

Minutes

City of Brookings
Urban Renewal Advisory Committee Meeting
February 8, 2007

Call to Order: The meeting was called to order at 3:00 p.m. by Chair Pete Chasar, in Brookings City Hall Council Chambers.

Present: Chair Pete Chasar, committee members Tony Parrish, Werner Buehler and Ted Fitzgerald, a quorum present. Also present were Council Liaison Jan Willms, Interim City Manager Ken Hobson and Rick Bishop, citizen.

Minutes/Last Meeting: Accepted as distributed.

Discussion: Interim City Manager Ken Hobson stated there were a number of issues relating to the facade program that he wanted to get direction from the committee on, some substantive, others procedural, all aimed at clarifying and/or improving the program as it had operated this past year:

- Color Palette—Discussion around the issue of how directive the committee should be in allowed colors. The consensus was that we continue with suggested color schemes but allow applicants to propose their own. Chair Chasar did provide a handout illustration of a building facade that everyone felt would be helpful in documenting decisions made.
- Required Submittals of Applicants—Greater detail in applicant submittals to result in a clearer understanding by all parties as to the final product and a breakout of some details being required only of loan applicants (unnecessary for processing “grant only” requests).
- Site Inspection—Before and after utilization of the city’s building official, with committee participation as desired, for consistency, professional handling and financial responsibility.
- Design Consultation—Change from the city supplying services on request to an inclusion of up to 10% (or a max of \$5k) of total project cost.
- Project Minimum—Impose a minimum for any project to be funded as an incentive to more complete renovation and to improve overall project delivery efficiency.
- Non-facade Improvements—Eliminate as an eligible program due to complexity and high cost of implementation (there had been no applications for this program in the initial round of funding).
- Re-applications—Disallow any reapplication for the “same” improvement on any one property (e.g. replacement of an awning on a bldg when a business changes).
- Quotes/Bids—Demonstrate solicitation of a minimum of 3 quotes when job exceeds \$2500 to bring into accord with the city’s process, thus demonstrating efficient use of taxpayer monies.

The committee also initiated discussion of possible projects in the coming year. Chair Chasar distributed a listing of projects and project categories that had been developed previously. Rick Bishop suggested that specifically an RV parking lot be added to the list. Interim City Manager Hobson stated that he would email a listing of ideas suggested by the city’s department heads. Discussion of potential projects to be continued at the 3/8 meeting.

Adjournment: The meeting adjourned at approximately 4:40 p.m.

Respectfully submitted,



Pete Chasar, Chair

(approved at 3-8-07 meeting)