Facade Improvement Program Overview**

as of 2/12/2008

**Total available, FY 2007-2008:** \$136,373**Total Committed Match:** \$ 136,373**Uncommitted Balance (To Date):** \$ - (all amounts are rounded to nearest dollar)

<u>URAC Approved Projects</u>	<u>Total Cost</u>	<u>Committed FIP Match</u>	<u>Running Balance</u>	<u>Due Date</u>	<u>Revised Date</u>	<u>Final Report</u>	<u>Amount Paid</u>	<u>Current Status</u>
549 Chetco	\$ 38,200	\$ 19,100	\$ 117,273	12/31/07	6/30/08			
604 Railroad (Local Market)	\$ 35,000	\$ 17,500	\$ 99,773	9/30/07		Approved	17,500	Paid
620 Hemlock (Humane Soc)	\$ 35,821	\$ 17,911	\$ 81,862	12/31/07	2/29/08	Approved	17,911	Paid
509 Chetco (Exotic Wood)	\$ 7,500	\$ 3,750	\$ 78,112	10/30/07	12/30/07	Approved	3,727	Paid
621 Chetco (Theatre)	\$ 46,410	\$ 20,000	\$ 58,112	10/28/07	12/30/07	Approved	20,000	Paid
609 Chetco (Suzie Q's)	\$ 14,050	\$ 7,025	\$ 51,087	3/24/08				
519 Chetco (Chetco Plaza)	\$ 80,438	\$ 20,000	\$ 31,087	10/31/07	12/30/07	Approved	20,000	Paid
654 Chetco (Banana Belt)	\$ 1,600	\$ 800	\$ 30,287	12/31/07		Approved	800	Paid
520/522 Hemlock (Storage)	\$ 20,574	\$ 10,287	\$ 20,000	11/1/08				
702 Chetco (His Haven...)	\$ 53,600	\$ 20,000	\$ -	1/15/08	3/17/08			

Total Paid \$ 79,938

Unpaid Committed Balance \$ 56,435