

AGENDA
City of Brookings
Urban Renewal Advisory Committee
City Hall Council Chambers
898 Elk Drive, Brookings
Thursday, October 11, 2007, 3:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Acceptance of Minutes from September 13, 2007 meeting.**
- IV. Public Comments**
- V. Regular Agenda**
 - A.** Consideration of Façade Improvement Application for His Haven of Hope continued from last meeting. *Executive Director*
 - B.** Report with consideration of modifications to Façade Improvement project at 519 Chetco Avenue. *Executive Director*
 - C.** Consideration of proposed changes to 609 Chetco Avenue project.
 - D.** Review of suggestions for possible revisions to Façade Improvement Guidelines. *Executive Director*
 - E.** Discussion regarding the possible increase of available funding for Façade Improvements and the continued acceptance of applications. *Executive Director*
 - F.** Further discussion of priorities. *Chair Pete Chasar*
- VI. Committee Members Comments**
- VII. Adjournment**

Minutes

Urban Renewal Advisory Committee

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

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

Present: Committee members: Chair Pete Chasar, Donna Cramer, Tony Parrish, Joyce Tromblee, Dan Nachel and Ted Fitzgerald. Absent was Werner Buehler. City Staff attending were Executive Director Gary Milliman, Building Official LauraLee Gray and Public Works Inspector Richard Christensen. Also in attendance were Director Jan Willms and Rick Bishop.

Minutes/Last Meeting: August 9th minutes, accepted as distributed

Visitor Comments: Rick Bishop commented on potential hazards on streets and sidewalks downtown. Tim Patterson expressed concern over encouraging major tourism which, in his opinion, could make the town less livable.

Facade improvement projects:

519 Chetco was tabled for further discussion on what constitutes "completed work" as work has commenced on this project.

654 Chetco was tabled as only 1 bid was provided.

621 Chetco: **Ted Fitzgerald moved, Tony Parrish seconded and the Committee voted unanimously to approve the project for 621 Chetco in the amount of \$20,000.00 with a scheduled completion date of October 28, 2007.**

609 Chetco: **Ted Fitzgerald moved, Donna Cramer seconded and the Committee voted unanimously to approve the project at 609 Chetco in the amount of \$7,025.00.** Work will commence as soon as final approval is given and completed as soon as possible after it was pointed out that the completion date on the application had already passed.

Streetscape Report: Public Works Inspector Christensen reported that all is going well and the new garbage cans will be replaced soon. The bench in front of 609 Chetco Avenue will be removed prior to start of facade improvement work.

Discussion Items: Executive Director Milliman reported that we have 2 – 2.8 million dollars available for debt issuance and that we are legally required to issue debt in order to receive tax increment funds. He presented some options for the Committee to rate in importance. Off street parking and improving the streets and sidewalks downtown seem

to be the high priority. Milliman will provide the committee with information on infrastructure needs which will need to be considered as part of these projects. Private incentives are also well received such as offsets for in-lieu parking fees, SDC charges for targeted businesses, trash receptacle screening and landscaping.

Chair Pete Chasar would like to set up a meeting with the Planning Department regarding the new Downtown Development District to make sure that we are all working toward the same goals.

Adjournment:

Meeting adjourned at 4:45

Respectfully submitted,

Chair Pete Chasar (Approved at _____ meeting).



MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

October 8, 2007

To: Urban Renewal Advisory Committee

SUBJECT: October Meeting Agenda Items

FAÇADE IMPROVEMENT APPLICATION – HIS HAVEN OF HOPE

Action on this application was delayed at the special meeting. The Committee requested information concerning eligibility of the applicant as a non-profit organization. There is nothing in the program guidelines that would prohibit the Agency from providing assistance to a non-profit organization. The Agency has been assisting a number of for-profit property owners. The basic goal of the façade program is to improve the appearance of the buildings in the commercial area and to cumulatively raise the property values of the area. Providing funding to His Haven of Hope would seem consistent with this underlying goal. It is my understanding that there was also some confusion about the applicants bids. It was mentioned that funding was denied previously for a project at the Library. It is my understanding that the basic reason for this funding denial was that the Library is a tax-supported and tax-exempt facility.

FAÇADE IMPROVEMENT PROJECT AT 519 CHETCO – REPORT ON CHANGES

Photographs submitted with this application contained notes that indicated that stucco would be installed on the three sides of the building shown in the photographs. On October 8 I met with the applicant, Noah Bruce, at which time I was informed that they had elected to paint portions of the building rather than install stucco on all surfaces. I requested that Bruce recalculate the cost of the improvements accordingly. As of this writing, we are awaiting this new calculation.

FAÇADE PROGRAM REVISIONS

A number of policy issues have arisen during the course of the administration of the façade improvement program this past year. Staff is requesting direction on the following issues for possible amendment of the program guidelines.

1. Completion date extensions. Establish a maximum completion date extension of six months.
2. Contractor as applicant. Where the applicant is also a contractor proposing to do the work, the issue of obtaining three bids is problematic. In these instances, the Building Official should review the

project cost estimates and advise the Committee on reasonableness. Also, the Agency should require at least two bids from each subcontractor.

3. Bids from relatives. Possibly require that bids be obtained from three unrelated contractors.
4. Require review of final billing by the Site Plan Committee.
5. Revise program to include funding for trash dumpster screening.
6. Require that signs be brought into compliance with City regulations as a part of the project.

INCREASED FUNDING FOR FAÇADE PROGRAM

We are now only mid-way through the fiscal year and have nearly exhausted the amount of funds budgeted for the façade improvement program. We continue to receive applications. It is my understanding that one of the considerations in establishing the amount of the allocation was the projected 2007-08 Agency revenue, and that all programs of the Agency have been operated on a "pay as you go" basis. Please note that, beginning with projects approved in September, the Agency is now drawing on its \$500,000 line of credit to fund façade projects...this method is consistent with Oregon law relating to the use of tax increment funds. There will be no more "pay as you go" projects. The only relevancy of the annual tax increment revenue will be its debt carrying capacity.

While there are certainly some administrative adjustments needed for the façade program, I believe the overall view is that has served the Agency well in its goal of improving the appearance of the commercial district.

The URAC may wish to recommend to the Agency that the program be continued using a portion of the line of credit to fund additional façade improvement projects.

FACADE IMPROVEMENT PROJECT CHECKLIST

RECEIVED
SEP 27 2007

Per: [Signature]

Applicant: Emma McMillan Date Received: _____
 Property owner: Chuck Fidroeff Received By: [Signature]
 Property Address/Bus. Name: His Haven of Hope 702 chetco

If owner is not applicant – is owner's written authorization included? Yes ☒ No ☐

Estimated Funding:	Total \$ <u>40,000</u>	Grant \$ <u>20,000</u>
	Architect/Designer \$ _____	

- ☒ Completed/signed application
- ☒ Preliminary design drawings
- ☒ Evidence of property and/or business ownership
- ☒ Photographs of site
- ☒ Description of methods and materials to be used
- ☒ Color and/or material samples
- ☒ Location map
- ☒ Three bids/quotes with itemized cost estimates for work in excess of \$5,000
- N/A Itemized costs/paid invoice if designer/architect used

Summary of Approved Project: _____

Additional Information Required: 4th bid. Status of funding
SOIC 3. - Cont'd to 10-11 meeting Recv'd On: Oct. 11.

Approved Grant Amt: \$ _____ Scheduled Completion date: _____

Approvals: UR Advisory Comm on: _____ By UR Agency on: _____

Extension Requested/#days: _____ Project Completed On: _____

Revised Due Date: _____ Total Project Cost: \$ _____

Supporting Documentation: Itemized Invoices ☐ Copies of Cancelled Checks ☐

Building Inspection on: _____ Final Approval on: _____

P.O. Issued on: _____ Total Grant Amount Paid: \$ _____

Urban Renewal Agency**FACADE IMPROVEMENT PROGRAM****APPLICATION****1. Applicant Information:**Name(s): EMMA McMillanAddress: 01015 Winchuck river rd Brookings OR 97415Phone: Work- 469-9376 Home- 541 469 0748 Cell- 661 6212Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☒Profit ☐ Non-Profit ☒

Tax ID No: _____

2. Building / Business to be Rehabilitated:Name: His Haven of HopeAddress: 702 Chetco AveTax Map & Lot Number : 4113-06DA**3. Owner of Property (If other than applicant):**Name: Chuck Fioreoff (Outreach Gospel Mission)Street: 702 Chetco AveCity: Brookings State: OR ZIP: 97415**4. Brief Description of Exterior Facade Improvements:** (Please be prepared to submit color and/or material samples, if applicable, for Design Committee review).

Hardi Board

Exterior siding, Exterior paint, Exterior lighting, ~~roofing~~, New windows, doors
Please note building is sagging so
building needs to be lifted before
project remodel begins. ~~start~~ ~~start~~

5. Estimated Total Cost of Facade Improvements: \$ 40,000

Note: 50% of this amount, not to exceed \$20,000, is the maximum amount eligible for potential reimbursement.

6. In addition to facade improvement, is other work planned at the same time or under the same contract? If yes, a clear separation and delineation of all such costs must be attached.

Yes: ☒ No: ☐

Total of all facade work: \$ 40,000

Total of all other work: ^{up to} \$ ~~42,500~~ \$4000-

7. Source of Matching Funds: Individual contributions
Asking for \$20,000 from U.R.A.

8. Planned Project Start Date: 9/26/07

Planned Project Completion Date: 10/26/07

NOTE: The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

Certification By Applicant

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal. Evidence of this authority must be attached.

[Signature]
Applicant Signature

9-9-07
Date

[Signature]
Property Owner Signature

9-12-07
Date

Return application with required attachments to:

City of Brookings
Urban Renewal Agency
898 Elk Drive
Brookings, OR 97415

Proposal and Contract



WEST COAST
EMPIRE HOMES

Building & Remodeling the Wild Rivers Coast
PO Box 6163 • Brookings, OR 97415 • (541) 469-5021

Thomas A. Serna

Date 9-26- 20 07

To _____

Dear Sir:

_____ propose to furnish all materials and perform all labor necessary to complete the following:
① Install new moisture barrier ② install new windows (remove old windows)
③ Install new Fiber cement siding. ④ Caulk all seams + miters. ⑤ 2 coats latex
paint on all new surfaces. ⑥ Repair under-structure (\$4600.00)

All of the above work to be completed in a substantial and workmanlike manner according to standard practices
for the sum of _____ Dollars (\$ 44600.00)

Payments to be made _____
as the work progresses to the value of _____ percent (_____ %) if all work completed.

The entire amount of contract to be paid within _____ days after completion.

Any alterations or deviation from the above specifications involving extra cost of material or labor will only be
executed upon written orders for same, and will become an extra charge over the sum mentioned in this
contract. All agreements must be made in writing.

Respectfully submitted by _____

Lic. No. 162866

Acceptance

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in
the above proposal, for which _____ agree to pay the amount mentioned in said
proposal, and according to the terms thereof.

ACCEPTED

Date _____ 20 _____

* If any dispute arises between the parties to this agreement and a legal action is
filed, then the prevailing party shall recover his reasonable attorney fees.

WeatherKing Painting & Repairs

Thomas Serna
P.O. Box 4064
Brookings, Oregon 97415
541-469-6000
541-251-0098
CCB# 47669

Proposal and Contract

DATE Sept 26, 2007

To: HIS Haven of Hope
702 Chetco Ave

Dear Sir:

We propose to furnish all materials and perform all labor necessary to complete the following:

1. Install New windows
2. Install New doors
3. Install New moisture barrier
4. Install New caulking where Necessary
5. Mask all window walkways & where Necessary
6. Apply 2 finish Coats Body & Trim (color to be picked by owner)
7. Remove Masking & Clean Up

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of \$ 47,795.00.

Any alterations or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully submitted by,

X Thomas Serna

Acceptance

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which you agree to pay the amount mentioned in said proposal, and according to the terms thereof.

Accepted by,

X _____

Date _____

* If any dispute arises between the parties to this agreement and a legal action is filed, then the prevailing party shall recover his reasonable attorney fees.

JH & SON PAINTING, LLC

PO Box 596
Brookings, OR 97415

Phone # 541-469-3310
Fax # 541-469-1991

Proposal

Custom & Remodel Home
Specialists
Painting * Drywall
Wood staining and Finishing
Pressure Washing
CCB # 147040

Submitted To:*His Haven of Hope***Date***9/25/07***Phone #****Cell #****Fax****Estimate #****Location:** *702 Chetco Ave Br.*

Item	Description	Total Proposal Amount:
	<i>Exterior Painting spot prime caulk instal siding drywall repair, instal new new windows and (understructure repair. \$4,800.00) Labor & Material</i>	

Total Proposal Amount: \$ *49,000 00***DRYWALL:**

- ☐ 35 % @ Starting
35 % @ Hanging
30 % @ Tape & Texture
- ☒ Progressive
☐ Time & Material

PAINTING:

- ☐ Progressive with 100% paid upon completion.
☐ Time & Material

Painting Labor will be billed out at a rate of \$ 38.00 per hour for Time and Material jobs.

Drywall Labor will be billed out at a rate of \$ 56.00 per hour for Time and Material jobs.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in substantial workmanlike manner.

Any alteration or deviation from specifications involving extra costs will be executed only upon the written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workers Compensation and Liability Insurance on above work to be taken out by J.H. and Son Painting, LLC.

This proposal may be withdrawn by us if not accepted within 30 days.

Respectfully submitted, John I. Barbic

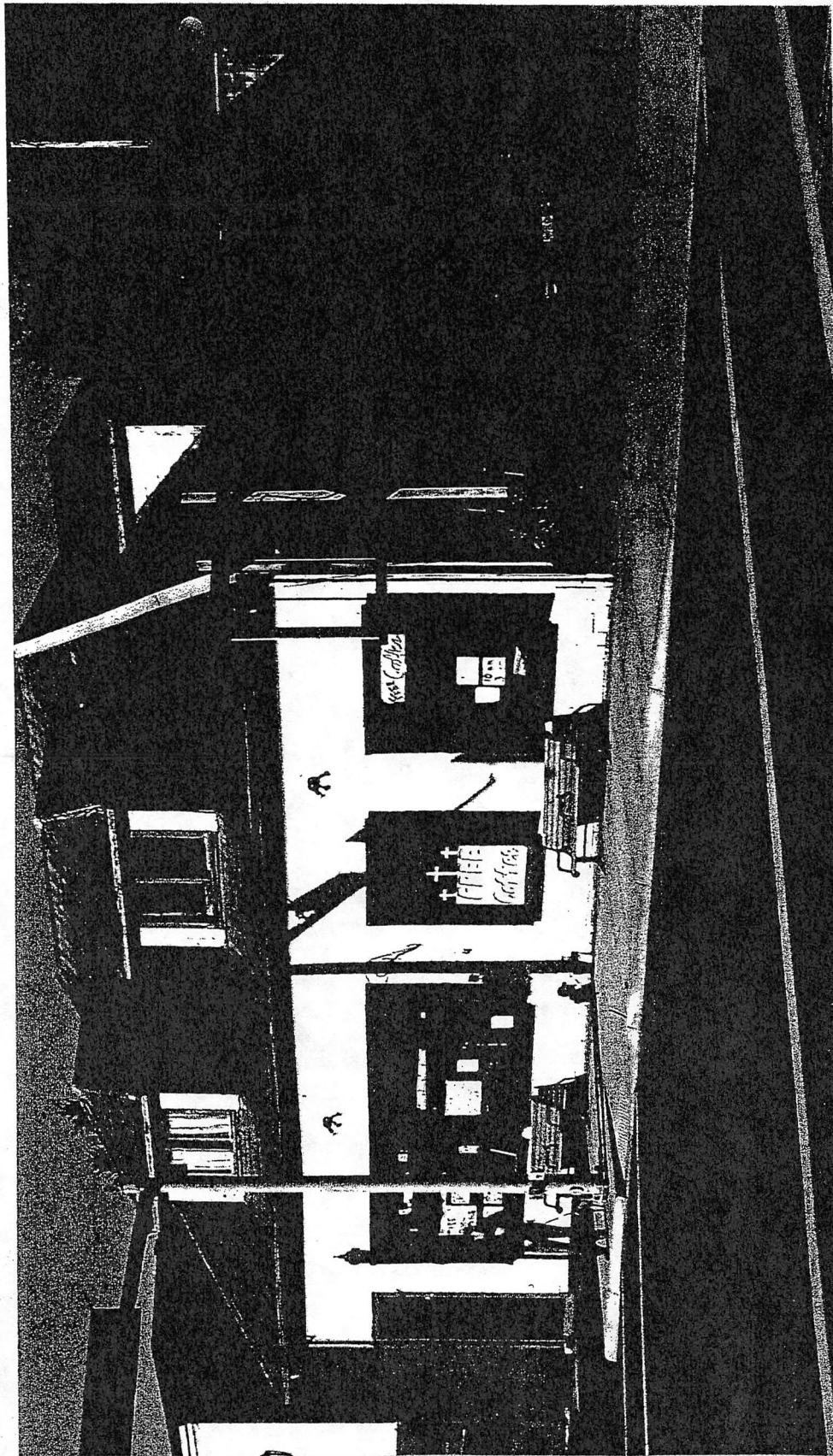
Please sign proposal and return.

Proposal Faxed:

Proposal accepted:

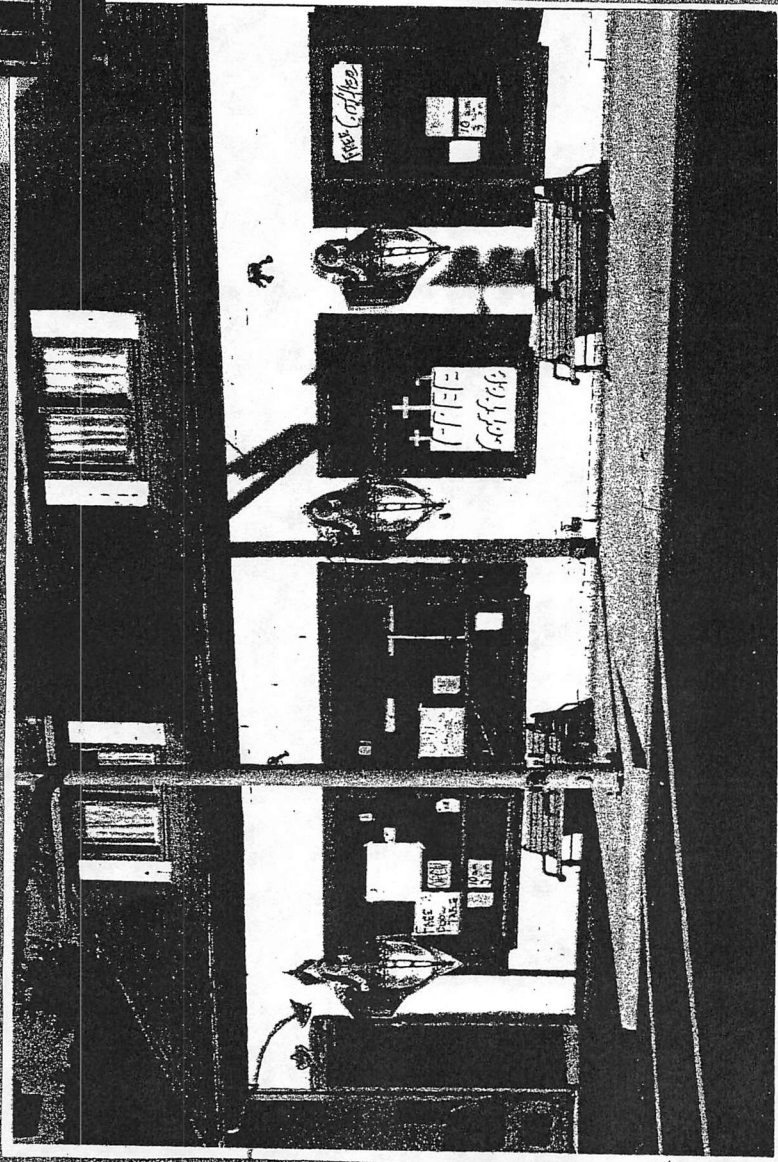
Comments:

Date:



Nect
C8

Siding

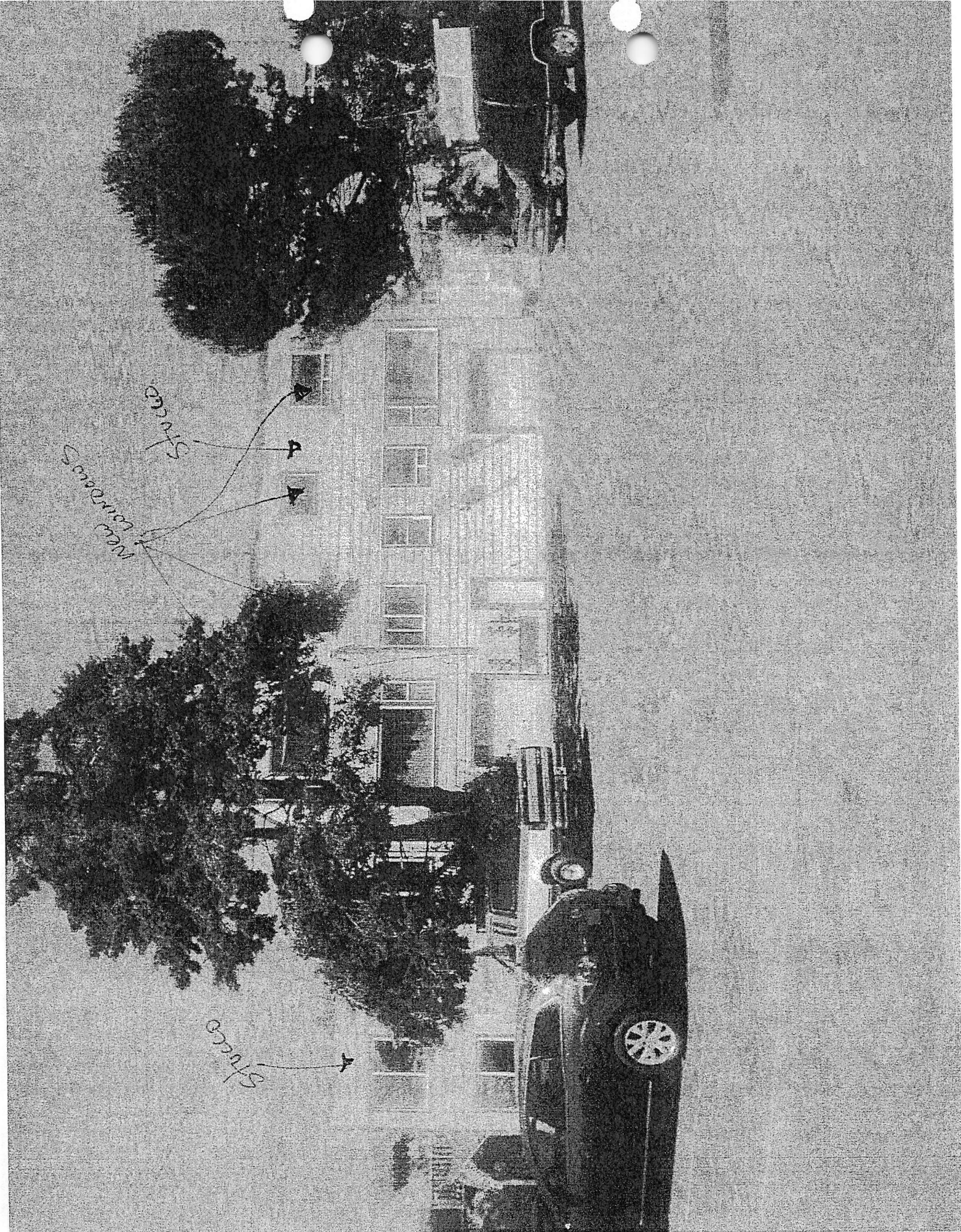


accent color

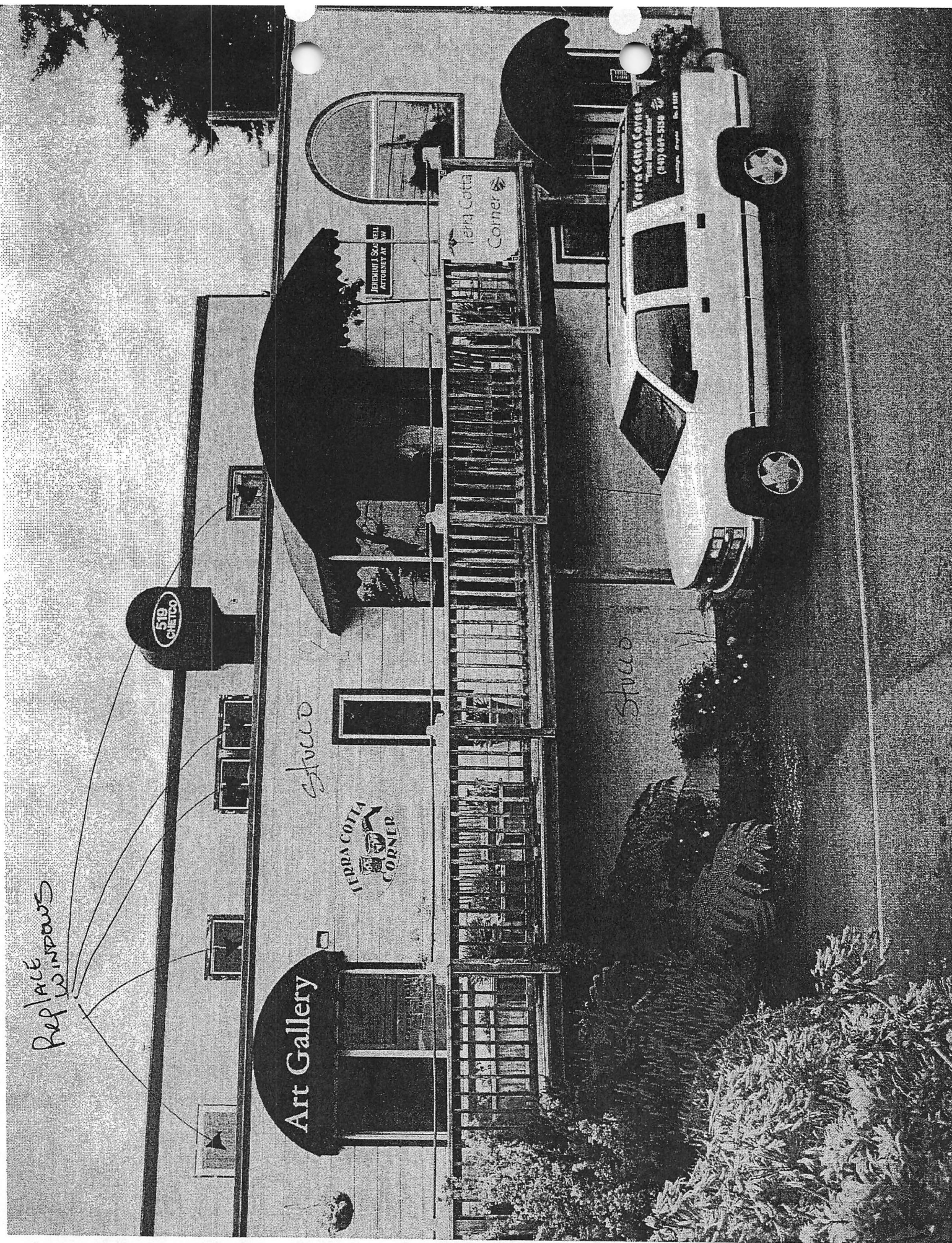
A16

Violet Glazed
411-1

3100 ID
251110



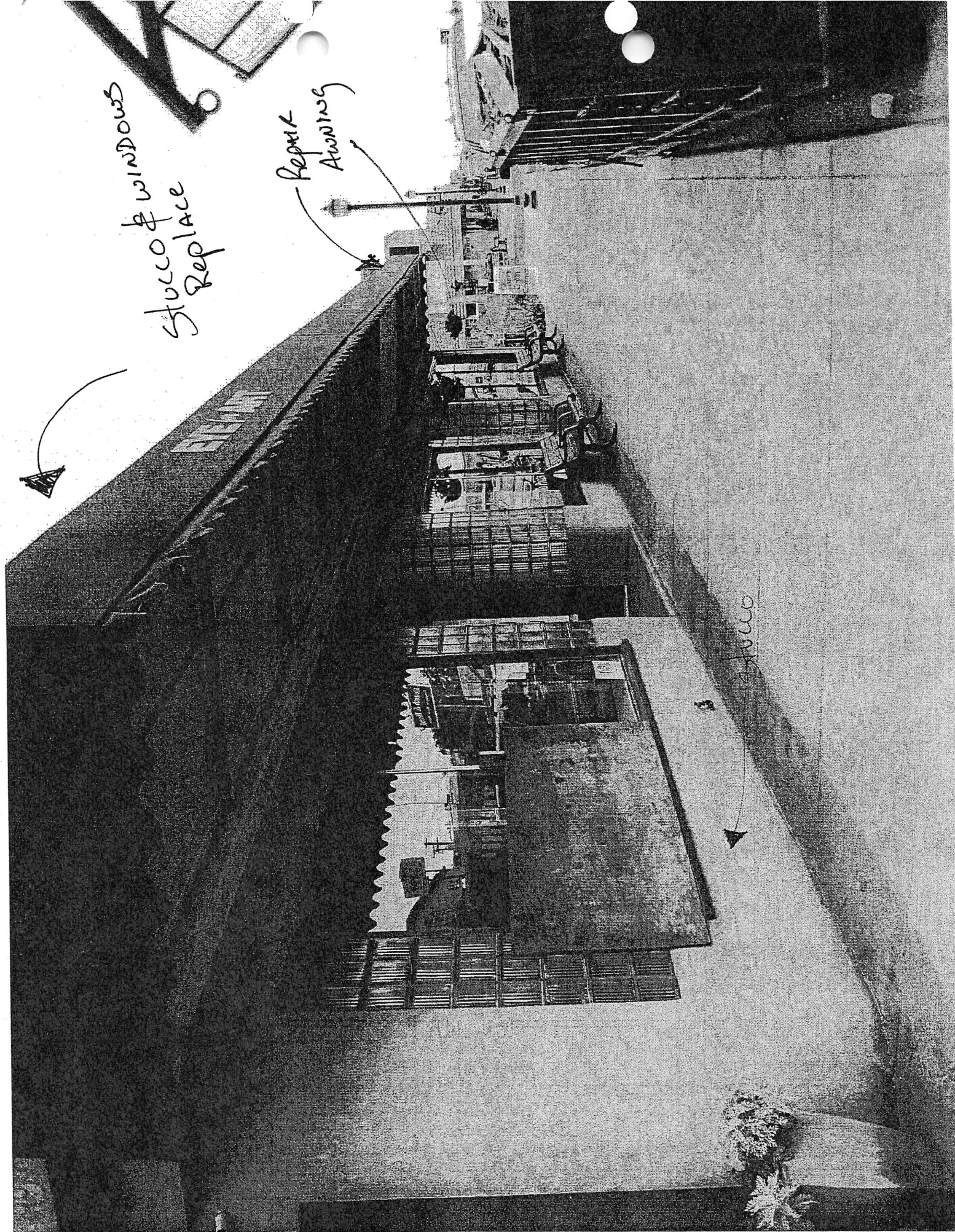
Replace Windows



Stucco & windows
Replace

Repair
Awning

Stucco



FACADE IMPROVEMENT PROJECT CHECKLIST

Applicant: Cynthia Chi/serre Date Received: TIME: 3:27 pm 9-12-07
Property owner: same Patterson Received By: [Signature]
Property Address/Bus. Name: 609 Chetco

If owner is not applicant – is owner's written authorization included? Yes ☐ No ☐

Estimated Funding: Total \$ \$14,050 Grant \$ \$7,025
Architect/Designer \$ _____

- ☒ Completed/signed application
- ☒ Preliminary design drawings
- ☒ Evidence of property and/or business ownership
- ☒ Photographs of site
- ☒ Description of methods and materials to be used
- ☒ Color and/or material samples will provide awning sample
- ☒ Location map
- ☒ Three bids/quotes with itemized cost estimates for work in excess of \$5,000
- N/A Itemized costs/paid invoice if designer/architect used

Summary of Approved Project: Replace siding shingles, paint, install new door, gutters, signs & window boxes.

Additional Information Required: N/A

Approved Grant Amt: \$7,025 Scheduled Completion date: 3-24-08
Approvals: UR Advisory Comm on: 9-13-07 By UR Agency on: 9-24-07

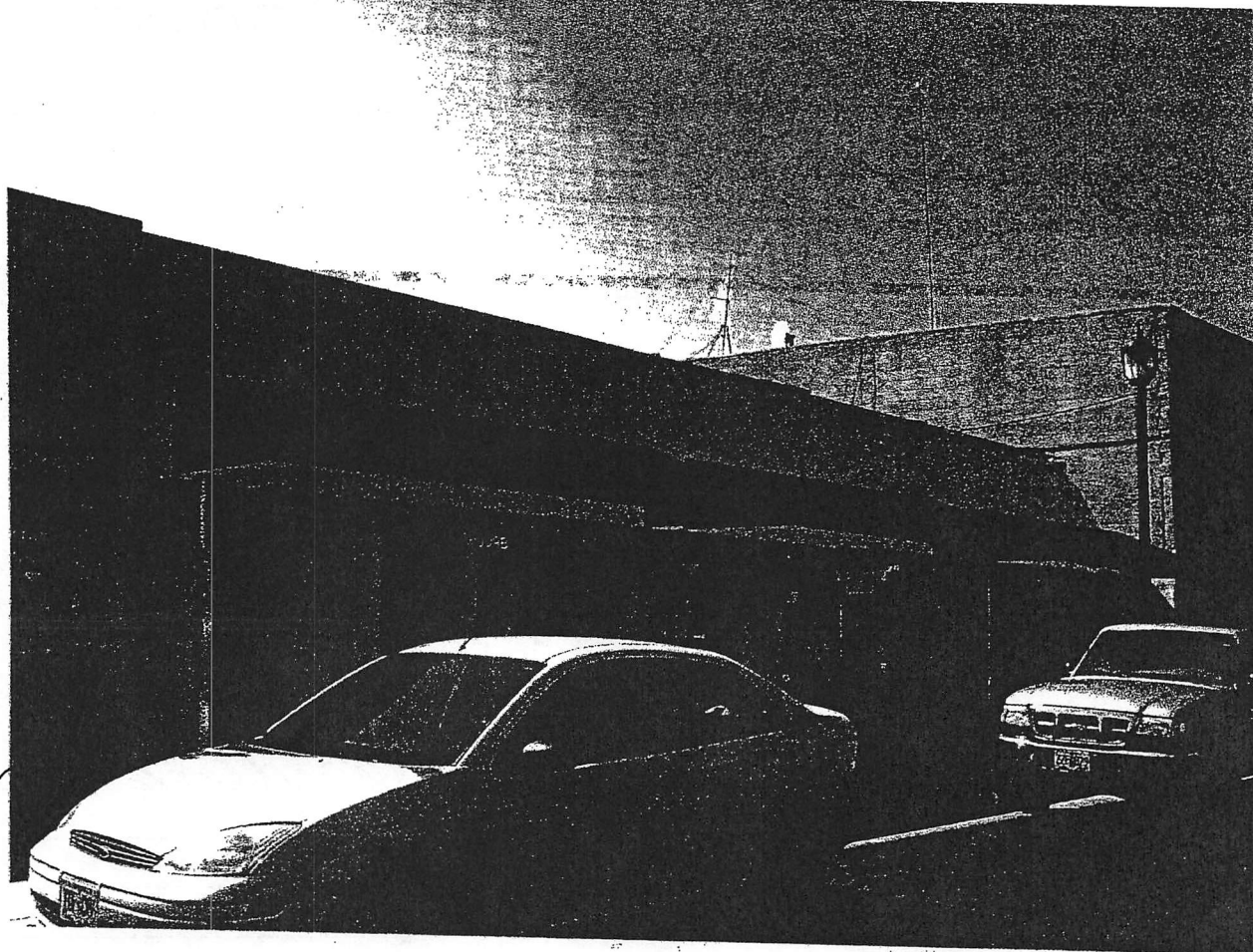
Extension Requested/#days: _____ Project Completed On: _____

Revised Due Date: _____ Total Project Cost: \$ _____

Supporting Documentation: Itemized Invoices ☐ Copies of Cancelled Checks ☐

Building Inspection on: _____ Final Approval on: _____

P.O. Issued on: _____ Total Grant Amount Paid: \$ _____



NATURAL Shingles - CEDAR
 Green Trim - ACE - C33-4 (Greenwich)
 (Cummings & doors)

Coastline
SIGNS

63093 Barry
 Coos Bay, OR 97420
 541-269-7205
 541-269-9269 fax
 GCB-075481

This is an original drawing, prepared exclusively for this project.
 It is submitted for your personal use and remains the property of
 Coastline Signs unless and until it is paid for in full. It is not to be
 used, reproduced, copied or exhibited to anyone outside your
 organization without the written permission of Coastline Signs.

Project _____ Contact **MICHAEL**
 Date _____ Designer **MICHAEL** File _____
 Revised _____ Approved _____ Phone _____

September 2, 2007

Dear Members of the Council:

Thank you for your many hours of meetings having to do with the city's issues. We so appreciate your hard work on behalf of Brookings. It is beginning to show! (Read Oregonian Sunday Travel Section re Brookings.)

The lamps look beautiful, the benches are wonderful, the trash receptacles are great! Also, the beautification of the businesses in the downtown area is beginning and that's nice.


A few suggestions to consider if we may:

- 1) The vacant lot across from State Farm. Perhaps there's a plan. At present it is very needy.
- 2) The sidewalks down 5th street need completion. Several people have almost had dangerous mishaps there -- children and adults.
- 3) Landscaping and maintaining the skateboard park. The gift of the park was wonderful, but the surroundings could be such a nice athletic center with a little care.
- 4) We understand Cafe Kitanishi was not allowed to expand even though they have parking a lot away from their business. They were also mentioned in today's Oregonian as a feature of Brookings. Why not exempt them from whatever is stopping their expansion and let them grow? We so need decent restaurants in this town!
- 5) We have made a suggestion to the Mayor that was well received regarding entrance fountains into Brookings for beautification. Thank you for that. We also wonder why Brookings doesn't avail itself of the monies for art made available by the state of Oregon? Sculptures, etc. would further enhance the downtown area.
- 6) We spend sometime in the California desert each year. We hear Brookings reputation as an art "colony" often. Why not capitalize upon that with lovely sculptures, etc.?

We are glad you are addressing the requirement of cost of hookups for new restaurants, etc. We need to have a business friendly atmosphere for tourist dollars and beautification.

Again, we thank you for your dedication and hard work. It shows!

Sincerely,



George & Deanna Elsom
910 Helen Lane
Brookings, Or. 97415