

# City of Brookings MEETING AGENDA

## **CITY COUNCIL/URBAN RENEWAL AGENCY**

***Tuesday, May 26, 2015, 7:00pm***

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The City Council will meet in **Executive Session at 6:00 PM**, in the City Manager's office, under authority of ORS 192.660(2)(f), "to consider information or records that are exempt by law," and under the authority of ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

## **CITY COUNCIL**

### **A. Call to Order**

### **B. Pledge of Allegiance**

### **C. Roll Call**

### **D. Ceremonies/Appointments/Announcements**

1. Appointment of Timothy Hartzell to the Planning Commission. [pg. 3]

### **E. Oral Requests and Communications from the audience** - Public Comments on non-agenda items – 5 minute limit per person.\*

### **F. Staff Reports**

1. Review Brookings Municipal Code Chapter 17.88, Sign Regulations. [Planning, pg. 6]
  - a. National Main Street Center Sign Design Guidelines [pg. 9]
  - b. BMC Chapter 17.88 [pg. 11]
  - c. Sample sign regulations [pg. 17]
  - d. Sample sign permit application [pg. 38]
  - e. Sample sign brochure [pg. 40]
  - f. ODOT artwork placement process [pg. 42]
2. Direction regarding strategy for implementing future sidewalk improvements . [PWDS, pg. 48]
  - a. Draft sidewalk infill plan [pg. 49]
3. Authorization to purchase a utility TV inspection camera. [PWDS, pg. 50]

### **G. Public Hearings/Resolutions**

1. Public hearing and approval of appropriations for the 2015-16, Fiscal Year Budget. [F&HR, pg. 51]
  - a. Resolution 15-R-1055, State Revenue Sharing [pg. 52]
  - b. Resolution 15-R-1056, Budget [pg. 53]
2. Approval of Water and Sewer Rates and System Replacement Fees for Fiscal Year 2015-16. [FHR, pg. 56]
  - a. Resolution 15-R-1057 Water Rates [pg. 57]
  - b. Resolution 15-R-1058 Sewer Rates [pg. 59]
  - c. Resolution 15-R-1059 System Replacement Fees [pg. 61]

## **H. Consent Calendar**

1. Approve Council minutes for May 11, 2015. [pg. 62]
2. Receive monthly financial report for April, 2015. [pg. 67]

## **I. Remarks from Mayor and Councilors**

## **J. Adjournment**

# **URBAN RENEWAL AGENCY**

## **A. Call to Order**

## **B. Roll Call**

## **C. Accept Agency minutes** for December 8, 2014. [pg. 73]

## **D. Public Comments**

## **E. Public Hearing/Resolution**

1. Public hearing and approval of Agency appropriations for the 2015-16, Fiscal Year Budget. [FHR, pg. 74]
  - a. Resolution 15-R-1060, Budget [pg. 75]

## **F. Agency Remarks**

## **G. Adjournment**

\*Obtain Public Comment Forms and view the agenda and packet information on-line at [www.brookings.or.us](http://www.brookings.or.us), at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least ten days advance notification. Please contact 469-1102 if you have any questions regarding this notice.



RECEIVED

APR 30 2015

CITY OF BROOKINGS

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: (541) 469-2163 Fax: (541) 469-3650

[www.brookings.or.us](http://www.brookings.or.us)

APPLICATION TO SERVE ON A CITY OF BROOKINGS  
COMMISSION, COMMITTEE OR BOARD

**PART I. Contact Information:**

Name: Timothy Robert Hartzell Date: 30 May 2015  
Physical Address: 427 Hillside Brookings  
Mailing Address: P.O. Box 4272 Brookings, OR 97415  
Email Address: hartzelltm@yahoo.com Phone: (360) 808-8949

**PART II. Position Selection, Requirements and Restrictions: (Please answer all that apply)**

**1. Commission/Committee applying for:**

	<u>Composition (i)</u>	<u>Term (ii)</u>
<input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee	TBD	TBD
<input type="checkbox"/> Other (please specify):		

**2. City residents:** How long have you lived in the City of Brookings? 4<sup>YRS</sup> 9<sup>MO</sup> (yrs/mths)

Are you a City elector (registered voter)? ☒ Yes ☐ No

**3. UGB residents:** How long have you lived in the UGB? 4<sup>YRS</sup> 9<sup>MO</sup> (yrs/mths)

**4. What is your current occupation?** General (residential) contractor

**NOTES:**

**(i) Membership requirements:**

- Resident and UGB status are determined by physical address.
- Residents must reside within the City limits.
- Electors are registered voters of the City of Brookings (verified by County Elections Officer)
- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at 541-469-1137 to determine if you are in the UGB).

**(ii) Term:** Appointments to fill mid-term vacancies will be for the remainder of that term.

**(iii) Other restrictions:**

- No more than two (2) Planning Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- Three (3) Public Art Committee members must have an art background

**PART III. Background Information :** *Attach additional pages if needed:*

1. List your **related** experience and/or background to the position you are applying for:

I have been in the construction industry for close to 40 yrs. I have worked closely with large scale developers as well as being a small scale builder in my career. I have lived in smaller communities most of my life and appreciate their environment.

2. List your **work history and educational background**, as well as any volunteer experience that is **not** related to the position for which you are applying:

as mentioned above I have close to 40 yrs building, at least half of those yrs. in a "Victorian Seaport" type of community. I have not very much in as a volunteer other than some work for Habitat for humanity. I do have a wealth of experience in responsible/sustainable building within a small town's planning arena.

3. Briefly describe your **interest in this position** and what you **hope to accomplish**:

I feel that with my "small" town living experience and building structures under their planning guidelines that I can help to maintain and possibly increase the construction trades within this community.



**PART IV. Volunteer Agreement :** *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see \*\* below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Timothy Robert Hartzell  
Applicant (print name)

Jim [Signature]  
Applicant's Signature

#30 Apr 2015  
Date

Donna Colby-Hanks  
Witness (print name)

Donna Colby-Hanks  
Witness's Signature

04/30/15  
Date

**\*\*Planning Commissioners** holding office on April 1<sup>st</sup> of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at [http://www.oregon.gov/OGE/forms\\_publications.shtml](http://www.oregon.gov/OGE/forms_publications.shtml). Official forms are provided by OGE.

**Submit completed applications** by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular City business hours are 9:00am – 4:30pm, Monday–Friday.

*Commission and Committee contact information:*

Planning Commission: 541-469-1135  
Parks and Recreation Commission: 541-469-1103  
Traffic Safety Committee: 541-469-1103

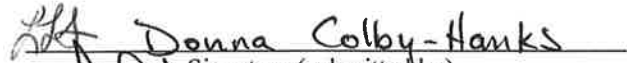
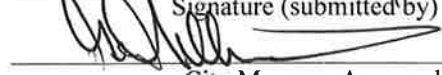
Public Art Committee: 541-469-1135  
Budget Committee: 541-469-1123  
Tourism Promotion Advisory Committee  
541-469-1101

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 11, 2015

Originating Dept: PWDS-Planning

  
Signature (submitted by)  
  
City Manager Approval

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Subject: Review of sign ordinance and regulations.

Recommendation: Discussion and direction.

Financial Impact: None.

Background/Discussion: The Council reviewed the sign ordinance at their February 23rd City Council meeting and received public comment regarding signs at their April 6th workshop. Council then requested the matter return to a regular meeting for follow-up.

Oregon Revised Statutes (ORS) Chapter 377 provides regulations used by Oregon Department of Transportation (ODOT) for signs. Their definition of a sign "means any sign, display, message, emblem, devise, figure, painting, drawing, placard, poster, billboard or other thing that is designed, used or intended for advertising purposes or to inform or attract the attention of the public." ODOT advises that flags with or without text and symbols as well as plain ones are considered signs, are not allowed in the right-of-way of Chetco Avenue, and are subject to ODOT enforcement action. This also applies to the state, local, or federal flags displayed for events or holidays.

Another citizen presented questions regarding merchandise in ODOT right-of-way. ORS Chapter 811.580 prohibits the sale of merchandise from vehicles parked in state right-of-way. No sales of merchandise can occur from any vehicle parked along Chetco Avenue without being subject to ODOT enforcement action. The City allows for "transient business" which is defined in BMC Chapter 5.05.020 as a business that operates from various locations in the city and has no fixed permanent location from which the business is conducted. The business cannot remain in any one location in the city, on public or private property, for more than two (2) hours on any single day. These "transient business" can operate from city street rights-of-way.

ODOT advised that consideration be given to submitting a proposal for approval of the event and holiday flags under their "Art on Right of Way" process. This would transfer the responsibility for managing flags on the State Highway to the City, but would still require compliance with State standards. This means the current activity of installing the United States flags has no approved agreement. This is the same agreement recommended by ODOT for the Evergreen Bank bears. ODOT also suggested the option of the City taking over jurisdiction of the sidewalks that would allow the City to control the activities but also make the City responsible for maintenance and repairs. Staff does not recommend this option as it would impose more maintenance expense and liability to the City.

The Brookings sign ordinance was completely revised in 2007/2008. A Land Development Code Committee consisting of representatives from the Planning Commission and City Council, business owners and citizens as well as planning staff met weekly from November, 2007 thru February, 2008 to update the sign ordinance. The Planning Commission conducted a workshop in February, 2008 followed by public hearings in March and April to consider updates and forward a recommendation to City Council. City Council held four public hearings on the revisions prior to adoption. Signs with elements that flash, blink, or move received many public comments. The final decision of City Council removed these signs from prohibited to permitted.

Two business owners made comments or had questions regarding the amount of attached building signage allowed for their businesses. The first owner has a building in the downtown core area. Adjacent to Chetco Avenue the building is 2-story. There is approximately 53 sq. feet of signage being displayed according to past sign permit applications and a site visit.

The current sign ordinance would allow for an additional 31 sq. feet of attached signage to be displayed. Adjacent to the alley, the building is 3-story and contains no signs. The current sign ordinance would allow 126 sq. feet of signage to be displayed on this side of the building. In addition, the current sign ordinance would allow a roof-mounted sign of 75 sq. feet. The area of allowed signage is calculated by the lineal feet of street frontage multiplied by the number of stories of the building facing the street.

The second owner has a business in the Northgate Shopping Center. There is approximately 23 sq. feet of attached signage being displayed according to conversations with the owner and site visit measurements. The current sign ordinance would allow for an additional 15 sq. feet of signage to be displayed. Two 3x5 would equal 30 square feet of signage. Flags or banners, permanently mounted, could be utilized for the additional signage. In addition, the current sign ordinance would allow a roof-mounted or free standing sign of 208 sq. feet.

The current sign ordinance prohibits "vehicle signs except for standard advertising identification markings which are permanently or magnetically attached to or printed on a business or commercial vehicle." Magnetic signs and anything painted on a vehicle are not regulated. A banner which is held in place with bungee cords or tape would not be allowed. However, signage that is exempt such as temporary signs displaying noncommercial messages for events, are not subject to these provisions.

The current sign ordinance provides an opportunity for each business owner in a commercial zone to display a sandwich board sign. Although there are some safety requirements and a limit on size, no sign permit is required. There is no application, no engineering, and no fees required. Some business owners expressed a preference for flags and stated they are a better advertising tool. One option would be to allow the business owner the alternative between a sandwich board sign and a flag with text. This would provide the owner additional flexibility while still limiting sign clutter.

A minor code revision would be required to implement the option for the display of the flag with text. It could follow the same process as sandwich board signs and be exempt from the permitting process. However, some safety requirements and a limit on size should be considered, such as only allowing narrow "sail" type signs that would not block the sidewalk or extend into the travel way when unfurled.

Staff seeks direction on the following questions:

- 1) Should the City obtain a permit under the ODOT "art on Right of Way" process for placement of event and holiday flags on Highway 101?
- 2) Should the City initiate a public process to review and revise existing sign regulations?
- 3) Is there a criteria, other than frontage length and number of stories, that the City should use for determining maximum sign size?
- 4) Should flags on private property be exempt from sign regulations?
- 5) Should signs temporarily affixed to vehicles be permitted?
- 6) Should business owners be allowed to display a flag as an alternative to a sandwich board sign?
- 7) Should the City establish flag size/shape regulations for flags as it has for sandwich board signs?
- 8) Should the area of allowed signage include a multiplier for all stories of the building? For example, should a two story building with a business in the basement be allowed to use a sign are multiplier of three rather than two?

Attachment(s):

- A. Sign Design Guidelines, National Main Street Center
- B. BMC Chapter 17.88, Sign Regulations
- C. Fort Bragg Chapter 17.38, Signs
- D. Fort Bragg sign permit application
- E. Fort Bragg sign brochure
- F. ODOT artwork process





WHAT IS MAIN STREET ABOUT NMSC SERVICES RESOURCES

SEARCH

## Sign Design Guidelines

By Lyn Falk, President and Owner of Relailworks, Inc. | From *Main Street Story of the Week* | February 6, 2015 |



Signs. We need them. They're essential to how we get to, through and out of downtown. They direct us, alert us, and inform us. A lot of signs are necessary to make a downtown work well, but not every community knows what a good sign system looks like, or how instrumental it can be to the creation of a successful downtown. Why are sign design guidelines so essential to the success of a downtown? Because too many signs, along with signs that are produced without design parameters, create visual chaos. And visual chaos increases the likelihood that visitors won't read many or any of them -- our brains simply bypass signs when it takes too much time and energy to make sense of them. With all the stimuli we are subjected to while traversing a downtown, it's important that signs do their work.

There are two main categories of signs in a downtown. Those the city, village, or township erects, and those the businesses put on the buildings in which they occupy space. If you are trying to create some sign design guidelines in your community, or, if you are trying to win the sign design battle with existing merchants, start by looking at your existing signs.

### Conducting a Sign Audit

**Community Signage** - What kinds of signs do pedestrians, bicyclists and auto-drivers see when they first enter your city limits? What signs are directing visitors to public buildings, sites and parking lots? What about parking signs, street signs, street mall signs, and other necessary signage? Take photos of all of them and analyze them side-by-side. How do they reflect the community's 'brand'? How well do they coordinate with one another? Are they easy to read? Do they have unifying elements, i.e.: color, font, material, or shape?

Compare your signs with those of a community that has a successful sign system in place. What design elements tie them all together? Why is their system successful?

The key to an effective sign program is the consistent use of design elements. Signs serve to attract attention in a subtle but effective manner. You can actually train the visitor to quickly read and understand signage when the design elements are properly used.

**Business Signs** - Take a walk down your Main Street and identify those signs that work well -- ones that reflect the essence of the business's brand, yet are in scale with their façades. Note the signs that share some common denominator with the other business signs, i.e.: sign holder, form of illumination, location on the building.



Not every business owner is capable of designing an attractive storefront sign that works with the size and scale of the building on which it hangs. In communities across America, there are stubborn entrepreneurs (who we love and help make the country what it is!) who want to

create a sign that simply meets their needs. They don't want anyone, especially not a jurisdiction, telling them what to do and not to do with their signs. I understand both sides of this equation, but ultimately, the most optimal solution for increasing business downtown (which helps everyone) is to have some set of guidelines, assuming they allow for some degree of flexibility.



In addition to the business names, take into account the other signs posted on doors and windows, i.e.: store hours, promotions, menus, and social media icons. All of this information is important to the marketing of the business, and if done well can add to the professional look of the storefront and the community. On the other hand, too many signs, or hand written, crooked, outdated and/or faded signs taped to the windows, all detract from the business and add to visual pollution on the street. Add in community posters promoting all the good doings and happenings going on around town...and you've got what we call in the design industry, 'sign creep'. Over time the windows and storefronts become a repository of information, new, old and outdated.

As a Main Street Director, you can provide merchants with non-mandatory guidelines for making their storefronts look better, explaining that less equals more when it comes to signage. Pedestrians usually don't stop to read a lot of signs, especially if weather is cold or inclement. Simple signs are more effective as pedestrians can quickly absorb the information as they pass by. Suggest to storefront merchants to put certain information in specific locations to train visitors to look for it there. For instance, store hours and website address belong on the door, and community posters should be installed in the bottom right of a display window. Pedestrians will soon know where to look for this type of information on each storefront. Of course not every façade can accommodate these suggestions due to differing building designs, but many can.

### Illumination

Ideally, all businesses on Main Street should have signs that are tastefully illuminated and on a timer, scheduled to go off after the last restaurant or theatre is closed. (The same goes for window displays.) The idea is to create a safe and vibrant streetscape even after some of the businesses have closed for the day.

### Annual Review

Review the Design Guidelines annually. Do you need to add or subtract a category? Change design criteria? Communicate with merchants?

Conduct a sign audit every year. Even with all the checks and balances in place, 'sign creep' can and does occur.

### Key Takeaways: The Do's and Don'ts of Storefront Signage

**Do** use few words. Customers will not read a lot. They are bombarded with visual symbols and design elements every second they are on the street. Keeping signs simple is the way to attract attention and impart information. Try using fewer words and more symbols, photos, and graphic images to communicate messages.

**Don't** put handwritten signs on storefronts unless it's a chalkboard menu for a café that changes its menu daily. More often than not, handwritten signs take away from the professional look of a business.

**Don't** tape signs to windows. This cheapens the image of the business and often the signs end up misaligned, or the tape stays on the window long after the sign has been removed. Instead, put the signs in acrylic sign holders with suction cups. It creates a more professional look.

**Do** display your logo at eye level or below for pedestrian traffic, as well as high on the façade for auto-traffic.



## Chapter 17.88

### SIGN REGULATIONS

#### Sections:

17.88.010	Purpose.
17.88.020	Definitions.
17.88.030	Application.
17.88.040	Exempt signs.
17.88.050	Signs expressly prohibited.
17.88.060	Residential districts.
17.88.070	Professional office (PO-1) district.
17.88.080	Public open space (P/OS) district.
17.88.090	Commercial (C-1, C-2, C-3, C-4) and industrial (I-P, M-2) districts.
17.88.100	General standards for signs in all zones.
17.88.110	Nonconforming signs.
17.88.120	Termination of signs by abandonment.
17.88.130	Appeals and variances.

#### **17.88.010 Purpose.**

The purpose of this chapter is to integrate the advertising needs of the business community by means of outdoor signage, to provide for safe construction location, erection, and maintenance of signs and minimize adverse safety factors and ensure visibility for travelers on public streets and on private areas open to public travel.

A. Sign criteria and standards can enhance the economic vitality and contribute to the visual quality of the city of Brookings and prevent a proliferation of signs and sign clutter.

B. Well designed and constructed signs attract the eye, complement each other and draw attention to the building containing the businesses for which they are intended to advertise while considering the aesthetics of the community.

C. This chapter is intended to protect the health, safety, and welfare of the community.

The Brookings sign code is not intended to, and does not, restrict speech on the basis of its content, viewpoint or message. Any classification of signs in this chapter that permits speech by reason of the type of sign, identity of the sign user or otherwise, shall permit any type of speech on the sign. No part of this chapter shall be construed to favor commercial speech over noncommercial speech. To the extent any provision of this chapter is ambiguous, the term shall be interpreted to not regulate on the basis of speech content, and the interpretation resulting in the least restriction on the content of

the sign message shall prevail. [Ord. 08-O-608 § 2; Ord. 89-O-446 § 1.]

### **17.88.020 Definitions.**

The following definitions apply to material and subjects addressed specifically within this chapter.

“Alter” means any changes excluding content, and including but not limited to size, shape, method of illumination, position, location, materials, construction, or supporting structure of a sign.

“Awning” means a temporary or movable shelter supported entirely from the exterior wall of a building and composed of nonrigid materials except for the supporting framework.

“Business” means a commercial or industrial enterprise.

“Business frontage” means a lineal front footage of a building or portion thereof devoted to a specific business or enterprise, and having an entrance/exit open to the general public.

“Canopy” means a nonmovable roof-like structure attached to a building.

“Cloth sign” means sign printed on cloth, which may be authorized if it complies with applicable standards in this chapter and is fastened securely to the structure.

“Directional signs” are signs located on property to guide traffic.

“Freestanding sign” means a sign erected on a frame, mast or pole and not structurally attached to any building.

“Illegal sign” means a sign which is erected in violation of this chapter.

“Marquee” means a nonmovable roof-like structure which is self-draining.

“Nonconforming sign” means all signs existing on the effective date of this code and not conforming to the provisions of this chapter.

“Public right-of-way” means travel area dedicated, deeded or under control of a public agency, including but not limited to highways, public streets, bike paths, alleys and sidewalks.

“Public sign” means a sign erected by a public officer or employee in the performance of a public duty which shall include, but not be limited to, motorist, informational signs and warning lights, signs on public buildings and/or giving direction to public facilities. A sign erected, constructed, or placed within the public right-of-way or on public property by or with the approval of the governmental agency having authority over, control of, or ownership of the right-of-way or public property.

“Sandwich board sign” means a portable triangle or A-frame shaped sign that is typically hinged on the top.

“Sign” means any notice, advertisement, or communication, including the supporting structure, used as an outdoor display for the purpose of advertising the property or establishment, or any type of communication.

“Sign, area” means the total amount of square footage within the outside dimensions of a sign face. Size calculations for double-faced signs consider only the outside dimensions of one side.

“Sign, blinking or moving” means signs with messages, symbols, or characters that change at intervals. The message, symbols or characters may not change more frequently than every two seconds.

“Street frontage” means that portion of a street that abuts a front lot line and from which the lot or parcel is accessed and addressed.

“Wall graphics” include but are not limited to any mosaic, mural or painting or graphic art technique or combination or grouping of mosaics, murals, or paintings or graphic art techniques, applied, implanted or placed directly onto a wall or fence.

“Window sign” is a permanent sign painted on or attached to the inside of a window and is designed to be viewed principally from outside the business.

“Wind sign or device” means any sign or device in the nature of banners, flags, balloons, or other object fastened in such a manner as to move upon being subject to pressure by wind or breeze. [Ord. 08-O-608 § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

### **17.88.030 Application.**

A. For all areas of the city, a sign permit must be obtained before any sign, except those specifically exempted, is erected, placed, painted, constructed, carved or otherwise given public exposure. Any alteration of an existing sign must also first obtain a permit (see definition of “alter”). The sign permit application may be filed as a part of a larger application or separately. Applications shall be filed with the city manager or their designee, on an appropriate form in a manner prescribed by the city, accompanied by a sign permit application fee in the amount established by general resolution of the city council. A sign permit shall be issued only after a determination by the city manager, or their designee, that the proposed sign is in compliance with all provisions of this chapter. All

signs visible from Highway 101/Chetco Avenue are required to be reviewed and approved by Oregon Department of Transportation (ODOT). Staff will submit these applications to ODOT and advise the applicant of their decision.

B. The following shall be submitted with each completed application:

1. Filing fee;
2. Plot plan, drawn to scale, of the lot, with dimensions, on which the sign is to be placed showing the location of the sign, the structure, with dimensions, and dimensions and locations of other existing signs on the property. If the sign is to be freestanding the plot plan must also show the distance from property lines and easements;
3. Engineering wind load data for freestanding, roof-mounted, and perpendicularly mounted signs exceeding five square feet in size;
4. A scale drawing of the sign and its support structure, indicating dimensions;
5. If the proposed sign is lighted or uses electricity for any purpose, evidence that the sign is listed as being approved by a licensed testing facility must be submitted with the application;
6. Proof of a current business license unless exempt;
7. The sign(s) authorized under a sign permit shall be installed within 90 days after the date of permit issuance. A 90-day extension can be requested by submitting a written statement explaining the need for additional time. [Ord. 11-O-683 § 2; Ord. 08-O-608 § 2; Ord. 96-O-446.BB § 5; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

#### **17.88.040 Exempt signs.**

The following signs and devices shall not be subject to the provisions of this chapter:

- A. Memorial tablets, cornerstones or similar plaques not exceeding six square feet;
- B. Temporary signs displaying noncommercial messages for events, including but not limited to elections, public meetings or events of a general city-wide civic or public benefit. These signs shall not be displayed for more than 60 days prior to the beginning of the event and must be removed within seven days following the conclusion of the event;
- C. Temporary, nonilluminated real estate or construction signs; provided, that said signs are removed within 15 days from sale, lease or rental of the property, or the completion of the construction project. The following standards shall apply to signs:
  1. One unlighted temporary sign not exceeding 16 square feet in area shall be permitted for the

lease, rental, or sale of property, or for the construction of a structure thereon in residential districts;

2. One unlighted temporary sign not exceeding 32 square feet in area shall be permitted for the lease, rental, or sale of property, or for the construction of a structure thereon in commercial and industrial districts;

3. One unlighted temporary sign not exceeding 32 square feet in area shall be permitted advertising a new subdivision on the property;

4. One unlighted temporary sign not exceeding 16 square feet in area advertising the finance company for a structure;

5. One unlighted temporary sign not exceeding 16 square feet in area advertising the finance company for a subdivision;

6. Additional signage may be requested by submitting an application pursuant to BMC 17.88.030(B) accompanied by the sign permit fee and a statement explaining the need for the additional signage to the site plan committee. The site plan committee decision may be appealed pursuant to BMC 17.80.060;

D. Temporary signs for new businesses, for a period not to exceed 30 days;

E. *Deleted by Ord. 11-O-683;*

F. Small directional signs located on the property to guide traffic;

G. Signs placed by state or federal governments for the purpose of identifying public works projects or publicly funded and/or sponsored projects, designed to fulfill the requirements of state or federal funding agencies;

H. *Deleted by Ord. 11-O-683;*

I. Nameplates, provided they do not exceed 72 square inches;

J. Public signs;

K. Businesses which have more than one free-standing sign existing on the effective date of this code. Each sign must meet the size requirements as stated in the code. Signs which advertise a business no longer conducting or a product no longer sold on the premises where such sign is located shall not be exempted under this chapter;

L. Garage sale signs not to exceed four square feet in area and to be displayed only when the sale is open for a period not to exceed three consecutive days in duration with no more than three sales per calendar year;

M. Decorative banners and flags may be displayed and shall not exceed 100 square feet in area. Decorative banners and flags shall not include the use of text;



N. Local, state, or national flags;

O. Window signs;

P. Wall graphics, except that murals shall be reviewed by the public art committee and conform to general guidelines adopted by city council resolution. In the event the public art committee is unavailable to convene, the site plan committee will perform the needed review;

Q. Any change to the text of an existing sign structure (free standing or applied to the building) does not require a sign permit. This does not apply if the sign structure is altered or the location is changed.

R. Sandwich Board Signs. Sandwich board signs may be displayed in commercial zones on private property, and/or within city rights-of-way, and/or in rights-of-way under the city's jurisdiction provided the following conditions are met:

1. Only one such sign shall be permitted for each business and shall not exceed two feet in width and four feet in height.

2. Each sign must be sufficiently weighted at the bottom to prevent toppling by wind.

3. Placement of sign must leave at least 36 inches of continuous unobstructed sidewalk area to provide accessibility for pedestrians, not be placed in parking spaces or parking areas, and be located outside of vehicular travel lanes.

4. Signs shall be displayed only at such times as the business they are intended to identify is open for business.

5. Any sign placed within a corner vision area located at the intersection of streets shall not exceed three feet in height. The corner vision area shall consist of a triangular area measured from the corner of the intersection property lines for a distance of 15 feet. The third side of the triangle is a line across the corner joining the nonintersecting ends of the other two sides. [Ord. 14-O-721 § 2; Ord. 11-O-683 §§ 3, 4; Ord. 08-O-621 § 2; Ord. 08-O-608 § 2; Ord. 01-O-446.KK § 2; Ord. 00-O-446.HH, § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

#### **17.88.050 Signs expressly prohibited.**

The following signs and devices are expressly prohibited:

A. Signs located on undeveloped property, except as provided in BMC 17.88.040.

B. Vehicle signs, except for standard advertising identification markings which are permanently or magnetically attached to or printed on a business or commercial vehicle.

C. In no case shall any sign:

1. Be erected in a public easement or right-of-way;

2. Be erected so as to prevent free ingress to or egress from any door or window, or any other exit way required by the currently adopted edition of the Oregon State Structural Specialty Code and Fire and Life Safety Regulations;

3. Be attached to any public utility pole, or structure, light pole, lamp, lamp post, tree, fire hydrant, bridge, curb, sidewalk, or other surface located on public property;

4. Be attached to a standpipe, gutter drain, or fire escape, nor shall any sign be erected so as to impair access to the roof;

5. Be erected in any location where, by reason of its location, it will obstruct the view of any authorized traffic sign, signal, or other traffic control device. Nor may any sign, by reason of its shape, position or color, interfere with or be confused with any authorized traffic signal, sign or device. Further, no sign shall be erected in a location where it will obstruct vision of the public right-of-way to the vehicle operator during ingress to, egress from, or while traveling on, said public right-of-way. [Ord. 08-O-608 § 2; Ord. 01-O-446.KK § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

#### **17.88.060 Residential districts.**

Signs shall be permitted as follows:

A. Neighborhood Identification. One free-standing sign shall be permitted at each entry point of the development. Each neighborhood identification sign shall not exceed 32 square feet in area and shall be mounted in a planter or landscaped area.

B. Multiple-Family Residential and Conditional Uses. A maximum of two identifying signs, each of which shall not exceed more than 32 square feet, either attached to the building or freestanding, shall be permitted for multiple-family dwellings and conditional uses. If freestanding, the sign(s) shall be mounted in a planter or landscaped area.

C. See BMC 17.88.100, General standards for signs in all zones. [Ord. 08-O-608 § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-454 § 8; Ord. 89-O-446 § 1.]

#### **17.88.070 Professional office (PO-1) district.**

Signs shall be permitted as follows:

A. One identifying sign not exceeding 32 square feet for each street on which the building fronts, affixed to the building or freestanding. If



freestanding, the sign shall be mounted in a planter or landscaped area.

B. One nonilluminated building directory not exceeding 16 square feet in area for each building containing four or more businesses.

C. See BMC 17.88.100, General standards for signs in all zones. [Ord. 08-O-608 § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

#### **17.88.080 Public open space (P/OS) district.**

Signs shall be permitted as follows:

A. Signs on public buildings or property are exempt pursuant to BMC 17.88.040(J).

B. Signs on other than public buildings must comply with BMC 17.88.070. [Ord. 08-O-608 § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

#### **17.88.090 Commercial (C-1, C-2, C-3, C-4) and industrial (I-P, M-2) districts.**

A. Shopping center area – an area developed with four or more businesses having common parking area.

1. Freestanding or Roof-Mounted Sign. One for each street on which the buildings front identifying the shopping area and businesses shall be allowed. Each sign shall be limited to a total area of 200 square feet.

2. Attached individual business signs:

a. Shall be placed flat against a building;  
or

b. Attached to the front or bottom surface of a marquee, awning, or canopy; or

c. Attached to and extending perpendicular from the building;

d. The total aggregate area of attached signs for each building side shall not exceed two square feet for each lineal foot of business frontage.

B. Non-Shopping Center Areas (as Defined Above).

1. Freestanding or Roof-Mounted Sign. One for each street on which the building fronts, and limited to 75 square feet in total area, plus one square foot of additional sign for each lineal foot of business street frontage exceeding 75 feet, to a maximum sign allowed of 200 square feet.

2. Attached Sign.

a. Placed flat against a building; or

b. Attached to the front or bottom surface of a marquee, awning or canopy; or

c. Attached to and extending perpendicular from the building.

d. The total aggregate area of attached signs for each building side shall not exceed two

square feet for each lineal foot of business frontage.

C. See BMC 17.88.100, General standards for signs in all zones. [Ord. 08-O-608 § 2; Ord. 96-O-446.BB § 5; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

#### **17.88.100 General standards for signs in all zones.**

A. Light from all signs shall be directed away from residential areas.

B. No signs as provided in this section shall project into the public right-of-way to a distance closer than two feet from the face of curb or, in the case where no curb exists, no closer than two feet from the edge of pavement, and no such projecting signs shall be installed to a height of less than eight feet clearance from grade or top of sidewalk to the lowest point of said sign.

C. One permitted sign for each property may contain elements that may change (blinking or moving text, symbols, and/or characters) no more frequently than every two seconds. There is no time limit on changes to text for scrolling or crawling signs.

D. Signs must comply with the height limit for the zone in which they are located.

E. Each sign shall be maintained in good order and repair at all times so that it does not constitute any danger or hazard to public safety, or a visual blight, and is free of peeling paint, major cracks or loose and dangling materials. [Ord. 14-O-721 § 3; Ord. 08-O-608 § 2.]

#### **17.88.110 Nonconforming signs.**

All signs existing on the effective date of this code and not conforming to the provisions of this chapter are hereby deemed lawful, nonconforming signs.

A. No nonconforming sign shall be expanded or altered in any manner which would increase the degree of its nonconformity;

B. All nonconforming signs existing on the effective date of this code may remain in use under the following conditions:

1. Until the business for which it advertises has been abandoned in accordance with BMC 17.88.120;

2. The sign remains in good operating condition;

3. The sign may be repaired and maintained;

4. The sign is not currently, or likely to become, a hazard to traffic, pedestrians or property.

C. Termination of Nonconforming Signs.

1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted where such sign is located shall be terminated within 60 days. Termination of the nonconformity shall consist of removal of the sign or its alteration to eliminate fully all nonconforming features.

2. Termination by Destruction. Any nonconforming sign destroyed by any means may only be replaced by a sign conforming to this code.

3. Required Termination of All Nonconforming Signs. Any nonconforming sign not terminated pursuant to any other provision of this code shall be terminated within five years following adoption of this code.

4. Required Termination Upon Change in Ownership. When property changes ownership any nonconforming sign must be terminated. [Ord. 08-O-608 § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

**17.88.120 Termination of signs by abandonment.**

A. Any sign advertising or relating to a business on the premises on which it is located, which business is discontinued for a period of 90 consecutive days, without any intent to resume, shall be presumed to be abandoned and all such signage shall be removed within 90 days. Any period of such noncontinuance caused by government actions, strikes, materials shortages, or acts of God, and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this subsection.

B. An extension of time for removal of signage of an abandoned business, not to exceed an additional 90 days, may be granted by the site plan committee upon written request filed by the legal owner of the premises or the person in control of the business. [Ord. 08-O-608 § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

**17.88.130 Appeals and variances.**

Any applicant who is denied a sign permit because the proposed sign would not be in compliance with all the provisions of this code, or who has an existing sign which would be deemed a nonconforming sign under the provisions of this code, may file for a variance or appeal, pursuant to procedures set forth in Chapters 17.132 and 17.156 BMC. [Ord. 08-O-608 § 2; Ord. 95-O-446.AA § 2; Ord. 89-O-446 § 1.]

## Chapter 17.38 Signs

### Sections:

<a href="#">17.38.010</a>	Purpose
<a href="#">17.38.020</a>	Applicability
<a href="#">17.38.030</a>	Sign Permit Requirements
<a href="#">17.38.040</a>	Exemptions from Sign Permit Requirements
<a href="#">17.38.050</a>	Prohibited Signs
<a href="#">17.38.060</a>	General Requirements for All Signs
<a href="#">17.38.070</a>	Zoning District Sign Standards
<a href="#">17.38.080</a>	Standards for Specific Sign Types
<a href="#">17.38.090</a>	Nonconforming Signs
<a href="#">17.38.100</a>	Violations, Enforcement, Abatement
<a href="#">17.38.110</a>	Judicial Review
<a href="#">17.38.120</a>	Partial Invalidation

### 17.38.010 - Purpose

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The regulations established by this Chapter are intended to appropriately limit the placement, type, size, and number of signs allowed within the City, and to require the proper maintenance of signs.

The purposes of these limitations and requirements are to:

- A. Avoid traffic safety hazards to motorists, bicyclists, and pedestrians, caused by visual distractions and obstructions;
- B. Promote the aesthetic and environmental values of the community by providing for signs that do not impair the attractiveness of the City as a place to live, work, and shop;
- C. Provide for signs as an effective channel of communication, while ensuring that signs are aesthetically proportioned in relation to adjacent structures and the structures to which they are attached;
- D. Safeguard and protect the public health, safety, and general welfare; and
- E. Advance community design standards and safety standards as set forth in the Community Design and Safety Elements of the General Plan.

### 17.38.020 - Applicability

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- A. **Signs regulated.** The requirements of this Chapter shall apply to all signs in all zoning districts.
- B. **Applicability to sign content.** The provisions of this Chapter do not regulate the message content of signs (sign copy), regardless of whether the message content is commercial or noncommercial.
- C. **Definitions.** Definitions of the specialized terms and phrases used in this Chapter may be found in Article [10](#) (Glossary & Index) under "Sign."

**17.38.030 - Sign Permit Requirements**

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**A. Sign permit required.**

1. **Approval required.** No sign shall be constructed, installed, or modified, unless a sign permit is first obtained in compliance with this Section, or the sign is allowed without a sign permit by Section 17.38.040 (Exemptions from Sign Permit Requirements).
2. **Compliance with standards required.** No sign permit shall be approved for an existing or proposed sign unless the sign is in compliance with all applicable requirements of this Chapter.
3. **Building Permit required.** A Building Permit may also be required for sign construction/installation.
4. **Temporary signs.** Temporary signs shall comply with Sections 17.38.040.C (Temporary signs), and Section 17.38.080 (Standards for Specific Sign Types).

**B. Review authority.**

1. **Director.** The Director shall review all sign permit applications and approve only those that comply with the findings required in Subsection D. (Findings for approval). The Director may also refer a sign permit application to the Commission for review and decision, either for the individual sign permit, or as part of a development project that is otherwise subject to design review. Commission review of a sign permit referred by the Director shall require no additional fee.
2. **Conditions of approval.** The review authority may require conditions of approval that are deemed reasonable and necessary to achieve the purpose, intent, and objectives of this Chapter.
3. **Approval criteria.** The approval or non-approval of an application for a sign permit shall be guided by the criteria set forth in this Chapter. If the review authority finds that a proposed sign substantially complies with the standards of this Chapter, the review authority shall approve the sign.
4. **Appeal.** A decision of the Director or Commission in compliance with this Chapter may be appealed in compliance with Chapter 17.92 (Appeals).

**C. Sign permit procedures.**

1. **Application requirements.** An application for a sign permit shall be prepared, filed, and processed in compliance with Chapter 17.70 (Permit Application Filing and Processing).
2. **Application contents.** Each application shall include all fees required by the City's Fee Schedule, and all of the following:
  - a. Plans for the sign, drawn to scale, showing the proposed location of the sign in relation to other signs on the site and adjacent properties, structures, and uses;
  - b. A complete color scheme for the sign, and design drawing of the sign;

- c. Sufficient other details of the proposed sign to show that it complies with the provisions of this Chapter;
- d. Written permission from the property owner for the placement of the proposed signs on the site;
- e. Computation of the total sign area, the area of each individual sign, the height of each sign, and the total number of existing and proposed signs on the site;
- f. An accurate indication on the site plan of the proposed location of each present and future sign of any type, whether requiring a permit or not;
- g. If a sign permit application is filed for a site where signs exist, the application shall include a schedule for bringing into conformance within five years of the application date, all signs not conforming with the requirements of this Chapter as of the date of application; and
- h. Other information as required by the Department.

**D. Findings for approval.** The approval of a sign permit shall require that the review authority first make all the following findings, as applicable.

- 1. The proposed signs do not exceed the standards of Sections 17.38.070 (Zoning District Sign Standards) and 17.38.080 (Standards for Specific Sign Types), and are of the minimum size and height necessary to enable pedestrians and motorists to readily identify the facility or site from a sufficient distance to safely and conveniently access the facility or site;
- 2. That the placement of the sign on the site is appropriate for the height and area of a freestanding or projecting sign;
- 3. That a flush or projecting sign relates to the architectural design of the structure. Signs that cover windows, or that spill over natural boundaries, and/or cover architectural features shall be discouraged;
- 4. The proposed signs do not unreasonably block the sight lines of existing signs on adjacent properties;
- 5. The placement and size of the sign will not impair pedestrian or vehicular safety;
- 6. The design, height, location, and size of the signs are visually complementary and compatible with the scale, and architectural style of the primary structures on the site, any prominent natural features on the site, and structures and prominent natural features on adjacent properties on the same street; and
- 7. The proposed signs are in substantial conformance with the design criteria in Subsection 17.38.060.F (Design criteria for signs).

**E. Expiration and extension of sign permit approval.**

- 1. Approval of a sign permit shall expire 12 months from the date of approval unless the sign has been installed, or a different expiration date is stipulated at the time of approval. Before the

expiration of a sign permit, the applicant may apply to the Department for an extension of an additional 12 months from the original date of expiration.

2. The expiration date of the sign permit shall be automatically extended to concur with the expiration date of the companion Building Permit or other applicable permits for the project.

#### **17.38.040 - Exemptions from Sign Permit Requirements**

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The following signs are allowed without sign permit approval, provided that they comply with Section 17.38.060 (General Requirements for All Signs), and any required Building Permit is obtained.

##### **A. Nonstructural modifications and maintenance.**

1. Modifications to sign copy on conforming signs, or changes to the face or copy of conforming changeable copy signs;
2. The normal maintenance of conforming signs, except as identified in Subsection 17.38.060.I (Maintenance of signs).

##### **B. Identification signs.** Street identification, and house identification signs not exceeding two square feet.

##### **C. Temporary signs.** The following temporary signs are allowed without a sign permit.

1. **Real estate signs.** Real estate signs are allowed without a sign permit in compliance with California Civil Code Section 713, and subject to the following requirements.

- a. **Commercial, industrial, and other non-residential zoning districts.** Properties within commercial, industrial, and other non-residential zoning districts shall be allowed one real estate sign of no more than 16 square feet, with a maximum height for freestanding signs of six feet, for each parcel frontage.

- b. **Residential zoning districts.**

- i) **On-site signs.** One non-illuminated real estate sign not more than four square feet in area, including riders, advertising the sale or lease of a parcel or structure, may be located on the property it advertises.

- ii) **Off-site directional signs.** Off-site real estate directional signs not more than four square feet in area, including riders, may be located on private property, provided that they do not obstruct or impede pedestrian or vehicular traffic, and are not secured to prevent removal. No real estate sign shall be permitted within a public right-of-way.

2. **Subdivision signs.** Signs advertising land subdivisions in any zoning district shall be limited to one two sided sign of 32 square feet in area placed at a right angle to the street, or two one sided signs of 32 square feet in area each facing the street. The signs shall be at least 200 feet apart and shall be placed only on the subdivision site, or on land leased by the subdivider. The signs shall be removed within 30 days after the final lot of the subdivision is sold. The signs shall be non-illuminated.



**3. Construction signs.** Construction identification signs may be allowed in all zoning districts in compliance with the following standards.

- a. The number, type, placement, and size of signs shall comply with the sign requirements of Section 17.38.070 (Zoning District Sign Standards) for the applicable zoning district.
- b. The signs shall be removed prior to final building inspection or the issuance of a Certificate of Occupancy.

**4. Political signs.** Political signs are allowed in compliance with the following requirements.

- a. Prior to the placement of a political sign, the agent/candidate shall post with the City Clerk a plan for the removal of all signs placed in Commercial and Industrial districts and removal of all signs placed by the candidate or his/her agents in Residential districts. In the event that the signs are not removed in compliance with the plan for removal, the City shall provide notice and summary abatement. The removal plan shall also apply to signs located at campaign or party headquarters.
- b. No political sign shall be erected prior to 60 days before the election to which the sign pertains.
- c. In Commercial and Industrial zoning districts, each political sign and the total political signage on a parcel shall not exceed 32 square feet in area.
- d. In Residential districts, no political sign shall exceed four square feet in area.
- e. No political sign shall be located in a public right of way.
- f. All political signs shall be removed within 10 days after the election.

**D. Governmental signs.** Signs installed by the City, County, or a Federal or State governmental agency, because of their responsibilities for the protection of public health, safety, and general welfare, including the following signs:

1. Emergency and warning signs necessary for public safety or civil defense;
2. Traffic signs erected and maintained by an authorized public agency;
3. Legal notices, licenses, permits, and other signs required to be displayed by law;
4. Signs showing the location of public facilities (e.g., public telephones, restrooms, and underground utilities); and
5. Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect public health, safety, and general welfare.

**E. Miscellaneous signs.**

1. Address numbers not exceeding 12 inches in height.

2. Official flags. Flags of national, State, or local governments, or nationally recognized religious, fraternal, or public service agencies; provided, the length of the flag shall not exceed one-fourth the height of the flag pole, and the flag is not used for commercial advertising.
3. Symbols, pictures, patterns, and illumination approved as architectural ornamentation or decoration by the review authority.
4. Historical plaques erected and maintained by non-profit organizations, memorials, building cornerstones, and date-constructed stones, provided that none of these exceed four square feet.
5. Service station price signs required by State law.
6. Signs or displays located entirely inside of a building.
7. Signs created by landscaping.
8. Small, temporary signs, otherwise in conformance with size, number, and duration requirements of this chapter that address non-commercial issues.

#### **17.38.050 - Prohibited Signs**

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All signs not expressly allowed by this Chapter shall be prohibited. Examples of prohibited signs include the following:

- A. Abandoned signs;
- B. Animated signs, including electronic message display signs, and variable intensity, blinking, or flashing signs, or signs that emit a varying intensity of light or color, except time and temperature displays (which are not considered signs);
- C. Balloons and other inflatable devices;
- D. Billboards and any other off-premise signs, except as allowed by Civil Code Section 713 (Section 17.38.040.C.b(2) - Offsite Directional signs);
- E. Flags, except as specifically allowed by Subparagraph 17.38.040.E.2 (Official flags);
- F. Moving signs, except barber poles, and other similar signs that are stationary but contain moving parts;
- G. Obscene signs;
- H. Pennants and streamers, except in conjunction with a athletic event, carnival, circus, or fair, or as allowed in Subsection 17.38.070.F (Temporary signs)
- I. Pole signs and other freestanding signs over 6 feet in height;
- J. Roof signs;

- K. Because of the City's compelling interest in ensuring traffic safety, signs that simulate in color, size, or design, any traffic control sign or signal, or that make use of words, symbols, or characters in a manner that interferes with, misleads, or confuses pedestrian or vehicular traffic;
- L. Signs in the form or shape of a directional arrow, or otherwise displaying a directional arrow, except as may be approved by the review authority, or as may be required for safety and convenience and for control of vehicular and pedestrian traffic within the premises of the subject use;
- M. Signs attached to or suspended from a boat, float, vehicle, or other movable objects parked within a public right-of-way, or in a location on private property that is visible from a public right-of-way, except a sign painted directly upon, magnetically affixed to, or permanently affixed to the body or other integral part of the vehicle;
- N. Signs burned, cut, or otherwise marked on or otherwise affixed to a hillside or tree;
- O. Signs with reflective material;
- P. Signs within the public right-of-way, except for signs installed or maintained by a government agency for traffic safety and directional purposes;
- Q. Signs in residential zoning districts, except as specifically allowed in this Chapter;
- R. Signs in storage or in the process of assembly or repair, located outside on premises other than that advertised in the signs, that are visible from a public right-of-way; and
- S. Temporary and portable signs, except as specifically allowed by Subsection 17.38.070.F. (Temporary signs).

### 17.38.060 - General Requirements for All Signs

The following rules shall govern the computation of sign area:

**A. Sign area measurement.** Sign area measurement to determine compliance with the sign area limitations of this Chapter shall occur as follows.

1. **Surface area.** The surface area of a sign shall be calculated by enclosing the extreme limits of all framing, emblem, logo, representation, writing, or other display within a single continuous perimeter composed of squares or rectangles with no more than eight perimeter lines. See Figure 3-10.

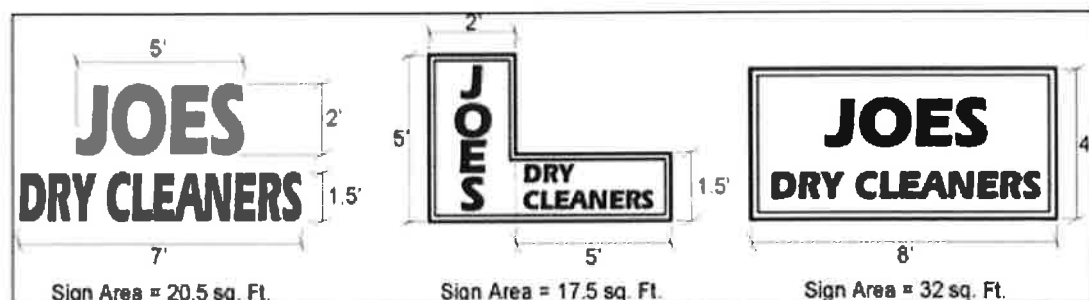
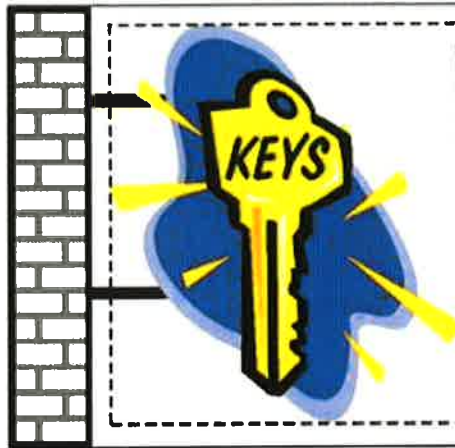


Figure 3-10 - Sign Area Measurement

**2. Sign structure.** Supporting bracing or framework that is clearly incidental to the display itself shall not be computed as sign area.

**3. Multi-faced signs.** Within the CBD zoning district, the sign area for a sign with more than one face shall be computed by adding together the area of all sign faces. Outside of the CBD zoning district, the area of a double-faced sign shall be calculated for one face only, unless the two faces are not back-to-back, parallel, and/or are separated by more than 12 inches.



**Figure 3-11 – 3-Dimensional Sign Measurement**

**4. Three-dimensional objects.** The area of a sign consisting of one or more three-dimensional objects (e.g., balls, cubes, clusters of objects, sculpture, or statue-like trademarks), shall be measured as their maximum projection upon a vertical plane. See Figure 3-11.

**5. Time and/or temperature device.** The area of any time and/or temperature device incorporated into a sign shall not be included in the calculation of total sign area.

**B. Sign height measurement.** The height of a sign shall be computed as the vertical distance from the lowest point of the base of the sign at normal grade, to the top of the highest attached component of the sign. See Figure 3-12. Normal grade shall be construed to be the lower of either the:



**Figure 3-12 – Sign Height Measurement**

1. Existing grade before construction; or
2. Newly established grade after construction, exclusive of any berming, filling, mounding, or excavating solely for the purpose of locating the sign.

**C. Sign height limitations.**

**1. Maximum height for freestanding signs.** A freestanding sign shall not exceed a height of six feet above normal grade.

**2. Maximum height for signs on structures.** The top of a sign mounted on a structure shall not extend higher than the lesser of:

- a. The window sills of the second floor;
- b. The top of the wall to which the sign is attached, in the case of a one-story structure; or
- c. 20 feet above normal grade.

**D. Sign location requirements.** Each sign shall be located in compliance with the following requirements, and all other applicable provisions of this Chapter.

1. Each sign shall be located on the same site as the subject of the sign, except as otherwise allowed by this Chapter.
2. No sign shall project over public property, or the public right-of-way, except where the City has granted an encroachment permit in addition to a sign permit.
3. No sign shall be placed so as to interfere with the operation of a door, window, or fire escape.

**E. Signs placed within the public right-of-way.**

1. No sign shall be allowed in the public right-of-way except for the following:
  - a. Public signs erected by or on behalf of a governmental agency to convey public information, identify public property, post legal notices, or direct or regulate pedestrian or vehicular traffic;
  - b. Bus stop signs installed by a public transit company;
  - c. Informational signs of a public utility regarding its lines, pipes, poles, or other facilities; or
  - d. Emergency warning signs erected by a governmental agency, a public utility company, or a contractor doing authorized work within the public right-of-way.
2. Any sign installed or placed within the public right-of-way other than in compliance with this Section shall be forfeited to the public and be subject to confiscation.

3. In addition to other remedies identified in Chapter 17.98 (Enforcement and Penalties), the City shall have the right to recover from the owner, or person placing the sign, the full costs for sign removal and disposal.
4. A sign permit shall not be required for City signs placed within the public right-of-way.

**F. Design criteria for signs.** The following design criteria shall be used in reviewing the design of individual signs. Substantial conformance with each of the following design criteria shall be required before a sign permit or Building Permit can be approved.

1. **Color.** Colors on signs and structural members should be harmonious with one another and relate to the dominant colors of the other structures on the site. Contrasting colors may be utilized if the overall effect of the sign is still compatible with the structure colors and prevailing colors in the surrounding neighborhood (where a theme can be identified).

**2. Design and construction.**

- a. Proposed permanent signs should be designed by professionals (e.g., architects, building designers, landscape architects, interior designers, or those whose principal business is the design, manufacture, or sale of signs), or others who are capable of producing professional results.
- b. All permanent signs should be constructed by persons whose principal business is building construction or a related trade including sign manufacturing and installation businesses, or others capable of producing professional results. The intent is to ensure public safety, achieve signs of careful construction, neat and readable copy, and durability so as to reduce maintenance costs and to prevent dilapidation.

**3. Materials and structure.**

- a. Sign materials (including framing and supports) shall be representative of the type and scale of materials used on the primary onsite structure and on other onsite signs.
- b. Materials for permanent signs shall be durable and capable of withstanding weathering over the life of the sign with reasonable maintenance.
- c. The size of the structural members (e.g. columns, crossbeams, and braces) should be proportional to the sign panel they are supporting. In general, fewer larger supporting members are preferable to many smaller supports.
- d. The use of individual letters incorporated into the building design is encouraged, rather than signs with background and framing other than the structure's wall(s).

4. **Street address.** The review authority may require that a sign include the street address of the site, where it determines that public safety and emergency vehicle response would be more effectively served than if the street address were displayed solely on one or more structures on the site.



**G. Copy design guidelines.** The City does not regulate the message content (copy) of signs; however, the following are principles of copy design and layout that can enhance the readability and attractiveness of signs. Copy design and layout consistent with these principles is encouraged, but not required.

1. Sign copy should relate only to the name and/or nature of the business or commercial center.
2. Permanent signs that advertise continuous sales, special prices, or include phone numbers, etc. should be avoided.
3. Information should be conveyed briefly or by logo, symbol, or other graphic manner. The intent should be to increase the readability of the sign and thereby enhance the identity of the business.
4. The area of letters or symbols should not exceed 40 percent of the background area in commercial districts or 60 percent in residential districts.
5. Freestanding signs should contain the street address of the parcel or the range of addresses for a multi-tenant center.

**H. Sign lighting.** Sign lighting shall be designed to minimize light and glare on surrounding rights-of-way and properties.

1. External light sources shall be directed and shielded so that they do not produce glare on any object other than the sign, and/or off the site of the sign.
2. The light illuminating a sign shall not be of an intensity or brightness that will interfere with the reasonable enjoyment of residential properties.
3. Sign illumination shall not blink, flash, flutter, or change light intensity, brightness, or color.
4. Colored lights shall not be used at a location or in a manner so as to be confused or construed as traffic control devices.
5. Neither the direct nor reflected light from primary light sources shall create hazards for pedestrians or operators of motor vehicles.
6. Reflective-type bulbs and incandescent lamps that exceed 15 watts shall not be used so as to expose the face of the bulb or lamp to a public right-of-way or adjacent property.
7. Light sources shall utilize hard-wired fluorescent or compact fluorescent lamps, or other lighting technology that is of equal or greater energy efficiency.
8. Permanently installed illuminated panels, visible tubing, and strings of lights outlining all or a portion of a structure, other than lighting that is primarily for indirectly illuminating architectural features, signs, or landscaping, shall be deemed "signs" subject to this Chapter and shall be counted as part of the allowed sign area. Each line of tubing or lights shall be deemed to have a minimum width of at least six inches for the purpose of area calculation.

**I. Maintenance of signs.**

1. Each sign and supporting hardware, including temporary signs, shall be maintained in good repair and functioning properly at all times.
2. Any repair to a sign shall be of equal or better in quality of materials and design as the original sign.
3. A sign that is not properly maintained and is dilapidated shall be deemed a public nuisance, and may be abated in compliance with the Municipal Code.
4. When an existing sign is removed or replaced, all brackets, poles, and other supports that are no longer required shall be removed.
5. Unpainted areas shall be painted to match the adjacent portion of the structure or the sign support structure.

**17.38.070 - Zoning District Sign Standards**

Each sign shall comply with the sign type, area, height, and other restrictions provided by this Section, except as otherwise expressly provided in Section 17.38.080 (Standards for Specific Sign Types).

**A. Residential and PF zoning districts.** Each sign in a residential or PF zoning district shall comply with the following requirements.

**TABLE 3-11 - SIGN STANDARDS RESIDENTIAL AND PUBLIC FACILITY ZONING DISTRICTS**

Allowed Sign Types	Maximum Sign Height	Maximum Number of Signs Allowed per Parcel	Maximum Sign Area Allowed per Parcel
Wall or freestanding	Wall signs: below edge of roof; Freestanding: 6 ft	1 of either allowed sign type per street frontage	12 sf maximum each; 24 sf total for all signs

**B. Commercial and industrial zoning districts.** Each sign in the commercial and industrial zoning districts established by Section 17.14.020 (Zoning Map and Zoning Districts) shall comply with the requirements in Table 3-12, in addition to the provisions of Section 17.38.080 (Standards for Specific Sign Types), as applicable.

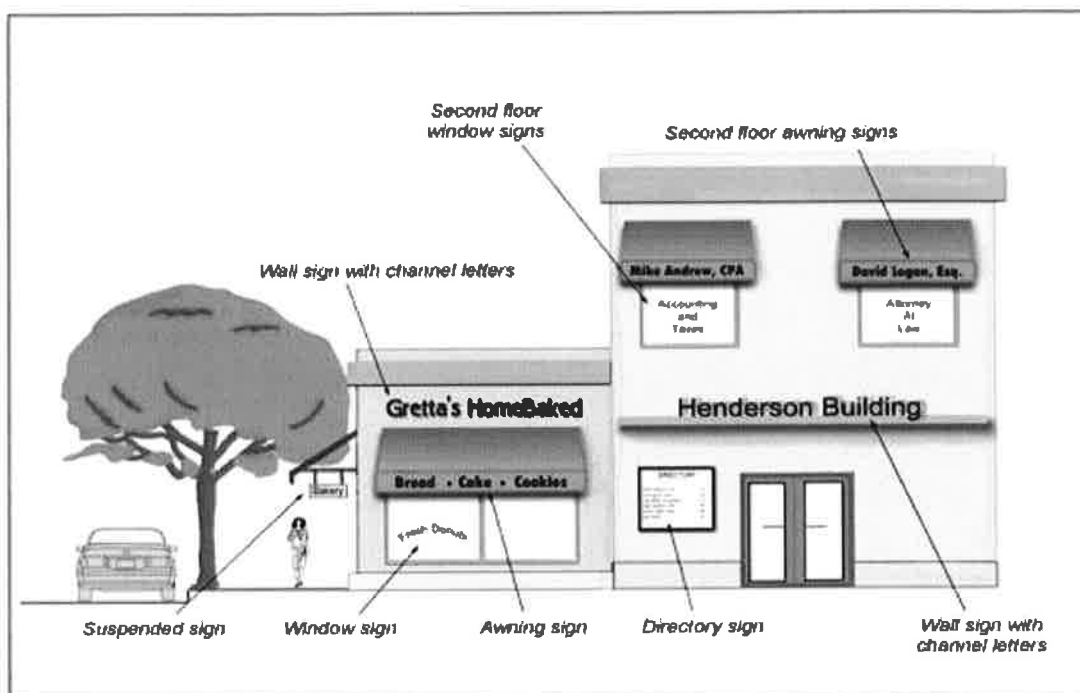


Figure 3-13 - Examples of sign types

TABLE 3-12 - SIGN STANDARDS FOR COMMERCIAL AND INDUSTRIAL ZONES

Allowed Sign Types	Maximum Sign Height	Maximum Number of Signs Allowed per Parcel	Maximum Sign Area
<b>Ground-mounted and Ground-floor Signs</b>			
Awning (17.38.080.B)	Below roof (1)	<b>Single tenant site or structure:</b> 3 of any combination of allowed sign types per primary structure frontage. 1 of any allowed sign type per secondary frontage. <b>Site or structure with two or more tenants:</b> two (2) of any allowed sign types per business frontage.	<b>Maximum sign area per parcel.</b> The total sign area on a parcel shall comply with the following requirements. <ol style="list-style-type: none"> <li>2 sf for each 3 linear ft of primary building frontage.</li> <li>0.5 additional sf for each linear foot of secondary building frontage.</li> <li>Each use is allowed a total sign area of at least 25 sf regardless of frontage length.</li> <li>The total sign area per use shall not exceed 100 sf.</li> </ol>
Freestanding (17.38.080.C)	6 ft		
Projecting, Wall (17.38.080.E, 17.38.080.G)	Below roof (1)		

Allowed Sign Types	Maximum Sign Height	Maximum Number of Signs Allowed per Parcel	Maximum Sign Area
Suspended (17.28.080.G)	Below eave/canopy; at least 8 ft above a walking surface		<b>Maximum sign area per building frontage.</b> The total area of all signs on a single structure frontage shall not exceed the total linear feet of that frontage. <b>Site with 4 or more tenants:</b> is allowed an additional freestanding identification sign of 0.25 sf for each linear ft of total primary structure frontage, up to 100 sf maximum.
Temporary/ Portable	See Sections <u>17.38.080.A</u> and <u>17.38.080.F</u>		
Window	See Section <u>17.38.080.H</u>		
<b>Second Floor Signs</b>			
Awning, Projecting, Wall	Below roof (1)	1 per tenant space	12 sf for each tenant. 1 directory sign not to exceed 12 sf is also allowed to identify upper floor occupants.
Window	See Section <u>17.38.080.H</u>		
<b>Indoor Signs, and Outdoor Signs Not Visible from a Street</b>			
Awning, Freestanding, Projecting, Suspended, Wall, Window	Below roof (1)	See Section <u>17.38.080</u> , as applicable	

## Notes:

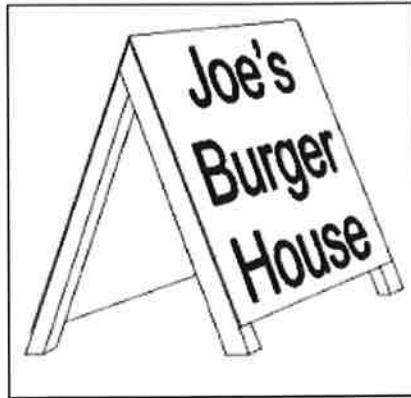
- (1) At least one foot below the top of a parapet, the sill of a second floor window, and/or the lowest point of any cornice or roof overhang.

**17.38.080 - Standards for Specific Sign Types**

Proposed signs shall comply with the following standards applicable to the specific sign type. Each sign type listed in this Section shall be included in the calculation of the total sign area allowed on a parcel by Section 17.38.070 (Zoning District Sign Standards), unless this Section explicitly provides otherwise. Each sign shall also comply with the sign area, height, and other requirements of Section

17.38.060, and all other applicable provisions of this Chapter. Any non-commercial message may be substituted for the copy on any commercial sign allowed by this Chapter.

**A. A-board and other portable sidewalk signs.** Each business may display one A-board or other portable sign in compliance with the following standards.



**Figure 3-15 – A-Board sign**

- 1. Limitation on location.** An A-board or other portable sign shall be allowed only on private property.
- 2. Sign size.** Each sign shall not exceed a width of 2-foot 6 inches. Sign height shall be limited to four feet. Sign height shall be measured perpendicular from the sidewalk surface to the highest point of the A-board sign.
- 3. Sign placement.** A portable sidewalk sign shall be placed only on private property within the boundaries of the applicable business' street frontage, and shall be positioned so that it will not:
  - a. Obstruct required ADA sidewalk clearance;
  - b. Impede any line of sight for motorists at vehicular public right-of-way intersections, as recommended by the City Engineer; or
  - c. Interfere with people exiting and entering parked cars.
- 4. Design and construction standards.** The review authority shall approve an A-frame sign only if it first determines that the design and appearance of the sign, including any graphics and/or text, will reflect attractive, professional design, and that the sign will be durable and stable when in place.
- 5. Stabilization.** The sign shall be stabilized to withstand wind gusts or shall be removed during windy conditions.
- 6. Daily removal.** The sign shall be removed at the close of business each day.

**7. Maintenance.** The sign shall be continuously maintained in good condition with no peeling paint or other deterioration.

**B. Awning signs.** The following standards apply to awning signs in all zoning districts where allowed by Section 17.38.070 (Zoning District Sign Standards).

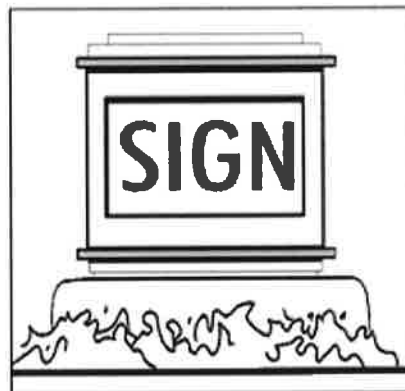


**Figure 3-16 – Awning sign**

1. Signs on awnings are limited to ground level or second story occupancies only.
2. Awnings shall not be internally illuminated. Direct exterior lighting may be allowed. Translucent awning materials are prohibited.

**C. Freestanding signs.** The following standards apply to freestanding signs in all zoning districts where allowed by Section 17.38.070 (Zoning District Sign Standards).

1. Multiple signs shall be separated by a minimum of 75 feet to ensure adequate visibility for all signs. The review authority may waive this requirement where the locations of existing signs on adjacent properties would make the 75-foot separation impractical.



**Figure 3-17 – Freestanding sign**

2. A sign shall not project over public property, vehicular easements, or rights-of-way, and shall not obstruct a traffic safety sight area, as determined by the review authority.



3. To assist emergency response personnel in locating the site, freestanding signs should contain an illuminated street address plate. Numbers should be a minimum of six inches in height. Street address numbers not exceeding six inches in height shall not be included in calculations of allowed sign area.

**D. Murals.** A mural placed on the wall of a structure may be allowed in any commercial or industrial zoning district subject to Design Review, and as follows.

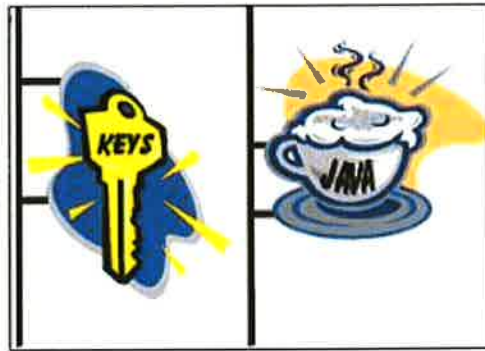
1. A mural without text visible from a public right-of-way may be approved in addition to (not counted as part of) the sign area allowed by Section 17.38.070 (Zoning District Sign Standards); a mural with text shall comply with the sign area limitations applicable to the site.
2. Murals that illustrate the local setting and history as sources of inspiration are encouraged.
3. The approval of a mural shall require that the review authority first find that the size, colors, and placement of the mural are visually compatible with the structure architecture, and that the mural will serve to enhance the aesthetics of the City.

**E. Projecting signs.** The following standards apply to projecting signs in all zoning districts where allowed by Section 17.38.070 (Zoning District Sign Standards).



**Figure 3-18 – Projecting sign**

1. The maximum projection of a sign from a structure wall shall not exceed eight feet or more than two-thirds of the width of the public sidewalk below. Any projection over a public right-of-way shall require an Encroachment Permit.
2. The top of a projecting sign shall not exceed the lesser of 14 feet, eave height, parapet height, or sill height of a second floor window. No portion of the sign shall project above the eave line of a sloped roof or the top of the parapet on a flat roof.
3. A projecting sign shall maintain a minimum clearance of eight feet from the bottom of the sign to the finished grade below.
4. Icon signs using shapes or symbols uniquely suited to the business, creative shapes, and three-dimensional signs are encouraged. See Figure 3-19.



**Figure 3-19 – Use of Icons/symbols**

5. Each sign shall be graphically designed for pedestrians, with a maximum area of nine square feet on each sign face, regardless of the length of the building frontage. Within the CBD zoning district, no sign face shall exceed a maximum area of 12.5 square feet.

6. Sign supports shall be well-designed and compatible with the design of the sign.

**F. Temporary signs.** Temporary signs other than A-boards are allowed subject to the following requirements. A-board signs are instead subject to the requirements of Subsection A.

**1. Banners and pennants.** Temporary banners and pennants on private property, except as identified in Section 17.38.050.E.8, shall comply with the following requirements.

a. The use of a banner or pennants may be allowed only for a licensed business for a period not to exceed 30 days per year. A temporary sign permit may be issued for not less than two consecutive days, up to 30 days. A business is only allowed one temporary sign permit for banners per year. This is in addition to the 30 days allowed for a business grand opening banner.

b. The application for a temporary sign permit for banners or pennants shall include the dates proposed by the applicant for scheduled banner use.

c. A bond shall be posted for a banner permit as required by the Director. The bond may be revoked if the temporary banners are not removed within two days following their scheduled use.

**2. Other temporary signs.** Temporary signs may be authorized by the Director, upon submittal of a sign application, plan for removal, and the fees required by the City's Fee Schedule.

a. **Maximum sign area.** In a residential zoning district, the combined area of temporary signs shall not exceed three square feet. In a commercial or industrial zoning district, the combined area of temporary signs shall not exceed that permitted for the non-corner lots in the district in which the sign will be placed, except as provided in Subsection F.2.f.

b. **Maximum number of signs.** No more than one temporary sign shall be erected on a premise at a time.

**c. Sign placement.** Temporary signs shall be subject to the same placement and height restrictions as permanent signs for the applicable zoning district, except as provided in Subsection G.2.f.

**d. Time limits.** Temporary signs shall not be allowed for more than 30 consecutive days. Temporary signs shall not be allowed for a combined total of more than 60 days in a one year period. Signs advertising a particular event shall be removed within 10 days after the event, except as provided in Subsection F.2.e.

**e. Inflatable or tethered signs.** Inflatable or tethered signs are permitted for special events and may be installed for a period not to exceed five consecutive days, no more than two times per year. These signs may exceed the maximum sign area and sign height standards for the applicable zoning district.

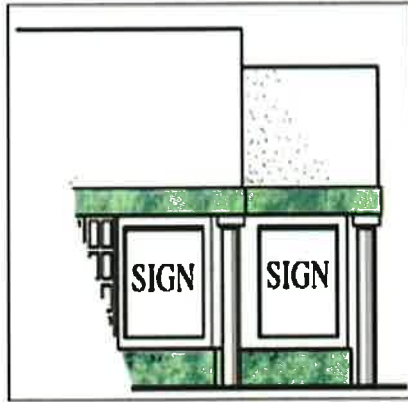
**G. Wall signs.** The following standards apply to wall signs in all zoning districts where allowed by Section [17.38.070](#) (Zoning District Sign Standards).



**Figure 3-20 – Wall sign**

1. A wall sign may be located on any primary or secondary structure frontage.
2. The area of the largest wall sign shall not exceed seven percent of the area of the building facade on which the sign is mounted or painted, including the area of windows, doors, and recesses.
3. A wall sign shall not project more than 12 inches from the surface to which it is attached.

**H. Window signs.** The following standards apply to permanent window signs where allowed by Section [17.38.070](#) (Zoning District Sign Standards).



**Figure 3-21 - Window Sign**

1. **Maximum sign area.** Permanent window signs shall not occupy more than 20 percent of the total window area.
2. **Sign location.** Signs shall be allowed only on windows located on the ground level and second story of a structure frontage.
3. **Sign materials.** Signs shall consist of individual letters, logos, or symbols applied to, stenciled on, or etched into the glass surface; however, neon signs with transparent backgrounds may be hung inside the window glass.

### **17.38.090 - Nonconforming Signs**

A nonconforming sign is any permanent or temporary sign that was legally established and maintained in compliance with the provisions of all applicable laws in effect at the time of original installation but that does not now comply with the provisions of this Development Code.

**A. General requirements.** A nonconforming sign shall not be:

1. Changed to another nonconforming sign;
2. Structurally altered to extend its useful life;
3. Enlarged;
4. Re-established after a business is discontinued for 30 days; or
5. Re-established after damage or destruction to 50 percent or more of the value of the sign, or its components, as determined by the Building Official.

Any interruption in the use of a nonconforming sign that continues for 60 days or more shall be deemed to be an abandonment of the sign. Subsequent use shall comply with the regulations of this Chapter. non-occupation or non-operation of the building or business advertised shall be deemed an interruption of the use of the sign.

**B. Exceptions.** An administrative exception to the requirements of Subsection A. may be granted by the Commission, provided that the Commission shall make the following findings:

1. The new proposed sign is significantly more conforming in height and/or area than the existing sign; and
2. By approving the new sign, the exception will eliminate the existing nonconforming sign.
3. The non-conforming sign shall be brought into conformance with the sign ordinance within five years of the application date.

**C. Maintenance and changes.** Sign copy and face changes, nonstructural modifications, and nonstructural maintenance (e.g., painting, rust removal) are allowed without a sign permit up to a maximum of 25 percent of the existing total area of the sign. Face changes not including copy, and any nonstructural modifications exceeding 25 percent of the existing total area of the sign, and any structural changes shall comply with all applicable standards of this Chapter.

#### **17.38.100 - Violations, Enforcement, Abatement**

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**A. Signs on vacated buildings.** Signs on premises that have been vacated for 60 days or more, and signs on multi tenant buildings advertising a business that has been vacated for 60 days or more shall be immediately removed by the owner after the expiration of that period. The Director may issue a notice to remove signs and sign standards after the expiration of the 60 day period. The notice to remove shall specify a 15 day period during which the signs shall be removed. If the owner does not remove the signs during the 15 day period, the Director may have the sign removed at cost borne by the City. The City will bill the property owner for all costs related to removal. Costs not paid to the city shall be recovered as described in this Section.

**B. Violation, abatement, penalties.** Any sign within the city that fails to comply with the requirements of this Chapter, other applicable State statute or City ordinance, or for which a permit has not been obtained in compliance with this Chapter, shall be subject to abatement through civil legal proceedings or as an infraction punishable by a fine as set forth in Chapter 17.98 (Enforcement and Penalties).

#### **17.38.110 - Judicial Review**

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Any permit issued or denied in compliance with this Chapter shall be subject to expedited judicial review to the extent provided by the time limits identified in Code of Civil Procedure Section 1094.6 et seq.

#### **17.38.120 - Partial Invalidation**

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This Chapter and the its various parts are hereby declared to be severable. Should any Section of this Chapter be declared by a court to be unconstitutional or invalid, that decision shall not affect the validity of the Chapter as a whole, or any portion of the Chapter, other than the Section declared to be unconstitutional or invalid.

**City of Fort Bragg**  
**Community Development Department**  
416 North Franklin Street  
Fort Bragg, CA 95437  
Fort Bragg, CA 95437  
Tel: (707) 961-2827  
Fax: (707) 961-2802  
<http://city.fortbragg.com>  
email: CDD@fortbragg.com



Sign Permit # \_\_\_\_\_  
Date Filed \_\_\_\_\_  
Fee \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Received by \_\_\_\_\_

*Office Use Only – July 2014*

**FBMC 17.38** (for properties within the Coastal Zone)

**FBMC 18.38** (for properties outside the Coastal Zone)

## SIGN PERMIT APPLICATION

Sign permit applications must be submitted with a *drawing of the proposed sign\** and a **\$50.00** sign permit fee. Applications are reviewed for compliance with the Fort Bragg Municipal Code (see above FBMC code sections) and the Citywide Design Guidelines. The City's sign permit brochure is also a helpful resource. These codes, brochures, and documents can be found on the City's website at <http://city.fortbragg.com>. Please note that some signs also require a building permit.

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Sign Contractor's Name (if applicable) \_\_\_\_\_

What is the area of the proposed sign in square feet? \_\_\_\_\_

How will the sign be lighted? \_\_\_\_\_

What is the length of the building which has frontage on a public street? \_\_\_\_\_  
(Include both building frontage lengths for corner buildings)

What is the area of any existing sign(s) on the property? \_\_\_\_\_

Exactly where on the property of building will the sign be located? \_\_\_\_\_

Exactly how high will the top and bottom of the sign be from the ground? \_\_\_\_\_

How will the sign be mounted? (o) Flat against the building (O) Right angles to the building (O) Freestanding  
(O) Other \_\_\_\_\_

**\*ATTACH AN ACCURATE DRAWING, CLEARLY DESCRIBING THE DIMENSIONS, DESIGN, COLORS, AND CONSTRUCTION MATERIALS OF THE PROPOSED SIGN.**

The information provided in this application is accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Findings for approval.** The approval of a sign permit shall require that the review authority first make all the following findings, as applicable.

- ☐ Yes   ☐ No   The proposed signs do not exceed the standards of Sections 17.38.070 & 18.38.070 (Zoning District Sign Standards) and 17.38.080 & 18.38.080 (Standards for Specific Sign Types) and are of the minimum size and height necessary to enable pedestrians and motorists to readily identify the facility or site from a sufficient distance to safely and conveniently access the facility or site;
- ☐ Yes   ☐ No   That the placement of the sign on the site is appropriate for the height and area of a freestanding or projecting sign;
- ☐ Yes   ☐ No   That a flush or projecting sign relates to the architectural design of the structure. Signs that cover windows, or that spill over natural boundaries, and/or cover architectural features shall be discouraged;
- ☐ Yes   ☐ No   The proposed signs do not unreasonably block the sight lines of existing signs on adjacent properties;
- ☐ Yes   ☐ No   The placement and size of the sign will not impair pedestrian or vehicular safety;
- ☐ Yes   ☐ No   The design, height, location, and size of the signs are visually complementary and compatible with the scale and architectural style of the primary structures on the site, any prominent natural features on the site, and structures and prominent natural features on adjacent properties on the same street; and
- ☐ Yes   ☐ No   The proposed signs are in substantial conformance with the design criteria in Subsection 17.38.060.F & 18.38.060.F (Design Criteria for Signs) and the Signs chapter of the Citywide Design Guidelines.

**FOR CITY USE ONLY:**

Community Development Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Commission Action: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval:

1. If required, a building permit shall be obtained prior to erecting the sign on the property. Please contact the Mendocino County Building Department for further information (120 West Fir Street, Fort Bragg, CA 95437, 707-964-5379).



### **What is a sign?**

A structure, device, figure, display, message placard, or other contrivance, or any part thereof, situated outdoors or indoors, which is designed, constructed, intended, or used to advertise, or to provide information in the nature of advertising, to direct or attract attention to an object, person, institution, business, product, service, event, or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images. This does not include murals, paintings and other works of art that are not intended to advertise or identify any business or product.

### **Do I need a sign permit?**

A sign permit is required for installing or replacing a sign. The business owner is responsible for obtaining a sign permit. If you hire a sign contractor, verify that they obtained a sign permit on your behalf. Failure to do so may result in your being assessed penalty fees.

### **How long does it take to get a sign permit?**

Most sign permits are obtained over the counter within a few minutes of the application submittal.

### **What factors are considered when the City reviews a sign permit application?**

Area, placement, height, number of signs on site, size, design, lighting, and maintenance are taken into account when reviewing a sign permit application.

#### **NOTICE TO APPLICANTS**

*All sign permit applications are subject to the regulations set forth in the City of Fort Bragg Coastal Land Use & Development Code (CLUDC), Inland Land Use & Development Code (ILUDC) also known as Chapters 17 and 18 of the Fort Bragg Municipal Code, the certified Local Coastal Program, and the Citywide Design Guidelines. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application package by all City, County, and State departments/agencies as necessary.*

City of Fort Bragg  
Community Development Department  
416 North Franklin Street  
Fort Bragg, California 95437  
Telephone (707) 961-2827  
Fax (707) 961-2802  
Email: [CDD@fortbragg.com](mailto:CDD@fortbragg.com)  
<http://city.fortbragg.com>

March 2014

# **Signs**



## **City of Fort Bragg**

## **Community Development Department**

**Consult the City of Fort Bragg Coastal Land Use and Development Code (CLUDC) Chapter 17.38 or Inland Land Use and Development Code (ILUDC) Chapter 18.38, and the Citywide Design Guidelines, Chapter 4, for further information about signs.**

## **I. SUBMITTAL REQUIREMENTS**

The following information must be included with a sign permit application and fee in order for City staff and, if necessary, the Planning Commission to fully and accurately evaluate the proposal:

- A. Plans for the sign, showing dimensions, the proposed location of the sign in relation to other signs on the site and adjacent properties, structures, and uses;
- B. A complete color scheme for the sign and design drawing of the sign;
- C. Sufficient other details of the proposed sign to show that it complies with the provisions of CLUDC 17.38 or ILUDC 18.38;
- D. Written permission from the property owner for the placement of the proposed sign(s) on the site;
- E. Computation of the total sign area, the area of each individual sign, the height of each sign, and the total number of existing and proposed signs on the site. Other information as required by the Community Development Dept.;
- F. An accurate indication on the site plan of the proposed location of each present and future sign of any type, whether requiring a permit or not;
- G. If a sign permit application is filed for a site where signs exist, the

application shall include a schedule for bringing into conformance within five years of the application date, all signs not conforming with the requirements of CLUDC 17.38 or ILUDC 18.38 as of the date of the application; and

- H. Other information as required by the Department.

## **II. FINDINGS NEEDED FOR APPROVAL**

- A. Proposed signs do not exceed the standards of CLUDC 17.38.070 or ILUDC 18.38.070, Zoning District Sign Standards, and CLUDC 17.38.080 or ILUDC 18.38.080, Standards for Specific Sign Types;
- B. Placement of the sign on the site is appropriate for the height and area;
- C. Flush or projecting sign relates to the architectural design of the structure;
- D. Proposed signs do not unreasonably block the sight lines of existing signs on adjacent properties;
- E. Placement and size of the sign will not impair pedestrian or vehicular safety;
- F. Design, height, location, and size of the signs are visually complimentary and compatible with the architectural style of the primary structures on the site, prominent natural features on the site, and

adjacent properties on the same street; and

- G. The proposed signs are in substantial conformance with the design criteria in CLUDC 17.38.060(F) or ILUDC 18.38.060(E) (Design criteria for signs).

## **III. SIZE OF SIGNS ALLOWED**

The maximum area of signage allowed will vary in each zoning district by use and type of sign proposed. Check with the Community Development Department or CLUDC 17.38.070 or ILUDC 18.38.070, Zoning District Sign Standards, for specific information.

## **IV. BUILDING PERMITS**

Sometimes a building permit is required for sign installation. Building permit application forms are available in the Community Development Department at City Hall.

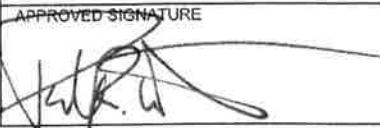
## **V. PROCESS**

Most sign permits are issued over the counter upon submission of a complete application. All decisions of the Community Development Department are final unless appealed to the Planning Commission. In some cases, signs require Design Review approval by the Planning Commission. Please contact the Community Development Dept. at (707) 961-2827 for applicable fees.



# Highway Division DIRECTIVE



NUMBER HWY 01	SUPERSEDES New
EFFECTIVE DATE 10-1-2013	PAGE NUMBER 1 of 6
REFERENCE	
SUBJECT  <b>Placement of Artwork on State Highway Right of Way</b>	APPROVED SIGNATURE 

## **PURPOSE:**

To describe the process to allow artwork to be placed on state highway right of way either as part of ODOT's project development process or through the District Manager.

## **GENERAL:**

There has been an increasing interest by local communities to incorporate artwork within the state highway system. The overall design of the state highway system should blend with the natural and cultural environment keeping in mind the intended traffic volume and preservation of valuable adjacent scenic lands and natural and historic resources. ODOT recognizes the effects of the state highway system on local communities and how artwork can enhance and reflect the historic and cultural character of the community.

This Directive provides a process for ODOT to allow for the enhancement of the state highway system by including local community artwork on state highway right of way and will apply to artwork requested or approved after the effective date of the Directive. Safety is of primary concern for ODOT; therefore any Artwork allowed to be placed on state highway right of way must be found by ODOT to not diminish the safety of motorists or the state highway system.

It should be noted that this Directive is intended to provide a means to guide ODOT decision makers in determining the appropriateness of allowing artwork to be placed on state highway right of way. It is not to imply ODOT's review or approval of the artwork itself. The content of the artwork is determined by the Local Government as described in this Directive.

After ODOT's review and approval of the proposed placement of artwork, ODOT will initiate an Intergovernmental Agreement (IGA) with the requesting Local Government. Should the Local Government desire to change the design, content or format of the Artwork during the term of the IGA, a new proposal must be submitted following the process outlined in this Directive.

Artwork on the state highway differs from the City/County Entrance Program and the Highway Beautification Program described in Oregon Administrative Rule Chapter 734, Division 57.

## **DEFINITIONS:**

"Artwork" – Any drawing, painting, sculpture, statue, or other item of a creative or artistic nature intended or used to attract the interest or attention of motorists but does not include roadside memorials; political, advertising, or other unpermitted signs. For the purposes of this

Directive, “Artwork” also does not include standard architectural elements, whether structural or not, such as light poles, overpass screening, sound walls, or bridge components designed into the highway feature by ODOT during the project development process and are owned and maintained by ODOT.

“Local Government” – The City or County with jurisdiction in the area where the Artwork is proposed. When a state highway is on recognized tribal land, the Tribal Government with jurisdiction in the area will be considered the “Local Government” for purposes of this Directive.

### **MINIMUM CRITERIA:**

A Local Government’s proposal for the placement of Artwork on state highway right of way must address the following criteria. Each proposal will be evaluated by ODOT on a case-by-case basis as described in this Directive.

#### **Safety**

Artwork must not interfere with the operation, maintenance or use of the highway. It must not block sight distance of an intersection, road approach, or traffic control device or cause a distraction for motorists, therefore, the proposed Artwork must:

1. Be located outside the highway clear zone as described in the AASHTO Roadside Design Guide;
2. Be placed as far from the travel way or edge of the pavement as practical;
3. Not be attached to or imitate a traffic control device;
4. Not have moving elements or simulate movement;
5. Not have bold or vibrant colors, reflective or glaring materials or surface finishes, or have illumination or other elements that would cause the proposed Artwork to be a distraction to motorists. Any illumination must be shielded to prevent light from being directed at the highway and of such low intensity or brilliance as to not cause glare or to impair the vision of motorists on the highway. Flashing or blinking lights, are not allowed; and
6. Be of a size and scale so to not demand the attention of motorists to the point the driver is distracted by the Artwork.

The safety of the highway system and motorists is of utmost concern for ODOT. The following will be considered by ODOT in determining if the proposals to place Artwork on highway right of way meet this Directive. The Artwork:

1. Does not attract pedestrians to an area not designed or intended for pedestrian traffic or placed at a location that would cause motorists to stop or to enter or exit the highway in areas not designed for such use;
2. Is not placed on trees, rocks or other natural features (ground mounted, free standing artwork may be allowed);
3. Is not attached to any bridge structure, sound wall or other highway feature other than artwork that may be incorporated as part of the project development process. A mural painted on a bridge structure, sound wall or other highway feature may be allowed when located on a low speed highway and is part of an overall graffiti prevention strategy;

4. Does not interfere with the horizontal or vertical clearance of the roadway so as not to impede freight mobility or movement of motor vehicles, bicycles, or pedestrians;
5. Is not placed within 500 feet of traffic control devices or other signs, gores, decision points, or other Artwork; and
6. Does not adversely affect highway structures, drainage patterns or storm water runoff quality, landscaping, natural vegetation or other plantings.

#### Content and Format

The content or format of the Artwork is to be determined by the Local Government through a public review process. The Artwork must depict the historic or cultural characteristic of the community and blend with the surrounding area.

The Artwork shall not contain text, interpretation of the Artwork, information on the artist, or advertising or other form of a commercial message (business, product, or brand name, logo, phone number, web page, etc.). It shall not resemble or imitate a traffic control device, represent or pay tribute to a specific individual, or contain elements that move, shimmer, shake or contain other methods to attract the attention of motorists.

#### Design

The design of all Artwork must be coordinated with the aesthetic design of the highway system and all its features taking into consideration the roadway design, the clear zone, motorists, and the environment. The Artwork shall not be suspended over the highway.

Artwork must be designed using long lasting materials and construction techniques which will require minimal care and resist vandalism and must be no larger than a size and scale that is compatible with the surrounding area and landscape.

#### Maintenance

Maintenance of the proposed Artwork and the surrounding area will be the responsibility of the requesting Local Government as set out in the IGA. The Artwork must be kept clean and in good repair. Artwork damaged by vehicular crashes, vandalism including graffiti, acts of nature, or regular wear or aging must be repaired or removed by the Local Government in a timely manner.

Offensive graffiti must be removed promptly. All maintenance must be conducted in a manner to minimize interference with highway traffic. No direct access (ingress or egress) to the Artwork is allowed from the main travel way of an access controlled highway,

If the Artwork is not maintained, repaired, or removed as required, the Artwork may be removed by ODOT at the Local Government's expense without commitment by ODOT for restoration, replacement, or compensation to the Local Government. Any Artwork removed by ODOT will be stored for 30 days for recovery by the Local Government.

#### Compliance with State and Federal Regulations

The proposed Artwork must comply with all state and federal regulations including regulations for Outdoor Advertising, and the marking and signing of state highways.

### Location

Artwork will be considered on primary and secondary state highways as part of the project development process or by the District Manager after first considering if it is more appropriate to transfer the roadway, sidewalk or the property to the Local Government.

Artwork will not be allowed on the Interstate highway system (along the mainline or the entrance and exit ramps) or in the median of any expressway, freeway or divided highway.

Artwork located on property outside the state highway right of way but visible from the highway must comply with Outdoor Advertising Sign regulations.

Artwork must be located within the territorial or zoning jurisdiction of the requesting Local Government.

### Financial Responsibilities

All costs, including labor, materials, supplies, and traffic control for the design, engineering, testing, construction, installation, maintenance, repair and removal of the artwork will be the responsibility of the requesting Local Government. When illumination is included as part of the artwork, the Local Government will be responsible for the cost of the electricity and any necessary utility lines and permits.

ODOT will assume the administrative costs associated with reviewing the proposal for Artwork and for executing the IGA with the requesting Local Government if the proposal is approved.

### **APPLICATION PROCESS:**

A proposal for Artwork on state highway right of way must be submitted in writing by the Local Government that has jurisdiction in the area where the Artwork is proposed to be located. When there is an ongoing project development process, the proposal request will be submitted to the Project Leader. Other proposals are to be submitted to the local District Manager.

The Local Government must ensure that the proposal is developed through a public process. The method of gathering local support will be determined by the Local Government.

The Artwork proposal must:

- include a full description or drawing of the proposed Artwork including the proposed materials and how it expresses the community's historic or cultural character;
- include the proposed location (highway and milepoint) for the Artwork;
- show how the proposal meets the criteria outlined in this Directive;
- include the name, address, and telephone number of the Local Government contact person responsible for the proposal;
- include an adopted resolution that describes the following:
  - the Local Government's jurisdiction in the area of the project site;
  - the Local Government's approval of the Artwork content;
  - the Artwork's proposed life span;

- the Local Government's commitment to ensure maintenance of the Artwork including timely graffiti removal/repair and removal of the Artwork at the end of its life span; and
  - a schedule for commencing and completing the proposed Artwork installation.
- include design plans stamped by a licensed professional engineer registered in the State of Oregon demonstrating structural stability, the ability to withstand the necessary wind loads, the means or method of installation, and how the proposed Artwork meets the Safety criteria outlined above.

### **ODOT REVIEW:**

The proposed site for installation of Artwork by a Local Government must be reviewed and approved by ODOT prior to development of an IGA. ODOT will apply the criteria in this Directive when reviewing proposals for placement of Artwork on state highway right of way. Considerations will include the location, potential for motorist distraction, impact to highway maintenance or operations, impact to motorist safety, and access for Artwork maintenance. Additional site specific criteria and conditions may be applied to the Artwork proposal as determined by the ODOT Project Leader or District Manager. The approval for placement of Artwork will be granted at ODOT's sole discretion.

When Artwork is proposed as part of the project development process, the Project Leader will coordinate the review with the Region Technical Center, the local District Manager, and the Federal Highway Administration; ensure the conditions of this Directive are met; and incorporate the Artwork into the highway project, if approved. If the proposal is approved, the Project Leader will be responsible to initiate an IGA to document the Local Government's responsibility for the Artwork. If the proposal is denied, the Project Leader will notify the Local Government in writing.

When the Artwork is proposed outside of the project development process, the District Manager will coordinate the review with the Region Technical Center and the Federal Highway Administration and ensure the criteria of this Directive are met. If the proposal is approved, the District Manager will be responsible to initiate an IGA to document the Local Government's responsibility for the Artwork. If the proposal is denied, the District Manager will notify the Local Government in writing.

### **DOCUMENTATION:**

Upon approval by ODOT of the proposal for placement of Artwork on state highway right of way, ODOT will initiate an Intergovernmental Agreement (IGA) with the Local Government. The IGA must include:

- the location (highway and milepoint) and description of the Artwork;
- the duration the Artwork is allowed on the state highway right of way;
- a requirement that the Local Government, at no cost to ODOT, must move or remove the Artwork when:
  1. requested by ODOT;
  2. the Artwork interferes with construction, maintenance or operation of the state highway;

3. federal or state laws are interpreted in such a way that would prohibit Artwork on state highway right of way; or
  4. the IGA terminates.
- indemnification of ODOT by the Local Government from third party claims;
  - compliance with environmental regulations when conducting work on state highway right of way;
  - payment by the Local Government of any costs resulting from legal action involving ODOT regarding the Artwork;
  - the Local Government's responsibility to maintain the Artwork and any area surrounding the Artwork. Artwork damaged by crashes, vandalism, or acts of nature must be repaired or removed by the Local Government within 14 days of discovery. Offensive graffiti must be repaired or removed within 48 hours of discovery.
  - if the Artwork is not maintained, repaired, or removed as required, the Artwork may be removed by ODOT at the Local Government's expense without commitment for restoration, replacement, or compensation to the Local Government;
  - a requirement for a utility permit as necessary to address electric lines serving the Artwork;
  - notification of the District Manager at least 48 hours prior to any onsite work; and
  - traffic control according to Oregon Temporary Traffic Control Handbook (OTTCH) and the Manual on Uniform Traffic Control Devices (MUTCD).

06/14/13



# CITY OF BROOKINGS

## Council Agenda Report

Meeting Date: May 26, 2015

Originating Dept: PWDS

  
Public Works & Development Services Director  
  
City Manager Approval

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Subject: SDCs and Sidewalk Infill Plan

Recommendation: Motion to direct Staff to pursue a strategy for implementing future sidewalk improvements as discussed at the May 4, 2015 workshop.

Financial Impact: To be determined

Background/Discussion:

In order to eliminate Deferred Improvement Agreements (DIAs) the City will implement an additional charge to the street Systems Development Charge (SDC) to pay for a sidewalk infill program.

The following items must be completed prior to implementing this strategy:

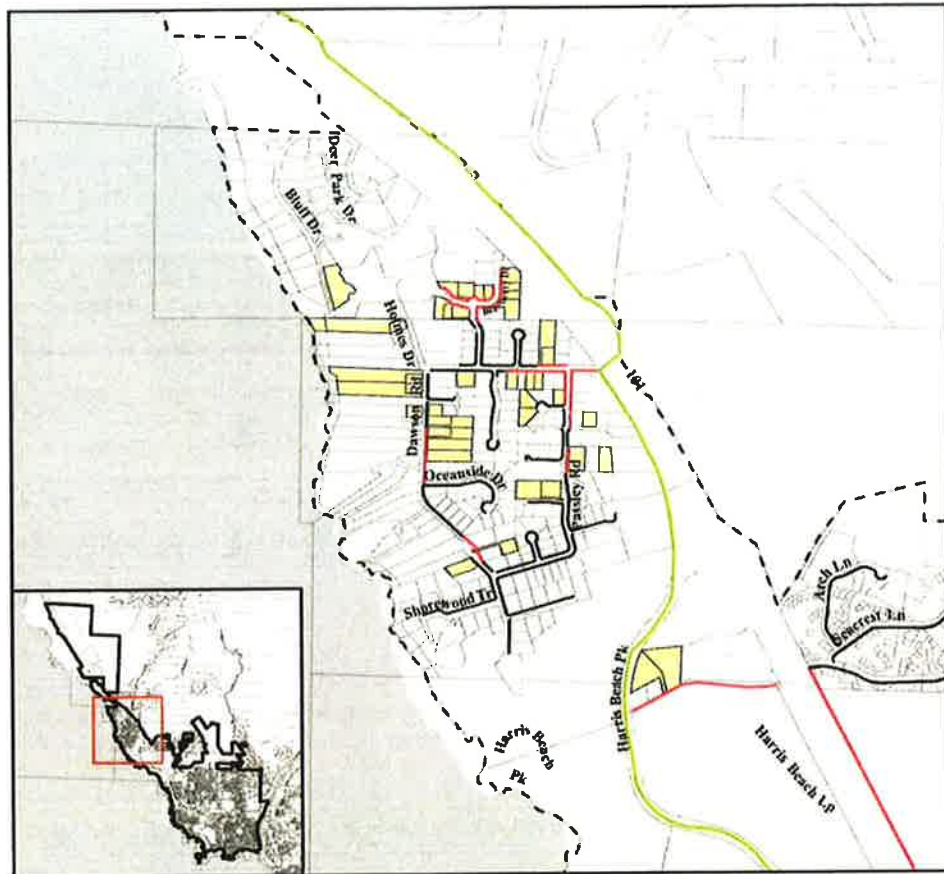
- Complete the Transportation System Plan (TSP) and all Master Plan Studies
- Staff facilitate a public review process for sidewalk infill plan (Attachment a)
- Planning Commission and City Council adopt sidewalk infill plan
- Append the TSP to include the sidewalk infill plan with costs to install the sidewalks
- Conduct a comprehensive SDC study upon completion of water, sewer, storm master plans and TSP update including sidewalks
- Adopt SDC study
- Update ordinance accordingly

Policy Considerations: Replacing DIAs with SDCs appears to be a more effective and less contentious approach than the City's current policy.

Attachment(s): a) Draft sidewalk infill map

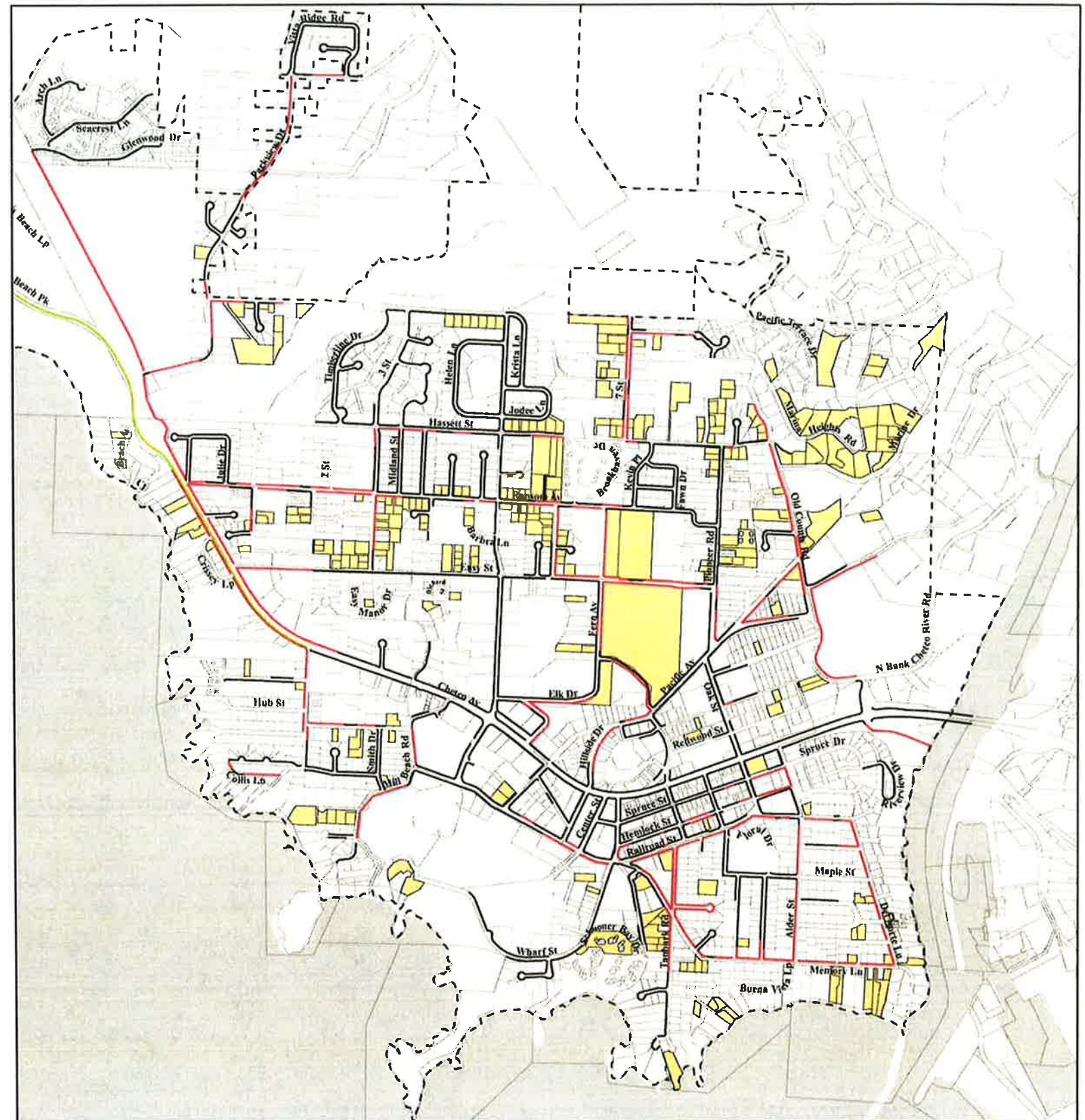
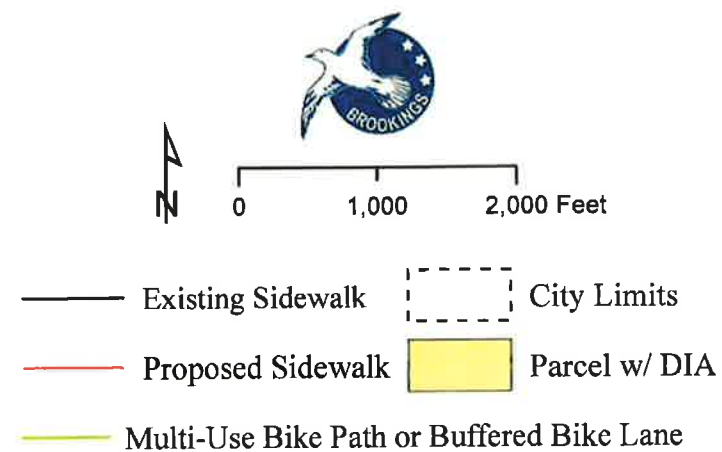
Reference(s): City Council workshop reports:

- a) March 2, 2014
- b) January 6, 2014
- c) September 4, 2012,
- d) June 25, 2012
- e) May 5, 2015



# Sidewalk Infill Plan

Existing & Proposed Sidewalks,  
Deferred Improvement Agreements



# CITY OF BROOKINGS

## Council Agenda Report

Meeting Date: May 26, 2015

Originating Dept: PW/DS

  
Public Works/Development Services Director  
  
City Manager Approval

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Subject: TV Inspection Camera

Recommendation: Motion to authorize the City Manager to execute an agreement with Owen Equipment for the purchase of a utility TV inspection camera.

Financial Impact: This item was budgeted as a 2014-15 Capital Improvement Project (CIP). The amount budgeted was \$75,000; cost estimate for the selected camera is approximately \$73,000.

Background/Discussion:

After many demonstrations of various camera systems on the market, Staff has selected the Envirosight brand camera system from Owen Equipment. This camera system was selected because of its portability, durability, ease-of-use, adaptability to our pipes, as well as being a modular system that will allow us to expand and build on it in the future.

The equipment will be mounted in a retired ambulance purchased from Cal-Ore for \$1.00. This will provide a protected environment which will ensure longevity in our wet climate.


As budget allows, the system will be expanded by adding a side launch camera that can travel into sewer laterals. This capability would allow for full system inspection and could help with many I&I related issues.

Attachment(s): None

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 26, 2015

  
Signature (submitted by)

Originating Dept: Finance & HR

\_\_\_\_\_  
City Manager Approval

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Subject:

Hold Public Hearing and Approval of Appropriations for FY 2015-16 Budget.

Recommended Motion:

1. Adopt Resolution 15-R-1055 declaring the City's election to receive state revenues for 2015-16 fiscal year.
2. Adopt Resolution 15-R-1056, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2015-16 fiscal year, and to categorize the levy.

Financial Impact:

The total approved fiscal year 2015-16 budget, with recommended changes, for the City of Brookings is \$21,958,525. The General Fund calls for operating expenditures totaling \$4,078,213 with revenues projected at \$3,714,853, with the Contingency projected to increase by \$8,075.

Background /Discussion:

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the City can implement the 2015-16 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council. The State of Oregon requires an opportunity for the public to comment on the use of State Revenue Sharing funds before the Budget Committee and City Council. The hearing before the Budget Committee was held on April 22, 2015.

Budget highlights include:

- \$4,516,565 in capital expenditures in water, sewer, storm drain, street, and parks improvements.
- A 1.0% rate increase in the water utility rate and a 1.0% increase in the sewer utility rate.

There are no changes proposed by staff to the Budget Committees' approved budget.

Attachment(s):

- a. Resolution 15-R-1055 State Revenue Sharing
- b. Resolution 15-R-1056 Adopt Budget



**CITY OF BROOKINGS**  
**State of Oregon**

**RESOLUTION 15-R-1055**

**A RESOLUTION DECLARING THE CITY OF BROOKINGS' ELECTION TO RECEIVE STATE REVENUES FOR THE 2015-16 FISCAL YEAR.**

**WHEREAS**, Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2015-16, and

**WHEREAS**, the Budget Committee of the City of Brookings held a public hearing on April 22, 2015 and the City Council of the City of Brookings held a public hearing on May 26, 2015, giving citizens an opportunity to comment on the use of State Revenue Sharing;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve this resolution.

Adopted by Council and made effective on the 26<sup>th</sup> of May, 2015.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

\_\_\_\_\_  
Mayor Ron Hedenskog

\_\_\_\_\_  
City Recorder Joyce Heffington

I certify that a public hearing before the Budget Committee was held on April 22, 2015 and a public hearing before the City Council was held on May 26, 2015, giving citizens an opportunity to comment on the use of State Revenue Sharing.

\_\_\_\_\_  
Janell K. Howard, Finance and Human Resources Director

**CITY OF BROOKINGS**  
**State of Oregon**  
**RESOLUTION 15-R-1056**

A RESOLUTION ADOPTING THE CITY OF BROOKINGS BUDGET, DECLARING TAX LEVIED, and MAKING APPROPRIATIONS FOR THE 2015-16 FISCAL YEAR AND TO CATEGORIZE THE LEVY.

BE IT RESOLVED that the City Council of the City of Brookings hereby adopts the budget for fiscal year 2015-16 in the sum of \$21,958,525 now on file at the Finance and Human Resources Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below, are hereby appropriated as follows:

<b>GENERAL FUND</b>		
Judicial	\$33,118	
Legislative/Administration	312,607	
Police	2,137,534	
Fire	266,906	
Planning & Building	260,997	
Parks & Recreation	242,711	
Finance & Human Resources	208,411	
Swimming Pool	113,960	
Non-Departmental	158,800	
Special Appropriations:		
Debt Service	100,669	
Transfers	242,500	
Contingency	611,640	
TOTAL GENERAL FUND APPROPRIATION		\$4,689,853
<b>STREET FUND</b>		
Streets Maintenance	866,399	
Special Appropriations:		
Debt Service	11,300	
Transfers	113,640	
Contingencies	101,111	
TOTAL STREET FUND APPROPRIATION		1,092,450
<b>WATER FUND</b>		
Water Distribution	653,094	
Water Treatment	485,872	
Special Appropriations:		
Debt Service	29,800	
Transfers	765,395	
Contingencies	186,039	
TOTAL WATER FUND APPROPRIATION		2,120,200
<b>WASTEWATER FUND</b>		
Wastewater Collection	771,340	
Wastewater Treatment	1,031,555	
Special Appropriations:		
Debt Service	29,800	
Transfers	1,600,370	
Contingencies	310,375	
TOTAL WASTEWATER FUND APPROPRIATION		3,743,440
<b>9-1-1 FUND</b>		
9-1-1 Division	101,400	
Special Appropriations:		
Debt Service	24,000	
Transfers	102,100	
Contingencies	100,000	
TOTAL 9-1-1 FUND APPROPRIATION		327,500
<b>TOURISM FUND</b>		
Tourism Division	44,512	
Special Appropriations:		
Transfers	3,488	
TOTAL TOURISM FUND APPROPRIATION		48,000

<b>DAWSON BANCROFT BOND FUND</b>		
Special Appropriation:		
Contingency		31,900
<b>DEBT SERVICE BOND FUND</b>		
Special Appropriation:		
Transfers		48,300
<b>WATER LOAN FUND OECDD</b>		
Debt Service		331,026
<b>STORM LOAN FUND</b>		
Debt Service		97,013
<b>WASTEWATER LOAN FUND</b>		
Debt Service		1,122,716
<b>DEQ LOAN FUND</b>		
Debt Service		198,000
<b>TECHNOLOGY RESERVE FUND</b>		
Technology Program	84,500	
Special Appropriations:		
Transfers	36,000	
Contingencies	10,000	
TOTAL FUND APPROPRIATION		130,500
<b>CAPITAL PROJECTS RESERVE FUND</b>		
Park and Recreation Program	230,000	
Public Safety	15,000	
Special Appropriations:		
Capital Outlay	536,210	
TOTAL RESERVE FUND APPROPRIATION		781,210
<b>STREET SYSTEM REPLACEMENT FUND</b>		
Street Maintenance	379,586	
Special Appropriations:		
Transfers	4,914	
TOTAL STREET SRF FUND APPROPRIATIONS		384,500
<b>WATER SYSTEM REPLACEMENT FUND</b>		
Water System Maintenance	821,547	
Special Appropriations:		
Transfers	4,453	
TOTAL WATER SRF FUND APPROPRIATIONS		826,000
<b>WASTEWATER SYSTEM REPLACEMENT FUND</b>		
Wastewater System Maintenance	1,036,360	
Special Appropriations:		
Transfers	180,140	
TOTAL WASTEWATER SRF FUND APPROPRIATIONS		1,216,500
<b>STORMWATER SYSTEM REPLACEMENT FUND</b>		
Stormwater System Maintenance	476,994	
Special Appropriations:		
Transfers	105,506	
TOTAL STORMWATER SRF FUND APPROPRIATIONS		582,500
<b>STREET SYSTEM DEVELOPMENT FUND</b>		
Street Program		417,000
<b>WATER SYSTEM DEVELOPMENT FUND</b>		
Water System		301,500
<b>WASTEWATER COLLECTIONS SYSTEM DEVELOPMENT FUND</b>		
Wastewater System		1,102,500
<b>PARKS &amp; REC SYSTEM DEVELOPMENT FUND</b>		
Parks and Recreation Program		128,800

<b>STORMWATER SYSTEM DEVELOPMENT FUND</b>		
Stormwater System		137,000
<b>WASTEWATER TREATMENT SYSTEM DEVELOPMENT FUND</b>		
Wastewater System		529,058
<b>SPECIAL POLICE</b>		
K-9	24,000	
Safety City	8,500	
Federal Restitution	4,166	
State Restitution	1,390	
Police Reserves	18,000	
Police VIPS	1,400	
Grants Program	12,710	
Special Appropriation:		
Transfers	20,151	
		90,317
<b>HEALTH FAIR FUND</b>		
Health Fair Program	2,500	
Special Appropriations:		
Contingency	1,300	
TOTAL HEALTH FAIR FUND		3,800
<b>SPECIAL FIRE FUND</b>		
Fire Program		8,200
TOTAL CITY OF BROOKINGS APPROPRIATIONS		20,489,783
<b>RESERVED AMOUNTS</b>		
Water Loan Fund	331,026	
Wastewater Loan Fund	1,122,716	
		1,453,742
<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		
General Fund		15,000
TOTAL ADOPTED BUDGET		<u>\$21,958,525</u>

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2015-16 upon the assessed value of all taxable property within the district as follows:

<b>CATEGORIZING THE TAX</b>		
	General Government	Excluded from
		Limitation
General Fund	\$3.7630/1000	

ADOPTED by the City Council for the City of Brookings this 26th day of May, 2015.

\_\_\_\_\_  
Mayor Ron Hedenskog

ATTEST by:


\_\_\_\_\_  
Joyce Heffington, City Recorder



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 26, 2015

  
Signature (submitted by)

Originating Dept: Finance & HR

\_\_\_\_\_  
City Manager Approval

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**Subject:** Approve Water and Sewer Rates, and System Replacement Fees for 2015-16

**Recommended Motion:**

1. Adopt Resolution 15-R-1057, adopting Water rates for 2015-16.
2. Adopt Resolution 15-R-1058, adopting Sewer rates for 2015-16.
3. Adopt Resolution 15-R-1059, adopting System Replacement Fees for 2015-16.

**Financial Impact:**

The above rates are necessary to balance the budget as approved by the Budget Committee.

**Background /Discussion:**

The rate increases included in the attached resolutions are as approved by the Budget Committee.

A rate increase of 1.0% for water was approved by the budget committee.

A rate increase of 1.0% for sewer was approved by the budget committee.

System Replacement Fees (SRF) are adjusted by the CPI-U, which decreased 0.1%, leaving SRFs the same. However, the Streets SRF was eliminated due to voters approving measure 8-80, and implementing a new local fuel tax, effective July 1, 2015.

**Attachment(s):**

Resolution 15-R-1057 Water Rates  
Resolution 15-R-1058 Sewer Rates  
Resolution 15-R-1059 System Replacement Fees

**CITY OF BROOKINGS**  
**State of Oregon**

**RESOLUTION 15-R-1057**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS WATER SUPPLY SERVICES AND REPEALING RESOLUTION 14-R-1033.**

WHEREAS, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 1.0% is necessary to balance resources and requirements for 2015-16;

*NOW THEREFORE BE IT RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2015, the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:		\$20.00 Nonrefundable
Monthly User Charges	Inside City Limits	\$11.63 Base Fee \$2.51 per 100 cu.ft. of usage
	Outside City Limits	\$23.26 Base Fee \$5.02 per 100 cu.ft.of usage
Service Deposit		
	High risk	\$ 300.00
	Medium risk	\$ 200.00
	Low Risk	\$ 0.00
Temporary Construction Service		\$ 90.00
<i>(Up to six month service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first. May apply for additional six months for additional \$90)</i>		
Non-occupant water usage		\$ 35.00 (14 calendar day maximum)

Vacation Turn – On	\$	35.00
-Outside City Limits	\$	45.00
Vacation Turn – Off	\$	35.00
-Outside City Limits	\$	45.00
Late Fee	\$	15.00
Shut off Fee	\$	35.00
After Hours Call Out Fee	\$	130.00
Meter Test	\$	52.00

BE IT FURTHER RESOLVED that Resolution 14-R-1033 is repealed in its entirety.

Passed by the City Council May 26, 2015, and made effective July 1, 2015.

Attest:

\_\_\_\_\_  
Mayor Ron Hedenskog

\_\_\_\_\_  
City Recorder Joyce Heffington

**CITY OF BROOKINGS**  
**State of Oregon**

**RESOLUTION 15-R-1058**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS SEWER SERVICES AND REPEALING RESOLUTION 14-R-1034.**

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 1.0% is necessary to balance resources and requirements, primarily due to a reduction in Wastewater SDC revenues;

*NOW THEREFORE BE IT RESOLVED* by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:      Included with water fee

Service deposit      Included with water deposit

Monthly user charges for:

Single family residential:      \$59.47

Multi-family residential:      \$59.47

Commercial      \$3.35 monthly service charge  
plus \$6.51/ccf of water use

Restaurants:      \$3.35 monthly service charge  
plus \$7.40/ccf of water use

Schools:      \$3.35 monthly service charge  
plus \$3.87/ccf of water use

Churches      \$3.35 monthly service charge  
plus \$3.76/ccf of water use

Industrial: \$3.35 monthly service charge  
plus \$11.55/ccf of water use

Harbor Sanitary District: As established by agreement

BE IT FURTHER RESOLVED that Resolution 14-R-1034 is repealed in its entirety.

Passed by the City Council May 26, 2015, and made effective July 1, 2015.

Attest:

---

Mayor Ron Hedenskog

---

City Recorder Joyce Heffington

**CITY OF BROOKINGS**  
**State of Oregon**

**RESOLUTION 15-R-1059**

**A RESOLUTION ADOPTING FEES AND CHARGES FOR SYSTEM REPLACEMENT FOR THE WATER SYSTEM, WASTEWATER SYSTEM, AND STORM WATER SYSTEM, AND ESTABLISHING AN ANNUAL INFLATIONARY ADJUSTMENT FOR REPLACEMENT CHARGES, REPEALING RESOLUTION 14-R-1035, AND ELIMINATING THE STREETS SYSTEM REPLACEMENT FEE.**

**WHEREAS**, Ordinance 87-O-419 provides for adoption of System Replacement Charges and Ordinance 06-O-574 provides for all future revisions to System Replacement Charges to be adopted by resolution of the City Council; and

**WHEREAS**, the collection of reasonable charges are necessary to finance capital replacement, non-capacity increasing extension, and non-capacity increasing expansion of municipal utility facilities, including the acquisition of land or rights-of-way thereto; and

**WHEREAS**, the City Council desires to have the monthly user charges for City of Brookings Utilities System Replacement be increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March; and

**WHEREAS**, the CPI-U decreased 0.1% from March 2014 to March 2015;

**WHEREAS**, voters passed ballot measure 8-80 on May 19, 2015, implementing a new local fuel tax, and eliminating the Streets System Replacement Fee;

**NOW, THEREFORE, BE IT RESOLVED:** by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2015, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

<b><u>CHARGE</u></b>	<b><u>RATE</u></b>
Street System Replacement	\$0.00
Water System Replacement	\$2.94
Wastewater System Replacement	\$3.76
Stormwater System Replacement	\$4.11

**BE IT FURTHER RESOLVED** that Resolution 14-R-1035 is repealed in its entirety.

PASSED by the City Council May 26, 2015.

Attest:

---

Mayor Ron Hedenskog

---

City Recorder Joyce Heffington

# City of Brookings

## CITY COUNCIL MEETING Minutes

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

**Monday, May 11, 2015**

### **Call to Order**

Mayor Hedenskog called the meeting to order at 7:00 PM.

### **Roll Call**

Council present: Mayor Ron Hedenskog, Councilors Jake Pieper, Kelly McClain, and Bill Hamilton; a quorum present. Councilor Brent Hodges was absent.

Staff present: City Manager Gary Milliman, Public Works & Development Director LauraLee Snook, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 9 others.

### **Ceremonies/Appointments/Announcements**

Yard of Month Awards

- Commercial: Chet's Nursery, owners Cliff and Roxanne Bennett
- Residential: 961 Helen Lane, owners Jim & Coe Clarkson

### **Ordinances/Resolutions**

*Ordinance moving Chapter 15.15, Flood Damage Prevention, to Brookings Municipal Code Title 17, Land Development Code.*

Director Snook provided the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 15-O-743.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 15-O-743.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 15-O-743.**

Yvonne Maitland, Brookings, commented that certain sections of the appeals process in the ordinance did not comply with land use regulations and should be updated.

City Manager Milliman directed staff to review it with the City Attorney and bring it back to Council.

*Resolution approving the annexation of the City into the Curry Health District (CHD) and calling for an election.*

City Manager Milliman provided the staff report.

Virginia Razo, CHD's new Chief Executive Officer, said this is a historic moment and Brookings would benefit from having one cohesive health system. Her approach, she said, was to improve health care for the entire region. She said most rural hospitals are closing the doors and she commended current CHD members for supporting the new Gold Beach Hospital general obligation

bond. She said CHD was looking to partner with Brookings to ensure that anyone living in the southern coast region can receive high quality medical services when needed.

Councilor McClain asked how annexation would work for Harbor and Milliman said existing district voters would vote as to whether or not to expand the district and Brookings and Harbor voters would vote to annex the territory which is essentially defined by the local Port district.

Mayor Hedenskog pointed out that the resolution would not annex the City into the district. However, he said, state law requires the City Council to be in favor of the annexation and call for it to be put to the voter for approval.

Ken Landau, CHD Chief Financial Officer, said the goodwill between the City and the district began with the reduction in interest on outstanding SDC's a couple of years ago. He said the additional revenue would be spent in Brookings.

Councilor McClain said his understanding was that district members currently pay \$0.74/\$1,000 and with the bond for the Gold Beach hospital, it would increase to \$1.34/\$1,000. The annexation of Brookings and Harbor in the district, he said, would provide for a rate for everyone of \$0.99/\$1,000 and the result would be that Brookings would have an Emergency Department and the clinic would be expanded to provide additional services. Landau concurred.

Councilor Pieper said he was glad CHD had recognized that the SDC reduction was an act of goodwill. He said if this came to fruition, it would be a great thing for Brookings.

Councilor McClain said it was a historic time that would improve the quality of life as well as property values. As a realtor, he said, he knows that the number one reason people left the area was medical.

Councilor Hamilton said he had made two flights to Medford in the recent past, and he would be relieved for himself and everyone in town who would benefit, if this happened.

Mayor Hedenskog said the CHD resolution provided that, upon annexation, we would have interim representation on the board until the election in 2017.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 15-R-1054, approving annexation to the Curry Health District and calling for an election.**

**Mayor Hedenskog moved, a second followed and Council voted unanimously to recess for approximately 15 minutes [to allow time to sign the resolution and provide a certified copy to CHD].**

Mayor Hedenskog called the meeting back to order at 7:52 PM.

### **Staff Reports**

#### *Social Security Bar gate.*

City Manager Milliman delivered the staff report and distributed additional information to Council.

Lucille Semenuk, Brookings, commented that the County told her they were unable to respond to calls due to the lack of a deputy and she felt a gate would be very helpful.

Teresa Rice, Brookings, commented that if you walked the Bar you would see broken bottles, nails, dirty diapers and hypodermic needles and they needed the City's help.



Mayor Hedenskog said the City owns the only access and when Council discussed this before the issue of a gate had come down to the inability to have someone available to open and close the gate.

Councilor Pieper said Council had discussed a gate but had never committed to installing one. The biggest problems, he said, wouldn't be solved with a gate.

Teresa Rice asked why an officer could not be used to open and lock the gate. She said the only other access is on her mother's property which they planned to gate. Mayor Hedenskog said the state also owns a piece of property with access along the bar, and Rice said it did, and it was gated.

Councilor Pieper said this wouldn't be an issue if the Sheriff had adequate deputies. He added that the cons of putting in a gate outweigh the pros.

Councilor McClain said he wasn't sure why the City owned the access and went on to describe a similar issue he had with his own property. He said he had installed a gate which he'd had to replace three times due to vandalism. The only one, he said, who can do anything about the issues at the Bar is the Sheriff and no one will vote to give the Sheriff's department more staff.

Councilor Hamilton said a locked gate would be a fruitless effort as there are foot trails as well.

Mayor Hedenskog said he felt it was time for the City to do something and a gate would help. He suggested a possible solution might be to dedicate the access and then sell it.

Councilor Pieper said if this had gone to a workshop first, there would have been others in attendance arguing against the gate.

Bill Smythe, Brookings, said he lives right on the river and thought the Mayor's idea to sell the access was a good one. He related a story about a family who were unable to allow their children to go more than 20 feet away from their campsite due vehicles going 50 mph in the river and said someone was going to get killed. He added that the state had wanted to close it years ago but a local official had intervened and it had remained open.

Councilor McClain said if the City closed the access, no one could go down on the Bar and he wasn't willing to close it. He said this conversation should be taking place at the County level as the City doesn't own the land and has no jurisdiction over what goes on at the Bar. He then asked if the City could give the access to the County.

Councilor Pieper said the same issues at the Social Security Bar happen at all the other bars on the river. He said he recreated there and dealt with the same issues, but that was part of being able to recreate freely. people that own property on the river could still walk their dogs if it was gated, he said, but if the access were given to another group, they could close it and he wasn't willing to take that risk.

Councilor McClain said the people of Brookings pay taxes for law enforcement and if the City had a problem area, the City's Police Department would take care of it and if the people in the County want to have protection they have to pay for it. He said "I'm so sick of this." The people in the County, he said, keep acting like they can have patrol and not pay for it. "They have to pay for it," he said and added that it's not the City's problem.

Councilor Hamilton asked if the Oregon Department of Fish & Wildlife had patrol officers and Milliman said the Bar is under the Oregon Department of State Lands and policing it is the responsibility of the Oregon State Police and the County Sheriff's Department. Milliman said if the

County and State felt it was a priority they could determine the times of day when the greatest issues occur and provide patrol in that area during those times.

Councilor Hamilton asked if Council could provide a letter referring the matter to the state agencies.

Mayor Hedenskog said that closing the gate in the summer was not being proposed; it would remain open for recreational activities and fishing every day. He said he was advocating a gate with responsible people to open and close it at reasonable times and would talk to the Sheriff and the State about this issue. He said it was clear if he made a motion it wouldn't go anywhere, but he would talk to the Sheriff about it.

Councilor Hamilton suggested that the matter be referred back to a workshop after the Mayor talks to the Sheriff and State Police.

Councilor McClain asked if they could put together a letter to the Sheriff, adding that if deputies broke things up on party nights, the parties would go elsewhere. A gate, he said, is not the answer. He said if he were one of the homeowners, he'd hold a big group barbeque on the Bar with the other owners on problem nights as the thing kids hate more than anything is a bunch of adults. There are simple solutions to the problem, he said.

**Councilor McClain moved, a second followed and Council voted unanimously to send a letter to the Sheriff asking him to patrol the area, to contact Teresa [Rice] to find out key times to be down there to patrol that area for illegal activity and copy the letter to the Oregon State Police.**

*Status of Downtown Standards Committee.*

Director Snook gave the staff report.

Councilor Hamilton said he thought an advisory committee, similar to the Tourism Promotion Advisory Committee (TPAC) was a good idea and he knew a couple of people who would be interested in participating on the committee.

Councilor Pieper said he thought it was a waste of time as it was a vicious cycle with standards being proposed and then the merchants and downtown property owners protesting the changes, and then the it dies. He said if Council wanted standards, they just needed to deal with it.

Councilor McClain said he didn't feel they needed to be super restrictive, but some standards would give the City a better overall look. He said he would be in favor of forming a committee.

Mayor Hedenskog said Council had already put together a blight ordinance, but not without a fight. He said it was obvious to him that Council didn't favor a lot of restrictions, but he would be in favor of a color palette and proposed they put together a committee to come up with standards to bring to Council.

Snook said it would be August before staff could take it on and Hedenskog and McClain said that was fine.

Councilor McClain said he'd like to see some minimum number of business owners on the committee and Hedenskog said it would be a Council-appointed committee.

Councilor Pieper said he wasn't sure they were all on the same page and suggested that Council come up with some guidelines and Hedenskog said he agreed.

**Mayor Hedenskog moved, a second followed and Council voted unanimously to move [the Natural Hazards Mitigation Plan update to proceed the Chamber item].**

*Natural Hazards Mitigation Plan update.*

Director Snook provided the staff report which was information only.

*Participation in Brookings Harbor Chamber Map/Brochure.*

City Manager Milliman gave the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to approve participation in the Brookings Harbor Chamber of Commerce 2015-17 map publication at a cost not to exceed \$595 utilizing Transient occupancy Tax funds, contingent upon TPAC approval.**

**Consent Calendar**

1. Approve Council minutes for April 13, 2015.
2. Approve Council minutes for April 27, 2015.
3. Accept Public Art Committee minutes for April 6, 2015.
4. Accept March 2015 Vouchers in the amount of \$209,041.01.

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.

**Remarks from Mayor and Councilors**

Councilor Hamilton apologized for using the term "negative nelly," at a previous meeting and said he would be providing an apology to the woman who complained in an upcoming issue of the Pilot.

**Adjournment**

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 9:07 PM.

Respectfully submitted:

ATTESTED:  
this \_\_\_\_\_ day of \_\_\_\_\_ 2015:

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Ron Hedenskog, Mayor

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Joyce Heffington, City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2015

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,503,742.00	30,628.61	2,449,727.62	54,014.38	97.8
LICENSES AND PERMITS	96,000.00	5,501.66	65,233.99	30,766.01	68.0
INTERGOVERNMENTAL	242,600.00	8,357.74	128,647.37	113,952.63	53.0
CHARGES FOR SERVICES	135,000.00	20,969.50	125,195.17	9,804.83	92.7
OTHER REVENUE	158,500.00	3,635.53	92,212.20	66,287.80	58.2
TRANSFERS IN	257,058.00	.00	546.75	256,511.25	.2
	<u>3,392,900.00</u>	<u>69,093.04</u>	<u>2,861,563.10</u>	<u>531,336.90</u>	<u>84.3</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	37,664.00	2,099.54	15,213.15	22,450.85	40.4
MATERIAL AND SERVICES	8,770.00	2,918.07	7,996.84	773.16	91.2
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>46,934.00</u>	<u>5,017.61</u>	<u>23,209.99</u>	<u>23,724.01</u>	<u>49.5</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	157,114.00	14,783.61	136,262.59	20,851.41	86.7
MATERIAL AND SERVICES	87,000.00	18,597.94	114,012.92	( 27,012.92)	131.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>244,114.00</u>	<u>33,381.55</u>	<u>250,275.51</u>	<u>( 6,161.51)</u>	<u>102.5</u>
POLICE:					
PERSONAL SERVICES	1,869,075.00	152,770.79	1,555,881.91	313,193.09	83.2
MATERIAL AND SERVICES	156,700.00	9,730.15	104,381.98	52,318.02	66.6
CAPITAL OUTLAY	55,150.00	86.33	35,494.49	19,655.51	64.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,080,925.00</u>	<u>162,587.27</u>	<u>1,695,758.38</u>	<u>385,166.62</u>	<u>81.5</u>
FIRE:					
PERSONAL SERVICES	156,751.00	12,955.41	130,279.90	26,471.10	83.1
MATERIAL AND SERVICES	102,500.00	4,928.96	58,732.78	43,767.22	57.3
CAPITAL OUTLAY	45,519.00	.00	38,047.96	7,471.04	83.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>304,770.00</u>	<u>17,884.37</u>	<u>227,060.64</u>	<u>77,709.36</u>	<u>74.5</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	184,477.00	16,261.37	149,658.29	34,818.71	81.1
MATERIAL AND SERVICES	46,400.00	4,000.56	35,812.22	10,587.78	77.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>230,877.00</u>	<u>20,261.93</u>	<u>185,470.51</u>	<u>45,406.49</u>	<u>80.3</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2015

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	139,799.00	10,780.00	108,807.89	30,991.11	77.8
MATERIAL AND SERVICES	47,900.00	2,735.88	44,461.98	3,438.02	92.8
CAPITAL OUTLAY	18,550.00	514.50	11,415.72	7,134.28	61.5
TRANSFERS OUT	.00	.00	.00	.00	.0
	206,249.00	14,030.38	164,685.59	41,563.41	79.9
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	163,459.00	22,009.48	134,948.36	28,510.64	82.6
MATERIAL AND SERVICES	30,800.00	2,240.47	17,672.32	13,127.68	57.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	194,259.00	24,249.95	152,620.68	41,638.32	78.6
SWIMMING POOL:					
PERSONAL SERVICES	57,107.00	.00	37,640.86	19,466.14	65.9
MATERIAL AND SERVICES	46,100.00	1,122.76	23,844.00	22,256.00	51.7
CAPITAL OUTLAY	10,000.00	.00	2,774.08	7,225.92	27.7
	113,207.00	1,122.76	64,258.94	48,948.06	56.8
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	141,000.00	8,760.19	90,028.59	50,971.41	63.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	242,000.00	.00	.00	242,000.00	.0
CONTINGENCIES AND RESERVES	618,565.00	.00	.00	618,565.00	.0
	1,001,565.00	8,760.19	90,028.59	911,536.41	9.0
	4,422,900.00	287,296.01	2,853,368.83	1,569,531.17	64.5
	( 1,030,000.00)	( 218,202.97)	8,194.27	( 1,038,194.27)	.8

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2015

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	846,000.00	31,706.64	365,489.06	480,510.94	43.2
OTHER REVENUE	13,800.00	2,108.04	28,028.07	( 14,228.07)	203.1
TRANSFER IN	.00	.00	.00	.00	.0
	<u>859,800.00</u>	<u>33,814.68</u>	<u>393,517.13</u>	<u>466,282.87</u>	<u>45.8</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	173,796.00	14,334.89	148,377.97	25,418.03	85.4
MATERIAL AND SERVICES	181,800.00	12,957.35	148,855.06	32,944.94	81.9
CAPITAL OUTLAY	561,300.00	360.15	3,467.43	557,832.57	.6
TRANSFERS OUT	26,047.00	.00	.00	26,047.00	.0
CONTINGENCIES AND RESERVES	100,857.00	.00	.00	100,857.00	.0
	<u>1,043,800.00</u>	<u>27,652.39</u>	<u>300,700.46</u>	<u>743,099.54</u>	<u>28.8</u>
	<u>1,043,800.00</u>	<u>27,652.39</u>	<u>300,700.46</u>	<u>743,099.54</u>	<u>28.8</u>
	<u>( 184,000.00)</u>	<u>6,162.29</u>	<u>92,816.67</u>	<u>( 276,816.67)</u>	<u>50.4</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2015

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,459,500.00	111,684.31	1,233,426.70	226,073.30	84.5
OTHER INCOME	9,000.00	3,439.98	41,884.63	( 32,884.63)	465.4
TRANSFERS IN	.00	.00	1,209.58	( 1,209.58)	.0
	<u>1,468,500.00</u>	<u>115,124.29</u>	<u>1,276,520.91</u>	<u>191,979.09</u>	<u>86.9</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	388,826.00	28,872.73	328,027.25	60,798.75	84.4
MATERIAL AND SERVICES	192,900.00	10,953.96	149,873.63	43,026.37	77.7
CAPITAL OUTLAY	79,900.00	5,283.75	32,037.71	47,862.29	40.1
	<u>661,626.00</u>	<u>45,110.44</u>	<u>509,938.59</u>	<u>151,687.41</u>	<u>77.1</u>
WATER TREATMENT:					
PERSONAL SERVICES	271,466.00	22,634.85	217,981.33	53,484.67	80.3
MATERIAL AND SERVICES	176,200.00	16,316.49	133,079.41	43,120.59	75.5
CAPITAL OUTLAY	24,900.00	398.39	5,680.78	19,219.22	22.8
TRANSFERS OUT	909,702.00	.00	.00	909,702.00	.0
CONTINGENCIES AND RESERVES	134,606.00	.00	.00	134,606.00	.0
	<u>1,516,874.00</u>	<u>39,349.73</u>	<u>356,741.52</u>	<u>1,160,132.48</u>	<u>23.5</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,178,500.00</u>	<u>84,460.17</u>	<u>866,680.11</u>	<u>1,311,819.89</u>	<u>39.8</u>
	<u>( 710,000.00)</u>	<u>30,664.12</u>	<u>409,840.80</u>	<u>( 1,119,840.80)</u>	<u>57.7</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2015

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	307,213.00	.00	307,213.00	.00	100.0
CHARGES FOR SERVICES	2,952,000.00	249,671.59	2,420,146.26	531,853.74	82.0
OTHER REVENUE	1,000.00	440.00	10,192.46	( 9,192.46)	1019.3
TRANSFER IN	.00	.00	1,209.58	( 1,209.58)	.0
	<u>3,260,213.00</u>	<u>250,111.59</u>	<u>2,738,761.30</u>	<u>521,451.70</u>	<u>84.0</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	486,747.00	38,253.28	390,161.91	96,585.09	80.2
MATERIAL AND SERVICES	239,600.00	9,397.95	137,466.57	102,133.43	57.4
CAPITAL OUTLAY	24,900.00	398.39	5,680.78	19,219.22	22.8
	<u>751,247.00</u>	<u>48,049.62</u>	<u>533,309.26</u>	<u>217,937.74</u>	<u>71.0</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	466,212.00	37,723.24	370,816.91	95,395.09	79.5
MATERIAL AND SERVICES	510,600.00	41,150.85	436,013.22	74,586.78	85.4
CAPITAL OUTLAY	982,113.00	398.39	965,676.51	16,436.49	98.3
TRANSFERS OUT	1,172,453.00	.00	.00	1,172,453.00	.0
CONTINGENCIES AND RESERVES	227,588.00	.00	.00	227,588.00	.0
	<u>3,358,966.00</u>	<u>79,272.48</u>	<u>1,772,506.64</u>	<u>1,586,459.36</u>	<u>52.8</u>
	<u>4,110,213.00</u>	<u>127,322.10</u>	<u>2,305,815.90</u>	<u>1,804,397.10</u>	<u>56.1</u>
	<u>( 850,000.00)</u>	<u>122,789.49</u>	<u>432,945.40</u>	<u>( 1,282,945.40)</u>	<u>50.9</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2015

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	540,810.00	3,499.83	417,935.60	122,874.40	77.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.00	.00	500.00	.0
	<u>541,310.00</u>	<u>3,499.83</u>	<u>417,935.60</u>	<u>123,374.40</u>	<u>77.2</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	.00	17,224.65	52,775.35	24.6
CAPITAL OUTLAY	378,771.00	.00	2,512.40	376,258.60	.7
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	432,539.00	.00	.00	432,539.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>881,310.00</u>	<u>.00</u>	<u>19,737.05</u>	<u>861,572.95</u>	<u>2.2</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>881,310.00</u>	<u>.00</u>	<u>19,737.05</u>	<u>861,572.95</u>	<u>2.2</u>
	<u>( 340,000.00)</u>	<u>3,499.83</u>	<u>398,198.55</u>	<u>( 738,198.55)</u>	<u>117.1</u>

# City of Brookings

## URBAN RENEWAL AGENCY MEETING Minutes

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, December 8, 2014**

### **Call to Order**

Mayor Hedenskog called the meeting to order at 7:59 PM.

### **Roll Call**

Agency present: Chair Ron Hedenskog, Directors Jake Pieper, Kelly McClain, Brent Hodges and Bill Hamilton; a quorum present.

Staff present: Executive Director Gary Milliman, Finance & Human Resources Director Janell Howard, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others present: Curry Coastal Pilot Report Jane Stebbins and approximately 4 others.

### **Consent Calendar**

1. Approve Agency Minutes for October 27, 2014.

**Chair Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.**

### **Staff Reports**

*Acceptance of Agency audit report for fiscal year ended June 30, 2014.*

Finance and Human Resources Director Howard provided the staff report.

**Director Pieper moved, a second followed and Council voted unanimously to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2014.**

### **Adjournment**

**Chair Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn 8:01 PM.**

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2015:

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Ron Hedenskog, Chair


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Joyce Heffington, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## AGENDA REPORT

Meeting Date: May 26, 2015

  
Signature (submitted by)

Originating Dept: Finance & HR

\_\_\_\_\_  
City Manager Approval

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Subject:

Hold Public Hearing and Approval of Appropriations for FY 2015-16 Budget.

Recommended Motion:

Adopt Resolution 15-R-1060, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2015-16 fiscal year.

Financial Impact:

The fiscal year 2015-16 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of \$1,544,640.

Background /Discussion:

Oregon local budget law requires the Agency's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the Urban Renewal Agency can implement the 2015-16 budget and receive tax money necessary for operations, these resolutions must be adopted by the Board of Directors.

No changes are proposed by staff from the Budget Committees' approved budget.

Attachment:

Resolution 15-R-1060 Adopt Budget

**URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS**  
**State of Oregon**  
**RESOLUTION 15-R-1060**

**A RESOLUTION ADOPTING THE BUDGET FOR THE URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS, DECLARING TAX INCREMENT FUNDING AS PROVIDED UNDER SECTION 1C, ARTICLE IX OF THE OREGON CONSTITUTION AND ORS CHAPTER 457, AND MAKING APPROPRIATIONS FOR THE 2015-16 FISCAL YEAR.**

**BE IT RESOLVED** that the Board of Directors of the Urban Renewal Agency of the City of Brookings hereby adopts the budget for 2015-16 in the sum of \$1,544,640 now on file in the Office of the City Finance and Human Resources Department.

**BE IT FURTHER RESOLVED** that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below, are hereby appropriated as follows:

**GENERAL FUND**

Urban Renewal Program	437,962	
Special Appropriations:		
Transfers	380,739	
TOTAL GENERAL FUND APPROPRIATIONS		\$818,701

**DEBT SERVICE FUND**

Special Appropriations:		
Debt Service	420,739	
TOTAL DEBT SERVICE FUND APPROPRIATIONS		420,739

TOTAL RESERVE AMOUNTS		305,200
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TOTAL ADOPTED BUDGET		<u><u>\$1,544,640</u></u>
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**BE IT FURTHER RESOLVED** that the Board of Directors of the Brookings Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Downtown Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 26th day of May, 2015.

\_\_\_\_\_  
Chair Ron Hedenskog

ATTEST by:

\_\_\_\_\_  
Joyce Heffington, City Recorder