

AGENDA
City of Brookings
Urban Renewal Agency Advisory Committee
Brookings City Hall Council Chamber
Thursday, June 14, 2007 3:00 PM

- I. Call to Order**
- II. Approval of May 10, 2007 minutes**
- III. Public Comments**
- IV. Regular Agenda**
 - A. Updates on approved Facade Improvement Program projects, trash receptacles and street trees.**
 - B. Discussion of information and estimates received for professional streetscape design services**
 - C. Discussion of welcome signing and entrance treatment**
 - D. Consideration of criteria for project selection and prioritization**
 - E. Observations from a short-timer's perspective**
- V. Comments from Committee Members**

Next meeting: Thursday, July 12

Minutes

Urban Renewal Advisory Committee
Council Chambers, 898 Elk Drive
Thursday, May 10, 2007

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

Present: Chair Peter Chasar, Committee Members Donna Cramer, Tony Parrish, Joyce Tromblee, Dan Nachel and Werner Buehler. Absent was Ted Fitzgerald. City Staff attending were Interim City Manager Ken Hobson, Building Official LauraLee Grey and Public Works Inspector Richard Christensen. Also in attendance were citizens Rick Bishop and John Babin

Minutes/Last Meeting: April 12, 2007 minutes, accepted as distributed.

Visitor Comments: John Babin expressed his pleasure with the Chetco Ave improvements, suggesting if it had been known that this could be the result, perhaps the couplet would have been received differently.

Discussion of Chetco Ave Streetscape improvements: Richard Christensen reported that all but a few of the trees along Chetco were experiencing various degrees of distress. Richard reported excavating around one tree and finding good water but poor backfill and soil testing revealed a likely need for fertilizer. Contact has been made with the provider of the trees and the installers, but neither has yet stepped up with an offer to help try and save them. Further information and recommendations are expected from an arborist with whom Richard has previously worked. Pete Chasar suggested perhaps volunteers could be found to monitor or in some way help with individual trees. Ken Hobson stated that if unsuccessful in working out a plan with the contractors, the city would investigate its legal options while continuing to try and save them.

Richard also reported on the streetscape additions planned between Oak and 5th Streets. A number of the benches will be relocated for better spacing, but no new ones will be purchased. Five new trash receptacles will be purchased; any additional trees will wait until an evaluation following this growing season. Richard also provided a hand-out listing opportunities for similar amenities northwesterly of 5th. Ken recommended hiring a professional landscape architect before this expansion was undertaken to develop a plan and specs and to review the current installations; the committee asked him to check on costs and report back.

Discussion of eligibility of costs on two projects: LauraLee Gray reviewed the costs associated with the Babin project. The principal issue was that there were items of the planned work that the owner elected not to do without notifying the city until reimbursement was requested. There are also a number of code requirements that need be met and assurance has been provided by the contractor that those corrections will be made.

Werner Buehler moved, seconded by Dan Nachel, and the Committee voted unanimously to provide reimbursement on the reduced scope of work, given code requirement compliance assurances made by the contractor.

The other project under discussion was for Loring's Lighthouse Sporting Goods. Rick Bishop urged that whatever the shortcomings, it was a good project and he hoped it and others like it would continue. Rick did caution that possibly the lighthouse feature, with its beacon which is undergoing restoration before being remounted, might not meet the current sign code. LauraLee Gray stated she would check on that with planning, as there was consensus that the lighthouse should return (it was part of the original proposal).

There was further discussion about a number of other issues: 1) back of the building was never repainted—owner says it's going to be removed; 2) paint on the west side doesn't quite match (different paint supplier); 3) overhead door not painted to match; 4) lack of handicapped access; 5) lack of address. Work is not yet complete, most noticeably still awaiting installation of the awning.

Consensus of the committee was to advise the owner that reimbursement under the facade program could only be paid once the entire project was complete. At this time LauraLee will advise them of the outstanding issues (it was determined that the city would not require the handicapped door).

Report on meeting with Dr. John Rush regarding possible acquisition of parking

lot: Ken Hobson reported on his initial meeting with Dr. Rush. Dr. Rush indicated a willingness to entertain an offer from the city so long as his required parking per city code could still be met on property he would retain. Dr. Rush's long-term interest was for the additional parking to remain so his interests seem to align well with the city's. Ken will contact him again once the code requirement for parking has been established.

Process for refining project list, establishing priorities and developing specific

projects: Ken Hobson provided a handout listing possible criteria on which to evaluate potential projects in order to generate priorities for project development and construction. Ken invited committee members to review those and suggest others as well as giving consideration to weighting, in that it's unlikely that all criteria should have the same weight. Further discussion next month.

Adjournment

Meeting adjourned at 4:42 p.m.

Respectfully submitted,

Pete Chasar, Chair
(approved at _____ meeting)

Facade Improvement Program Overview

as of 6/11/2007

Total available, FY 2006-2007: \$ 142,150

Total Committed Match: \$ 139,195

Uncommitted Balance (To Date): \$ 2,955 (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>
Coos Curry Electric	\$ 11,290	\$ 5,645	\$ 136,505	10/15/06		Approved	\$ 5,645	CLOSED
Colours Gallery	2,700	1,350	135,155	10/26/06		Approved	\$ 1,350	CLOSED
Fitzgerald Building	860	430	134,725	10/27/06	1/1/07	Approved	\$ 430	CLOSED
Gallery Restaurants	5,514	2,757	131,968	11/10/06	1/31/07	Approved	\$ 2,757	CLOSED
Roberts & Associates	19,940	9,970	121,998	11/13/06	1/15/07	Approved	\$ 9,970	CLOSED
Brookings Natural Foods	3,500	1,750	120,248	11/24/06		Approved	\$ 1,750	CLOSED
Lorings Lighthouse	50,000	20,000	100,248	11/24/06	6/30/07	Approved	\$ 20,000	CLOSED
Coos Curry Electric (signage)	6,932	3,466	96,782	11/24/06		Approved	\$ 3,466	CLOSED
Brookings Chiropractic	46,800	20,000	76,782	11/24/06	1/27/07	Approved	\$ 20,000	CLOSED
Azalea Lanes	41,225	20,000	56,782	11/27/06		Approved	\$ 20,000	CLOSED
Bernie Bishop Mazda	21,500	10,750	46,032	11/27/06	6/30/07	Approved	\$ 10,750	CLOSED
Babin & Keusink, PC *	6,154	3,077	42,955	1/26/07	3/26/07	Approved	\$ 3,077	CLOSED
The Center	44,672	20,000	22,955	12/22/06	6/30/07			
Curry Collections	42,440	20,000	2,955	3/31/07	5/21/07	Received		In inspection

Total Paid \$ 99,195

Unpaid Balance \$ 40,000

*This figure reflects Babin's reduced project. The original project was for \$11,899 with a city match of \$5949.

FIP Notification List

Name	Location
Roberto Carrillo	
Rick Bishop	Humane Society
Gary Fuller	
Bruce Brothers	Local Market
Mark Gatson	
Emma McMillan	His Banqueting Table
Bob Pieper	
Ben Murray	
Michelle Tidwell	Pacific Center
Tim Patterson	

June 12, 2007

Joyce Heffington
City of Brookings
898 Elk Drive
Brookings, OR 97415

Re: Proposal for Review of Streetscape Projects

Dear Ms. Heffington:

Thank you for giving me the opportunity to present our firm for the Review of the City of Brookings Streetscape Projects. It is my understanding that there are two possible Streetscape Projects, which I have identified as Phase 1 and Phase 2.

Phase 1: Review Existing Streetscape Project: It is my understanding the scope of work includes a site visit to Brookings to tour, review and write a written report of the existing Streetscape Project that has currently been completed. In addition, a review of possible "infill" sites within the existing Streetscape Project are to be evaluated and recommendations included in the report.

Phase 2: New Streetscape Project: A future Streetscape Project (approximately 1/4 mile long) is anticipated adjacent to the existing Streetscape Project on Highway 101. Phase 2 would include evaluation of the existing area along this section of the highway. The Report is to identify opportunities for improvements and make recommendations of Streetscape elements that would be appropriate for this section of highway.

Our fee for Phase 1 is \$2320 and includes 1 trip to the site with someone from the City of Brookings, (i.e.: Public Works Director, etc.) to show me the extent of the work and 1 trip to present the report and recommendations to the City. The report would include pictures, sketches and drawings as necessary to illustrate my evaluation of the existing work and my proposal for the additional work (infill). Included in the scope of work would be recommendations for the type of trees suitable for such use in that location, specifications for the planting of trees to eliminate sidewalk cracking and any other items that we recommend to use in the Streetscape project. (The fee is inclusive and includes travel expenses, printing costs, etc. It also assumes that I will be able to use the City's drawings of the existing Streetscape area and I will not need to survey or measure the existing area.)

Our fee for Phase 2 is \$3385 and includes 1 trip to the site with someone from the City of Brookings to show me the extent of the "Future" Streetscape Project and 1 trip to present the report and recommendations to the City. The report would include pictures and sketches as necessary to illustrate possible solutions and recommendations for the project. Again, included in the report would be specifications for such things as acceptable plant

LON L. SAMUELS, ARCHITECTURE & PLANNING, A.I.A.

960 Central Avenue
Coos Bay, Oregon 97420
(541) 269-5555

Fax: (541) 269-0762
Email: info@samuelsarch.com
Web Site: www.samuelsarch.com

Letter to Joyce Heffington
Re: Proposal for Review of Streetscape Projects
June 12, 2007
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types (in ground plantings and hanging baskets), size and style of banners, construction recommendations for planters, benches and receptacles, electrical (outlets and lighting) and water (hose and irrigation) service spacing, signage, kiosks, etc. (The fee is inclusive and includes travel expenses, printing costs, etc. It also assumes that I will be able to use the City's drawings of the Streetscape area and I will not need to survey or measure the existing area.)

Please note that this report and drawings would not be acceptable for construction drawings for contractors. Rather, this is a report with recommendations, illustrations, drawings and specifications showing the use of Streetscape elements appropriate for these projects.

If you have any questions, please do not hesitate to call.

Sincerely,



Lon Samuels, AIA
ELS/cs C-10104-9

Landscape Designers

Sue Natzler – Natzler Landscapes Eureka, 707-441-1461

Rate: \$70.00/hr

~ 25 hours - 100 hours with review and recommendation of existing and extending ¼ mile at low end and design/recommendations for other improvements at high end.

Lon Samuals – Arch:Planning. – Coos Bay, 541-269-5555

Proposal attached.

Experience with streetscape projects in Coos Bay

Michael Vaughn, Vaughn Landscape Design – Coos Bay 541-269-9039

Not comfortable giving an estimate without first familiarizing himself with scope of project. Will be coming down this way next week and will take a look and get back to us.

June 12, 2007

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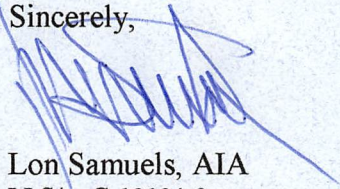
Letter to Joyce Hellington
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Sincerely,



Lon Samuels, AIA
LLS/cs C-10104-9



URA AGENDA REPORT

To: URA Renewal Agency (URA)
From: Ken Hobson, Interim City Manager
Date: May 23, 2007

Subject: Façade Improvement Project at 517 Chetco Avenue

Recommendation: Approval of reduced payment based on work completed.

Background /Discussion: The Façade Improvement Program contemplates a project being completed prior to eligible reimbursements being paid out, and prior approval for any additional work. Guidelines in place when this agreement was entered into did not specifically address the situation existing in this case: a reduction in the scope of the originally agreed upon work. The URAC reviewed this request for reduced reimbursement based on some items not being done. Bottom line, they believed the project would have been approved as it was actually done if that had been the original request, and so they did not have any objection to the reduced scope. URAC voted unanimously (see minutes of April 12, 2007) to recommend the Agency's approval of reduced reimbursement for the work completed. Documentation attached.

Financial Impact(s): None, it's anticipated monies will be spent on other qualified projects.

City Manager Review and Approval for placement on URA Agenda:



Kenneth Hobson, Interim City Manager



URA AGENDA REPORT

To: URA Renewal Agency (URA)
From: Ken Hobson, Interim City Manager
Date: May 24, 2007

Subject: Streetscape Additions

Recommendation: Approve up to \$9,000 for trash receptacles and concrete pads for benches.

Background /Discussion: The URAC reviewed a proposal for additional benches, trees and trash receptacles along Chetco Avenue between 5th and Oak Streets. Their recommendation to you is threefold:

1. While there may be a need for additional benches in some sections, that need can be met by relocating benches already along Hwy 101. They are recommending up to \$1,000 of concrete work for two benches to be sited easterly of 5th;
2. Additional trees should wait until an evaluation of the existing trees come fall and possibly a professionally developed plan;
3. Five trash receptacles should be purchased and placed as soon as possible. Neither the current budget nor the budget committee approved budget includes funds specifically for this purpose. There is, however, budget authority available in the current year due to some façade work that will not be completed within the fiscal year. That may necessitate increasing appropriation for next year to cover that delayed façade work, but you can accomplish that when you adopt the budget at your final meeting in June. See quotation following.

Financial Impact(s): Expends \$9,000 of Urban Renewal Tax Increment

City Manager Review and Approval for placement on URA Agenda:

Kenneth Hobson, Interim City Manager