

AGENDA
City of Brookings
Urban Renewal Advisory Committee
City Hall Council Chambers
898 Elk Drive, Brookings
Thursday, November 8, 2007, 3:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Acceptance of Minutes from:**
 - A. September 20, 2007 Special Meeting.
 - B. October 4, 2007 Special Meeting.
 - C. October 11, 2007 Regular Meeting.
- IV. Public Comments**
- V. Regular Agenda**
 - A. Façade Improvement Project Review of 519 Chetco
 - B. Update of trees, benches and trash receptacles
 - C. Follow up priorities discussion
 - D. December election of Chair and Vice Chair
 - E. Resignation of Werner Buehler
- VI. Committee Members Comments**
- VII. Adjournment**

Minutes
Special Meeting
Urban Renewal Advisory Committee
Council Chambers, 898 Elk Drive
Thursday, September 20, 2007

Call to Order: Chair Pete 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 Werner Buehler. Absent was Ted Fitzgerald. City Staff attending were City Manager Gary Milliman and Building Official LauraLee Gray. Also in attendance were applicants Lloydeen Passley and Noah Bruce.

Discussion Items: The committee discussed whether the minimum Façade Improvement Project amount of \$2,500 should be reduced.

Dan Nachel moved, Donna Cramer seconded and the Committee voted unanimously to reduce the minimum Façade Improvement Project amount from \$2500 to \$1,500.

Tony Parrish commented that the benches in front of "His Haven of Hope" should be relocated as they already provide private benches at this location, and that the requested amendment to the project at **609 Chetco Avenue** for widening of the door should be withdrawn.

Façade Improvement Projects:

654 Chetco Avenue - This project, tabled at the 09/13/07 meeting, was reconsidered for funding under the reduced project minimum.

Werner Buehler moved, Dan Nachel seconded, and the Committee voted unanimously to approve the grant amount of \$800 for the 654 Chetco Avenue project.

519 Chetco Avenue - This project was tabled at the 09/13/07 meeting due to concerns regarding completion of work prior to approval and a new ban on synthetic stucco. It was determined that the material is actual stucco and only the first of three layers had been applied. The project costs for the installed windows and the first coat of stucco were removed from the project leaving a revised project total of \$48,447.

Donna Cramer moved, Werner Buehler seconded, and the Committee voted unanimously to grant the full amount of \$20,000 for the 519 Chetco Avenue project.

604 Railroad Street - Reimbursement had been withheld for this project due to concerns about unapproved changes. After much discussion it was agreed that the work approved by the agency had been done in compliance with the application.

Werner Buehler moved, Tony Parrish seconded, and the Committee voted, with a nay vote from Dan Nachel, to approve the full reimbursement amount of \$17,500 for the 604 Railroad Street project.

The Committee agreed that consensus needed to be reached as to whether all aspects of a proposal are required to be completed even if the agency is not providing funding for that aspect. This will be a discussion item at the next regular meeting.

Adjournment: The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Chair Pete Chasar (Approved at _____ meeting).

Minutes
Special Meeting
Urban Renewal Advisory Committee
Council Chambers, 898 Elk Drive
Thursday, October 04, 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 Werner Buehler. Absent was Ted Fitzgerald. City Staff attending was Building Official LauraLee Gray. *Citizens in attendance* were Bob Peipers and Rick Bishop. *Also present* were applicants Rick Gray, Chuck Fidroeff and Emma McMillan.

Visitor Comments:

Rick Bishop commented that he is not getting email notification of special meetings. He also stated that there should be uniform design for dumpster screening when using matching Façade Improvement Program funds and asked what had happened to the funding left over from last year's Façade Improvement Program. Chair Chasar said he would follow up on both the email notification and the status of any remaining FIP funds.

Discussion Items:

Façade Improvement Program (FIP) applications:

702 Chetco Avenue - Grant amount requested \$20,000.00. After much discussion, it was determined that more information was needed regarding the owners tax-exempt status with regards to the use of FIP funds, more detail was needed in the bid, and there was concern that contractor not included in the bids would be performing the work.

Joyce Tromblee moved, a second followed and the Urban Renewal Advisory Committee voted unanimously to table the 702 Chetco Avenue Project to the next meeting.

520 and 522 Hemlock Street - Grant amount requested \$10,287.00.

Tony Parrish moved, a second followed and the Urban Renewal Advisory Committee voted unanimously to approve the project for 520 and 522 Hemlock Street for \$10,287.

Additional discussion items:

Tony Parrish suggested an earlier time frame for applications so work will be completed in the same year as funding is approved.

Joyce Tromblee suggested that a representative from Curry Transfer and Recycling should be invited as a guest speaker to give some direction on dumpster screening if the Committee is considering adoption of a uniform design.

Chair Chasar shared Council's concern that FIP guidelines and regulation were not being strictly enforced at the Committee level.

Adjournment: Meeting was adjourned at 3:55

Respectfully submitted,

Chair Pete Chasar (Approved at _____ meeting).

Minutes

Urban Renewal Advisory Committee

Council Chambers, 898 Elk Drive
Thursday, October 11, 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 and Dan Nachel. Absent were Ted Fitzgerald, Werner Buehler and Joyce Tromblee. City Staff attending were City Manager Gary Milliman and Building Official LauraLee Gray. Also in attendance were Councilor Ron Hedenskog, Council Liaison Jan Willms, Chuck Fidroeff, Emma McMillan, Tim King and Rick Bishop.

Minutes/last meeting:

Tony Parrish moved, a second followed and the Committee voted unanimously to approve the minutes of September 13, 2007 as written.

Discussion Items:

Executive Director Milliman proposed several guideline changes to the bid process: a maximum completion date of 6 months from approval, a program for dumpster screening, existing signs to be brought into compliance with ordinances and final review of projects by the Site Plan Committee.

Per Director Milliman, additional funding is available for façade improvement. After some discussion, the Committee determined that no more applications will be reviewed under this year's program as other, larger, projects needed to be considered.

After some discussion, it was also decided that to structure next years program so that applications will be accepted in April and approvals granted in May, to allow construction to begin as soon as funding is in place.

Projects for Urban Renewal Funds were discussed again and prioritized.

The Committee discussed recruiting business owners to participate in dumpster screening projects with designs pre-approved by the City and Curry Transfer and Recycling.

Councilor Hedenskog brought pictures of a street in Eugene where driving, parking and walking areas have been incorporated. Councilor Willms expressed concern about pedestrian safety in this scenario. Executive Director Milliman advised that he has received preliminary bids from a design engineer for the downtown area. He also pointed out that street standards would need to be revised to implement this type of change.

Councilor Willms expressed concern regarding the bolts left in the sidewalk in front of His Haven of Hope. Building Official Gray will notify Public Works that the bolts need to be covered as well as the bolts in front of Suzy Q's after the benches are removed. Gray will also develop a standardized bid form to be used with next year's façade program.

Façade improvement projects:

702 Chetco Avenue, His Haven of Hope: The Committee reviewed the project, including new information presented by the applicant. Tony Parrish asked that minutes be reviewed to see if a project from the Chetco Community Library was ever reviewed by the Committee.

Dan Nachel motioned, a second followed and the Committee voted, with a nay vote from Tony Parrish, to approve the full amount of \$20,000.00 for the 702 Chetco Avenue project, His Haven of Hope with a completion date is January 15, 2008, contingent upon the applicant obtaining the appropriate building permits and the egress windows being brought up to code.

519 Chetco Avenue, Chetco Plaza: The Committee discussed the applicant's proposal to modify the already approved project.

Dan Nachel moved, a second followed, and the Committee voted unanimously to withhold payment for the project at 519 Chetco Avenue until the previously requested information regarding the square foot variance in finish material is provided.

609 Chetco Avenue, Suzy Q's:

Donna Cramer moved, a second followed and the Committee voted unanimously to approve the request for a color change subject to the applicant's agreement that the darker color would be used for both above and below the awning.

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

Respectfully submitted,

Chair Pete Chasar (Approved at _____ meeting).



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1100 Fax (541) 469-3650

gmilliman@brookings.or.us

GARY MILLIMAN

City Manager

Noah Bruce
Bruce Brothers
PO Box 61
Brookings, OR 97415

Corrected October 31, 2007

October 30, 2007

Dear Mr. Bruce,

When the Urban Renewal Advisory Committee and the Urban Renewal Agency approved your request for funding in connection with the project at 519 Chetco, they were relying on the project description as provided by you.

That project description included three photographs depicting three sides of the subject building. Upon each of the photographs there are noted entered by you indicating which sections of the building would have a stucco exterior applied. These photographs and noted indicate that stucco would be applied to:

1. The entire three-story back portion of the building.
2. The entire three-level side of the building.
3. The entire front of the building.

The project, as completed, does not conform to the application as approved. The stucco work associated with the completed project includes:

1. The two-story back portion of the building.
2. Two levels of the three-level side of the building.
3. **The entire front of the building.**

Building Official Laura Lee Gray has calculated that approximately 2,250 square feet of the exterior of the building...roughly 28 per cent of the building wall surface...was not completed in accordance with the approved application. We have calculated the value of the unfinished work at \$9,787.50, which reduces the total eligible cost for the stucco portion of the project to \$24,959.50. This would modify the total amount of project eligibility to \$44,659.50 assuming invoices support the window, awning and painting work. While this amount is still sufficient to support the approved \$20,000 match, the overriding concern is that the project has not been completed as represented, and no request was received for modification of the project prior to completion of the work.



City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1100 Fax (541) 469-3650

gmilliman@brookings.or.us

Thus, I am scheduling this matter for review by the Urban Renewal Advisory Committee at their meeting of November 8 at 3:00 p.m. in the City Council Chambers.

Respectfully,

Gary Milliman
City Manager

Cc: Urban Renewal Advisory Committee
Laura Lee Gray, Building Official
Mike and Bradlee Snow

City of Brookings - Building Department
898 Elk Drive
Brookings, OR 97415
(541)469-1130
(541) 469- Fax: 469-3650
lgray@brookings.or.us
www.brookings.or.us



Memo

To: Gary Milliman, City Manager
From: LauraLee Gray, Building Official
Date: 10/29/07
Re: 519 Chetco Ave

The original bid for stucco on this project was: \$52,120.00

We discounted 1/3 for starting the work prior
to approval. \$17,373.00

Balance: \$34,747.00

To avoid argument regarding the areas of each wall that should be removed from the equation and the argument relating to exact measurements of the buildings I used the following scenario.

Total square footage of the 3 subject walls is 7,980

$\$34,747.00 / 7980 = \4.35

Total square footage of the 3 walls not finished

As approved by the committee 2250

$\$4.35 \times 2250 =$ \$9,787.50

Stucco allowance \$34,747.00

Area not finished with stucco \$9,787.50

Balance \$24,959.50

207B Wharf Street
P.O. Box 61
Brookings, OR 97415
CCB #108497 (541) 469-9210

Mike Snow
519 Chetco Ave. Unit 1/2
Chetco Plaza
Brookings, Or 97415
562-754-7632

No. : 621
Date: 8/13/2007

Grand Total \$ 80,438.40

For questions concerning this Bid Proposal, call (541)469-9210

Thank you For Choosing Bruce Bros Inc.

Signature below indicates acceptance of signed Contract, parties right to mechanical liens. All legal inquiries will be handled through arbitration, if legal counsel is needed prevailing party will receive costs and appropriate attorney/legal fees.

Client name

Date _____

Scheduled Start date of Contract

Joyce Heffington

From: Noah Bruce [noahdbuce@charter.net]
Sent: Wednesday, October 31, 2007 2:49 PM
To: LauraLee Gray
Cc: Joyce Heffington; Gary Milliman
Subject: 519 chetco

Joyce say she has never received the invoices I gave to you for the support of the work at 519 Chetco Ave. for the facade program. Would you please forward the invoices that you have so the snows may be funded timely. I'm wondering how Gary Milliman came up with his October 30 letter without the docs (invoices) that I gave you for support of this project. I understand the city's stance on calling this a change to the project because of my mislabeling a photo of an elevation of one side of the building with the word stucco vs. paint, but the documents I've submitted as bids to the committee and the invoices that I've submitted to you clearly show that those walls were to be painted from the start and were never part of the stucco bid from the start. Regardless of how anyone interprets this error at this project, the letter from the city states that the amount of work that has been done, still is enough to support the approved 20k in matching funds. So why are we being made an example of again, as misrepresenting this project to the committee. These folks have done allot to this building and its only fair not to penalize them any further by holding up there funds. By the way you've already subtracted 1/3 of the stucco budget from the area that your now saying was not done to plan. You would have to technically refund the monies for this penalty. But it still doesn't matter if the total gets larger. They would still only be entitled to the max 20k approved for this project. I see the letter from Gary as a mute point. Unless the committee is coming up with a new rule and penalty for cases that the city claims the project hasn't been done to plan. The change in work in no way has affected the outcome of the overall project. At the original meeting for this project it was mentioned that these two walls in dispute were to be painted due to the difficulties of moving the utilities (dishes) and awnings attached to these walls. That is why there was a budget for painting for this project in the bids we turned into the committee. Thank You for listening, I hope this can be resolved in an efficient amount of time due to the burden the expense of this project has put on the owners. They are counting on the funds that have been approved by the committee.

Noah Bruce
Bruce Brothers LLC
207-B Wharf Street
Brookings, OR 97415
Office: (541)469-9210
Fax: (541)469-9230
Cell: (541)661-1544

10/31/2007

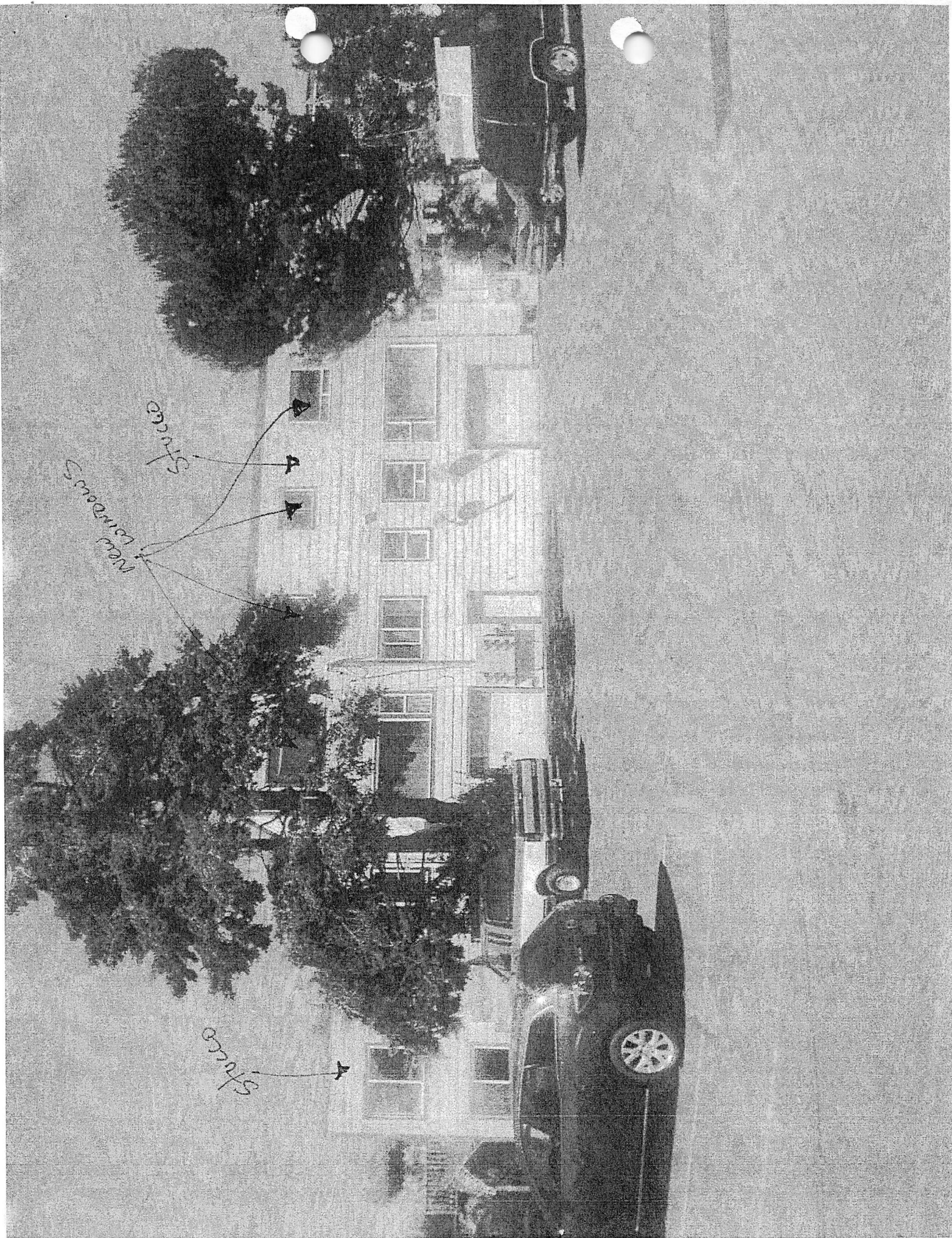
LauraLee Gray

From: Noah Bruce [noahdbuce@charter.net]
Sent: Friday, October 19, 2007 2:22 PM
To: LauraLee Gray
Subject: 519 Chetco
Attachments: 519ChetcoFacade.pdf

I turned in the paper work showing the stucco companys bid for the areas of the building that have been completed. Nothing has changed from the figures. The bid for painting was for those two walls that are not included in the stucco bid. My only mistake in the paper work was not clarifying what was to be stucco vs. paint. I did how ever clarify these things at the Urban Renewal Agency meeting. I did clarify that the two walls that we were not stuccoing would be to costly because of the amount of work it would entail to remove awnings, electrical services, and satelite dishes. I'm confused on what is being allowed as far as costs. Someone hasn't included the contractor fee (\$8,618) for some reason? Paint (\$7,900) is included. Awning Repair (\$5,800) is included. Stucco was discounted 25% for an early start. If you come up with the reason to discount the stucco further because the photos didn't match the bid then the approximate 1000' (excluded for windows and door openings) x 7\$ per ft = 7k. You should still end up with an approval of 32k for the remainder of stucco approved for reimbursal. Total Reimbursement = 54k. Which still allows the city to fund the Snows 20k for this beautiful improvement to our community. Please don't penalize these folks when the numbers speak for themselves. They have spent over 80k on the exterior of this building, that should account for something. We should have the paint and awning repair done within a week. You have all of our invoices and receipts. Thank You,

Noah Bruce
Bruce Brothers LLC
207-B Wharf Street
Brookings, OR 97415
Office: (541)469-9210
Fax: (541)469-9230
Cell: (541)661-1544

10/19/2007



Replace windows

Art Gallery

stucco

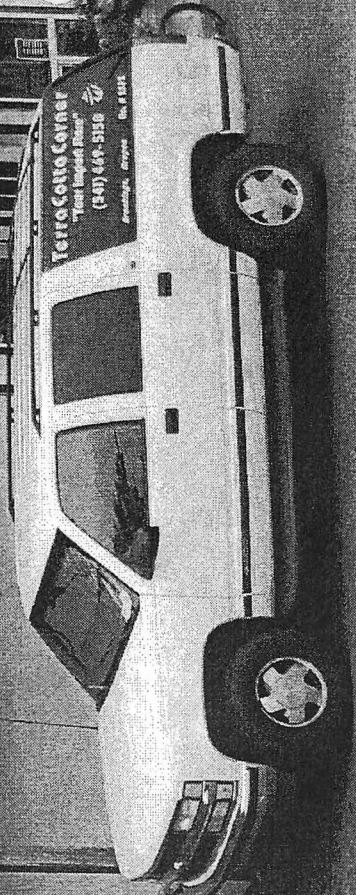


Terra Cotta
Corner

JEREMIH I. SCARFELL
ATTORNEY AT LAW

stucco

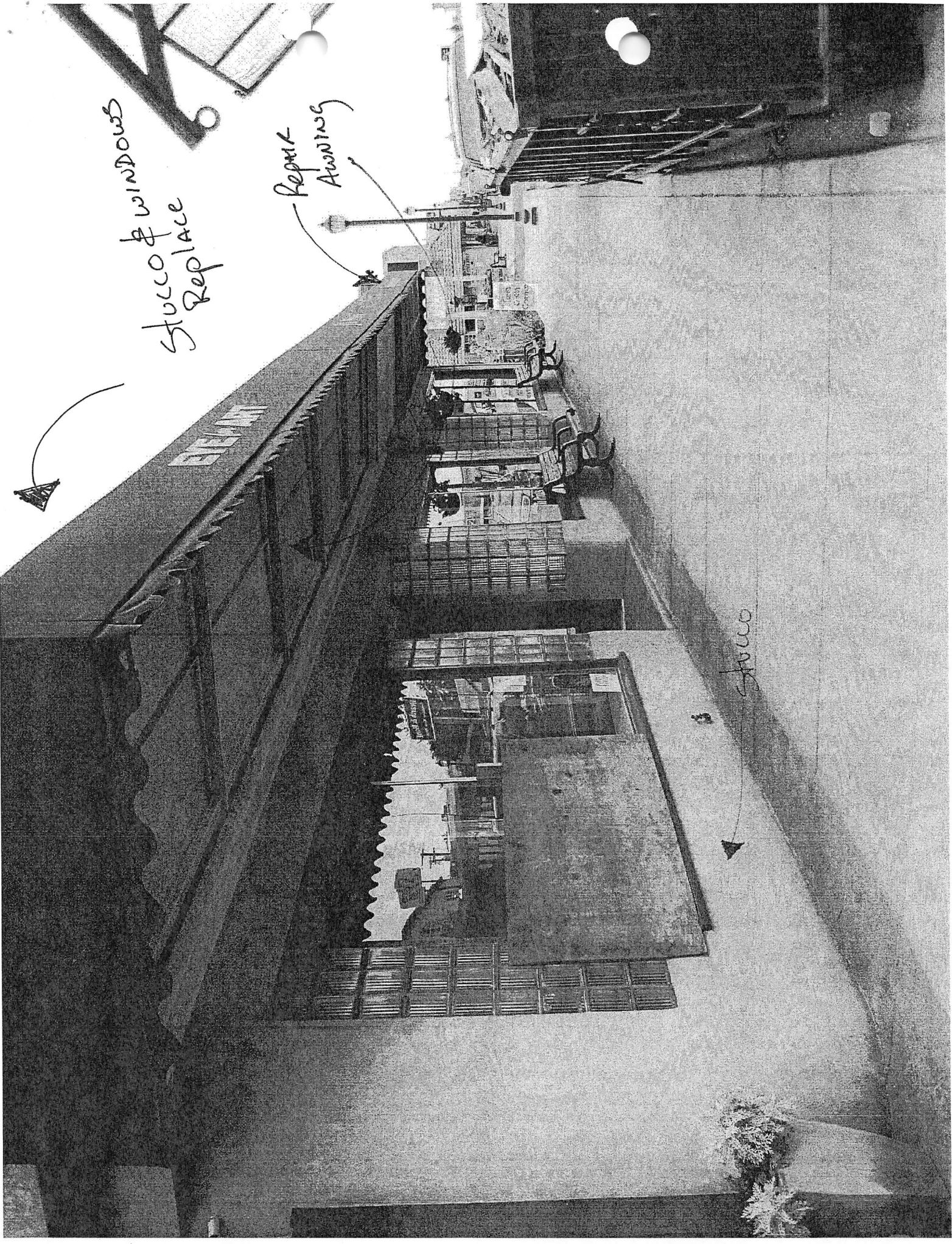
Terra Cotta Corner
"Your Image Matters"
(949) 468-5356
www.terra-cotta-corner.com



Stucco & windows
Replace

Repair
Awning

stucco



Bruce Bros Inc.

207B Wharf Street
P.O. Box 61
Brookings, OR 97415
CCB # 108497 (541) 469-9210

Customer:

Mike Snow
519 Chetco Ave. Unit 1/2
Chetco Plaza
Brookings, Or 97415
562-754-7632

Invoice

No. : 821-1
Date: 10/5/2007

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	Stucco Siding and Trim	\$52,120.00	\$ 52,120.00
1	Window package	\$ 6,000.00	\$ 6,000.00
1	Repair and Renovate Awning	\$ 5,800.00	\$ 5,800.00
1	Painting	\$ 7,900.00	\$ 7,900.00
		Total	\$ 71,820.00
12% Contractor Fee			\$ 8,618.40
		Subtotal	\$ 80,438.40

For questions concerning this invoice, call (541)469-9210

Grand Total \$ 80,438.40

Paid In Full 10/9/07

Thank you For Choosing Bruce Bros Inc.

CREATIVE EXTERIORS LCC

INVOICE

INVOICE BY:

CREATIVE EXTERIORS

908 Whitman Ave.

Medford, OR 97501

(541) 941-9104 Pat

(541) 941-3659 Rob

(541) 773-5125 Fax

CCB # 164701

SUBMITTED TO:

Bruce Bros.

Brookings, OR.

ATTN: Noah

PROJECT NAME

Arts Center 519 Chetco Ave.

10/8/07

Paid in Full: \$62,120.00

-Stuccoed (N/S/W) walls of building except for remaining 3 Story South wall facing Spruce St., and West wall 2nd floor entrance facing Willow St.

-\$10,000.00 Paid in Full for East Wall next to Lawyers office.

Thank you for opportunity to serve you if you have any questions or another project that we can help you will give me a call.

Thanks

Pat Fries

CREATIVE EXTERIORS RESERVES THE RIGHT TO LEIN

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All proposals will be as per plans and specifications. The proposal is subject to acceptance with 60 days and is void thereafter at the option of Creative Exteriors, LLC.

From: Werner Buehler [mailto:wbuehler@charter.net]
Sent: Monday, October 29, 2007 9:22 AM
To: Pat Sherman
Cc: pjc@chasar.com
Subject: URAC resignation

Good Morning Mayor Sherman,

It is with significant disappointment that I must tender my resignation from the Urban Renewal Advisory Committee (URAC) effective November 1st. As you know, URAC is a fantastic group of unselfish individuals to are accomplishing great things under the leadership of Pete Chasar. Pete is one of the finest chairman/leaders I have had the opportunity to serve with and the City Council has done a wonderful job of selecting individuals for URAC who have nothing more in mind than the benefit of Brookings. The City Council and URAC have earned and deserve all of the support that they are receiving from the citizens of Brookings.

As you know, my career now requires I take another course and I must relocate to eastern Oregon. This being so, I will no longer be able to serve on the URAC and contribute to the most wonderful community I have ever lived in. I sincerely wish you, the City Council and my associates on the URAC best wishes and continued success. I'm sure I will continue to watch "from afar" with great interest.

Take care,
Werner Buehler