

City of Brookings MEETING AGENDA

CITY COUNCIL w/WORKSHOP & EXECUTIVE SESSION

Monday, February 13, 2011, 6:30pm

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Oral Requests and Communications from the audience

1. Public Comments – 5 minute limit per person.*

E. Consent Calendar

1. Approve January 23, 2012 Council minutes. [pg. 2]
2. Approve January 30, 2012 Special Council minutes. [pg. 5]
3. Accept October 27 & November 17, 2011 Parks and Recreation minutes. [pg. 6]
4. Accept November 29, 2011 & January 3, 2012 Planning minutes. [pg. 12]
5. Accept January 2012 Vouchers in the amount of \$195,989.05. [pg. 16]

F. Remarks from Mayor and Councilors

G. Adjourn

WORKSHOP

A. Call to Order

B. Roll Call

C. Topics

1. Conceptual discussion of proposal from North Bank Land Owners Group concerning sewer service extension to North Bank Chetco River Road. [pg. 19]
 - a. Memorandum of Understanding among Group members. [pg. 21]
 - b. Chart describing preliminary allocation of project cost. [pg. 23]

D. Council Member Requests for Workshop Topics

E. Adjourn to Executive Session

Council will adjourn into Executive Session in the City Manager's office under authority of ORS 192.660(2)(d) to deliberate with the City Manager as the person designated by the City Council to carry on labor negotiations.

NOTE: Due to the limited agenda, this meeting will **not** be televised.

*Obtain Public Comment Forms on-line and view the agenda packet at www.brookings.or.us, at City Hall and at the local library. Return completed forms to the City Recorder before the meeting or during regular City business hours.

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

City of Brookings MEETING Minutes

Monday, January 23, 2012

CITY COUNCIL

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

Call to Order

Mayor Anderson called the meeting to order at 7:00pm.

Roll Call

Council Present: Mayor Larry Anderson, Councilors Ron Hedenskog, Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: City Manager Gary Milliman, Administrative Services Director Janell Howard, Planning Director Dianne Morris, Public Works Director Loree Pryce, Fire Chief William Sharp, Assistant Fire Chief Jim Watson, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel and approximately 23 public.

Councilor Hedenskog moved, a second followed and Council voted unanimously to add item 5 under Staff Reports regarding the refinancing of an existing DEQ loan and borrowing up to \$600,000 to fund the Wastewater treatment plant stabilization project.

Ceremonies/Appointments/Announcements

Fire Chief Sharp was recognized for his thirty years of service.

Oral Requests and Communications from the audience

Planning Commissioner Cheryl McMahon, provided the Commission's Annual Report for 2011.

Staff Reports

Acceptance of Public Utility Easement provided by Bi-Mart for the retail store project.

Director Morris provided the staff report.

Councilor Hedenskog asked why there a five foot Public Utility Easement wasn't provided.

Morris said that Bi-Mart had preferred limiting the easement to where the utilities are located and this was considered acceptable.

Councilor Pieper moved, a second followed and Council voted unanimously to accept the utility easement document provided by Bi-Mart and required by the Bi-Mart retail store project.

Authorization to award the contract for the Buena Vista Lift Station Project.

Director Pryce reviewed the staff report.

Councilor Gordon moved, a second followed and Council voted unanimously to award the contract for the installation for the Buena Vista Lift Station Standby Power Replacement to Kyle Electric, Inc., the lowest responsible bidder, in an amount not to exceed \$61,775, and authorize the City Manager to execute all related documents.

Authorization to execute a Task Order with City Engineer for the Hassett Street project.

Director Pryce gave the staff report.

Mayor Anderson asked if this was the only street renovation for 2012 and Pryce said that it would leave about \$100,000 for a smaller pavement project. She added that part of the project might also be eligible for System Development Charge funds which would free up additional System Replacement Funds.

Councilor Hodges asked if this project would use any of the Safe Route to Schools funds being applied for and City Manager Milliman said they would not. Milliman also pointed out that the budget adjustment would be for the current fiscal year.

Mayor Anderson asked if staff had looked to see if there are any Deferred Improvement Agreements (DIAs) that might apply to this project.

City Manager Milliman said staff had not, but the City would take advantage of any existing DIAs.

Councilor Hedenskog moved, a second followed and Council voted unanimously to authorized the City Manager to execute Task Order 36, [for the] Hassett Street Improvement Project with the City Engineer to develop plans, specifications, bid, inspect and contract manage the project within an amount not to exceed \$62,200.

Councilor Pieper moved, a second followed and Council voted unanimously to direct the Budget Officer to adjust the 2011-12 budget to accommodate the Hassett Street Improvement Project.

Acceptance of the City's audit report for fiscal year ending June 30, 2011.

Director Howard provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to accept the City's audit for fiscal year ending June 30, 2011.

Discussion regarding the refinancing of an existing DEQ loan and borrowing of up to \$600,000 to fund the Wastewater Treatment Plant Stabilization Project.

Director Howard provided the staff report.

Councilor Pieper moved, a second followed, and Council voted unanimously to set up a special meeting to adopt an authorizing resolution [regarding the refinancing of a current DEQ loan and the borrowing of additional funds for the Wastewater Treatment Plant Stabilization Project] on January 30th at 5:00pm.

Consent Calendar

1. Approve Council minutes for December 19, 2011.
2. Approve Council minutes for January 9, 2012.

3. Receive monthly financial report for December, 2011.

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

Remarks from Mayor and Councilors

Councilor Pieper commented that he had not been able to attend any of the Household Hazardous Waste Steering Committee meetings to which he had been appointed and wondered if any of the other Council members wanted to take it over.

Adjournment

Councilor Pieper moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:32pm.

A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

City of Brookings

SPECIAL MEETING Minutes

CITY COUNCIL

Monday, January 30, 2012; City Hall Chambers, 898 Elk Drive, Brookings, OR 97415

Call to Order

Mayor Anderson called the meeting to order at 5:00pm.

Roll Call

Council Present: Mayor Larry Anderson, Councilors Ron Hedenskog, Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: City Manager Gary Milliman, Administrative Services Director Janell Howard, and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel; 1 public.

Staff Reports

Adoption of Resolution 12-R-974 providing authority to refinance outstanding DEQ loan and borrow additional funds for wastewater improvements.

Director Howard provided the staff report, stating that Council had discussed this topic at its January 23rd meeting.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 12-R-974 refinancing the current DEQ loan and borrowing additional funds up to \$600,000.

Adjournment

Councilor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 5:03pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
October 27, 2011

CALL TO ORDER

Chair Parrish called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Chair Tony Parrish, Commissioners Tony Baron, Don Vilelle

Absent: Commissioner Mitchell Bolt

Also present: City Manager Gary Milliman, Public Works Director Loree Pryce

APPROVAL OF MINUTES

- A. **Motion made by Commissioner Vilelle to approve the minutes of September 22, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

PUBLIC APPEARANCES

Bob Wordall, secretary of the Maclyn Cove Homeowners Association distributed pictures of Mill Beach Road and the parking area. The City has recently acquired the Mill Beach Road property thereby allowing the public vehicle access to Mill Beach which increases the amount of traffic and people who use the Mill Beach area. The homeowners are interested to find out if the City is going to pave the road and parking area and start sweeping the road which pine needles accumulate on and cause slipperiness, if a toilet facility is going to be installed, if they are going to take over the street light that the Condo association now pays for, and since the City has cut back and cleared bushes and willow trees for surveying thus exposing the condominiums stairs to the public if they were going to install some type of plantings or fencing to screen them off. As the plans for Mill Beach are still in the development process, City Manager Milliman requested that the Homeowners Association contact Public Works Director Loree Pryce to get further clarification of the future plans for the Mill Beach area.

REGULAR AGENDA

- A. **Smoking Ban in Parks** – Matter continued from September agenda, Police Lt. Donny Dotson advised a smoking ban would be enforced similar to other City ordinances, an officer would not be dedicated to look for violations, but if a complaint is received and/or they observe a violation a citation would be issued. Believed signage has been successful with banning alcohol use in the park and it would work for smoking. Heather Eller, Curry County Public Health Tobacco Prevention and Education Program Coordinator provided informational material and statistics on tobacco use. Chair Parrish stated the cigarette butt litter is an unsightly problem. Commissioner Baron believes the cigarette butt problem will only move across the street from the park and that having a smoking ban will not stop people from smoking and only make people smoke somewhere else leaving the cigarette butt litter somewhere else. Commissioner Vilelle mentioned use of cigarette butt boxes similar to ones in Alaska. Commissioner Baron agrees cigarette smoking is bad but would like to think more about the ordinance and its implications before making a decision on the issue. Chair Parrish requested the Commission be able to review a draft ordinance of a smoking ban. Matter tabled for further review.
- B. **Capital Improvements Plan Priority List** – PW Director Loree Pryce presented the top 15 park projects as ranked in the 2011 Parks Master Plan and which projects were eligible for SDC funds. City Manager Milliman explained the process to recommend/rank which projects to fund to the City Council with SDC funding or through the General Fund. Commissioners questioned the priority and need for two Chetco Point picnic tables and their exact location and believe it was carried over from the previous Parks Master Plan. **Motion made by Chair**

Parrish to remove the Checto Point picnic areas (2) from the priority list; motion seconded by Commission Baron and Commission voted; the motion carried unanimously. Chair Parrish also questioned the two Stout Park benches and picnic areas as being a priority and stated they were not considered a priority by the Stout Park subcommittee but that getting an electricity transformer was and that is not listed on the priority list. PW Director Pryce explained if these items were no longer priorities they could re-evaluate the list and submit a new list to the City Council. Commissioners proceeded with list review discussing the Mill Beach picnic area plan. Commissioner Baron believed the picnic area could be a start to the Mill Beach project. **Motion made by Commissioner Baron to approve SDC funding for the Mill Beach Picnic area for \$2879, motion seconded by Chair Parrish and Commission voted, Commissioner Vilelle opposed, the motion failed.** Commissioner Vilelle does not believe the project should be approved until the other issues and plans for Mill Beach as previously discussed are developed. **Motion made by Commissioner Vilelle to not proceed with the Stout Park benches, Stout Park picnic areas and the Mill Beach picnic area on the Parks Top 15 Priority list; no second, the motion failed.** Chair Parrish believes another group may take on the Stout Park picnic tables and some of the benches have already been replaced, but he does not want to have them removed from the list. Commissioners questioned location of the Azalea Native Trail and if that project was already done during "Make a Difference Day." For project clarification PW Director Pryce suggested a workshop be scheduled for park site visits to obtain more information and details on the parks projects list. Scheduled workshop for November 7th at 9 am meeting at KidTown parking lot. Matter tabled for further review.

- C. *Rescheduling of November 2011 meeting* – due to the Thanksgiving holiday the November meeting will be rescheduled to November 17th. **Motion made by Commissioner Baron to reschedule the November meeting to November 17th; motion seconded and Commission voted; the motion carried unanimously.** With the reorganization of the Parks & Recreation Commission, meetings will be held every other month so there will be no December meeting and the next scheduled meeting will be January 26th, and election of officers will be in March. **Motion made by Chair Parrish to cancel the December meeting; motion seconded and Commission voted; the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Lower Stout Park – Commissioner Parrish advised they have done more planting and are still looking for wood chips. They are redoing the commemorative bricks set in sand as the parking lot drains out in that area and the bricks and sand washed out. They will redo and set the bricks in concrete this time. They will soon be cutting down the wetland area for the winter.
- B. Bud Cross Park – Commissioner Baron advised that major improvements have been made at Bud Cross with the help of volunteers and Public Works including installing a 2" meter backflow device, 320lf of water line, infrastructure for current and future park expansion, both fields properly graded for drainage and seeded with timer irrigation installed, replacing old storm waterline and catch basins, a volunteer painting contractor is painting the snack shack, batting cage, score boxes, and equipment shed so all buildings are the same color, and the rock, junk pile and equipment shed have been removed. Vandals recently destroyed the flagpole; they plan to replace it eventually with a removable flagpole that can be stored in the off-season. Brookings-Harbor Little League will be hosting the 2012 District 8 All Star Little League Tournament and the Major Girls State Tournament bringing in many visitors to the area. Believes picnic tables are items still needed for Bud Cross Park and the priority list needs to be reconsidered to finish Bud Cross Park.

STAFF UPDATES

- A. Parks & Recreation Commission Organization Update – City Manager Milliman reviewed City Council Ordinance #11-O-685, whereby the Park and Recreation Commission is reduced to five members, will meet bi-monthly starting in January, 2012, and new commissioners terms will be for two years.

COMMISSIONER REPORTS/COMMENTS

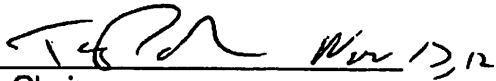
Commissioner Baron – would like to thank Gary, Loree and all of Public Works for their assistance with Bud Cross Park.

Chair Parrish – advised Stout Park Railroad will be running this Saturday for Halloween and then at Christmas the train will be set up next door to Shop Smart in Harbor.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:31pm. Next meeting scheduled for November 17, 2011.

Respectfully submitted,



Tony Parrish, Chair

(approved at November 17, 2011 meeting)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
November 17, 2011

CALL TO ORDER

Chair Parrish called the meeting to order at 7:04 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Chair Tony Parrish, Commissioners Tony Baron, Don Vilelle, Mitchell Bolt

Also present: Public Works Director Loree Pryce, Councilor Jake Pieper

APPROVAL OF MINUTES

- A. **Motion made by Commissioner Baron to approve the minutes of October 27, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. *Capital Improvements Plan Priority List* – PW Director Loree Pryce presented the Parks Priority List as determined at the Parks and Recreation Commission Workshop of November 7th. Commissioner Baron recommended combining the Bud Cross ADA paths, generator relocation and picnic area into one project, Chair Parrish suggested doing one project at a time in case there is not enough money to complete all the projects. Going through the Parks priority list, Commissioner Baron advised that the Bud Cross ADA entrance is not an SDC funded project and hinges on volunteers to cover the labor portion. Chair Parrish suggested installation of only one picnic table area at Stout Park rather than two and to use the remaining funds for the Stout Park transformer as there is only a need for one picnic area. **Motion made by Chair Parrish to change the Stout Park picnic area to one picnic area; motion seconded and Commission voted; the motion carried unanimously. Motion made by Commissioner Vilelle to approve two benches at Stout Park; motion seconded and Commission voted; the motion carried unanimously. Motion made by Commissioner Baron to approve Bud Cross ADA Paths for SDC funding; motion seconded and Commission voted; the motion carried unanimously. Mill Beach picnic area design plans under development and will be brought back to the Commission at a later date. Motion made by Commissioner Baron to reduce its priority and remove the Mill Beach Picnic Area from the priority list; motion seconded and Commission voted; the motion carried unanimously. Questioned location of the Azalea Native Trail which is the trail below the ball fields, some gravel was put down at Make a Difference Day. Motion made by Commissioner Baron to reduce its priority and remove the Azalea Native Trail from the priority list until able to determine what is needed and if volunteers might be able to do the project; motion seconded and Commission voted; the motion carried unanimously. Motion made by Commissioner Baron to approve Bud Cross Picnic Area; motion seconded and Commission voted; the motion carried unanimously. Discussed if a bench should be installed at the Azalea Park horseshoe area, the type of bench and the actual cost as it is not the same benches at Stout Park. Motion made by Commissioner Baron to remove the Azalea Park bench at the horseshoe pit area from the priority list until those questions are resolved; Commissioner Vilelle wondered if anyone had been approached requesting a bench at the horseshoe area, no one had directly; motion seconded and Commission voted; the motion carried unanimously. Azalea Park - Permit to grade and fill, project still in planning stages. Subcommittee to meet and report back at January Parks & Recreation**

Commission meeting. **Motion made by Commissioner Baron to reduce its priority and remove the Azalea Park - permit to grade and fill from the priority list; motion seconded and Commission voted; the motion carried unanimously.** Stout Park Transformer - Chair Parrish advised a very important part of the project is to have electricity for Stout Park. **Motion made by Chair Parrish to approve Stout Park Transformer; motion seconded and Commission voted; the motion carried unanimously.** Stout Park Drainage Improvements - install needed catch basin or drain. **Motion made by Chair Parrish to remove the Stout Park Drainage Improvements from the priority list and address at a later date; motion seconded and Commission voted; the motion carried unanimously.** Tennis court fencing - Chair Parrish suggested contacting US Tennis Association for possible grant assistance. Amount currently budgeted is to repair fence that is leaning over. **Motion made by Commissioner Baron to leave tennis court fencing on the priority list; motion seconded and Commission voted; the motion carried unanimously.** Bud Cross generator relocation - **Motion made by Chair Parrish to move generator relocation to the top of the priority list; motion seconded and Commission voted; the motion carried unanimously.** Tennis Court lighting - as some budgeted funds have already been used can only do half the lighting this year, replacing lights, poles, possibly installing motion lights, timer lights, or coin operated lights. **Motion made by Commissioner Baron to add tennis court lighting at Bud Cross Park to the priority list and approve installing two lights this year and remaining lights next year; motion seconded by Chair Parrish.** Commissioner Vilelle questioned doing only half of the project a year and if the project needed to be done at all as no tennis court users have come to a meeting requesting new lights. **Commission voted, Commissioner Vilelle and Bolt opposed, the motion failed.** Public Works Director Pryce clarified that funds for the tennis court lighting had been approved by Council and would be from the general fund not SDC funds. **Motion made by Chair Parrish to leave the Tennis Court Lighting on the priority list; motion seconded and Commission voted; the motion carried unanimously.** Project list now has ten projects

- B. **Smoking Ban in Parks** – Public Works Director Pryce provided sample ordinance wording for a smoking ban ordinance. **Motion made by Chair Parrish to recommend smoking ban in parks using ordinance language: Persons are prohibited from smoking in City Parks at all times in the following areas: KidTown and play areas, athletic fields, bleachers, grandstands, benches and spectator areas located adjacent to playgrounds, restrooms and concession areas; motion seconded and Commission voted; the motion carried unanimously. Matter forwarded to City Council.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Lower Stout Park – Commissioner Parrish advised they have cut the tall grasses for the year, and expect the plants to come back healthy next spring.
- B. Bud Cross Park – Commissioner Baron advised that the recent workshop tour of the park gave everyone an overview of what was happening and advised that the new grass is growing at the Bud Cross fields.

STAFF UPDATES

None

COMMISSIONER REPORTS/COMMENTS

Commissioner Mitchell – questioned Chair Parrish's letter to the Mayor to disband the Park and Recreation Commission and his reasoning behind it. Chair Parrish advised he was discouraged as the Commission has dwindled down to four Commissioners from seven and at times it is hard to have a quorum present to hold meetings. Frustrated that little items are given to be worked on by the Commission but bigger items are taken directly to the City Council. Commissioner Baron

clarified that he does feel the Commission is appreciated by the City Council and not being overlooked.

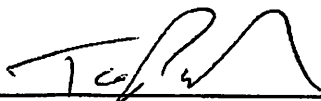
Chair Parrish - advised that Stout Mountain Railway is setting up for the holidays.

Commissioner Vilelle - advised he needs wood chips at Bankus Park, PW Director Pryce advised she will take care of.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:31pm. Next meeting scheduled for January 26, 2012.

Respectfully submitted,

 1-26-12

Tony Parrish, Chair
(approved at January 26, 2012 meeting)

MINUTES of the BROOKINGS PLANNING COMMISSION

November 29, 2011

The regular meeting of the Brookings Planning Commission was called to order by Vice-Chair Markham at 7:00 in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present: Jerry Wulkowicz, Hedda Markham, Curtis Williams, Bryan Tillung, Ken Bryan

Commissioners Absent: Cheryl McMahan, Kelly McClain

Staff Present: Planning Director, Dianne Morris, Sr. Planner Donna Colby-Hanks, Secretary Alex Carr-Frederick, City Manager Gary Milliman

Other: six members of the public

WRITTEN REQUESTS AND COMMUNICATIONS:

Sr. Planner Colby-Hanks presented the staff report for File No. SUB-2-09, a request for an extension of time for preliminary approval to subdivide a 3.11 acre parcel located on the east side of Fourth Street; was made by the applicant, Kurt Kessler. The development was unable to be completed due to tough economic times. With minimal discussion, Commissioner Bryan moved and Commissioner Tillung seconded an approval of the extension. Motion carried 5-0.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

At 7:11 p.m., Vice Chair Markham opened the quasi-judicial hearing regarding File Nos. VAC-1-11, a request for the Vacation and realignment of a portion of Cove Rd. adjacent to tax lots 1000 and 802, Map 41-13-06DD. Also a Minor change, File No. MC-1-11 to CUP-1-11, to the approved Conditional Use Permit, CUP-1-11, for the siting of a retail business on tax lot 802; map 41-13-06DD. This Minor Change is needed to accommodate the Vacation/ realignment of Cove Rd.

Planning Director Dianne Morris presented the staff report. Gary Milliman, Brookings City Manager, was available for questions regarding the application and waived additional time for written argument. Commissioner Wulkowicz moved to recommend approval of File No. MC-1-11 to CUP-1-11, Commissioner Bryan seconded. Motion carried 5-0. Chair Markham made a motion to approve the prepared Final Order, Commissioner Wulkowicz seconded and the motion carried 5-0. Next, the commission moved to discussing File No. VAC-1-11. Commissioner Bryan then made a motion to send a positive recommendation to the City Council regarding the vacation, Commissioner Williams seconded and motion carried 5-0.

APPROVAL of MINUTES

With a vote of 4-0, (Commissioner Bryan abstained) the Planning Commission approved the minutes from the 11-1-11 meeting (Motion: Vice Chair Markham, 2nd: Commissioner Williams).

COMMENTS from the PLANNING STAFF

Sr. Planner Colby-Hanks informed the Commission that they would likely be looking at two Land Development Code changes and a vacation for the January meeting. She also explained that staff would have a summary of the Citizen Involvement Surveys received from citizens for the last year.

COMMENTS FROM THE PLANNING CHAIR

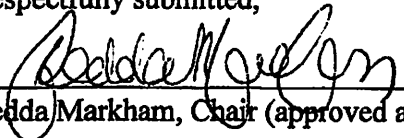
Vice-Chair Markham read Chair McMahan's annual report into the record. Commissioner

Vice-Chair Markham read Chair McMahan's annual report into the record. Commissioner Wulkowicz cited the omission of the Commissions two grant support letters in 2011 and requested that they be added in. Approval of the report was delayed until those changes are made.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting adjourned at 7:46 pm.

Respectfully submitted,



Hedda Markham, Chair (approved at February 7, 2012 meeting)

MINUTES
BROOKINGS PLANNING COMMISSION
January 3, 2012

The regular meeting of the Brookings Planning Commission was called to order by Chair McMahan at 7:00 in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present: Cheryl McMahan, Hedda Markham, Jerry Wulkowicz, Curtis Williams, Kelly McClain, Bryan Tillung, Ken Bryan

Staff Present: Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick *Others Present:* none

PLANNING COMMISSION CHAIRPERSON ANNOUNCEMENTS

Chair McMahan read her 2011 annual report into the record. There were no objections or additions from the rest of the Commission.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

At 7:04 p.m., Chair McMahan opened the legislative hearing on File No. LDC-4-11 revisions to Chapter 17.136.080, Conditional Use Permit, Time limitation, City initiated

Sr. Planner Colby-Hanks presented the staff report. With minimal discussion, Commissioner Markham made a motion and Commissioner McClain seconded that the Planning Commission recommend approval to the City Council of File No. LDC-4-11. Motion passed 7-0.

Chair McMahan continued the legislative hearing with File No. LDC-5-11 revisions to Chapter 17.172.060(E) Partition, Chapter 17.172.070(G) Subdivisions, Expiration of Preliminary Plat, and Chapter 17.172.080, Subdivisions, Final subdivision plat approval, City initiated. Planning Director Morris presented the staff report. Commissioner Wulkowicz moved and Commissioner Markham seconded a favorable recommendation of changes to Chapters 17.172.060(E) Partition, & 17.172.070(G) Subdivisions, Expiration of Preliminary Plat. Motion carried 7-0.

Commissioner Wulkowicz then moved to deny a recommendation of the proposed changes to Chapter 17.172.080, Subdivisions, Final subdivision plat approval. Commissioner McClain seconded and the motion carried unanimously.

The legislative hearing continued with File No. LDC-6-11, revisions to Chapter 17.116.070(B), Planned Community, Planning Commission action, Approval periods; and Chapter 17.116.060, Subdivision Regulations, City initiated. Commissioner Markham moved and Commissioner Williams seconded a positive recommendation to City Council regarding Chapter 17.116.070(B), Planned Community, Planning Commission action, Approval periods. Motion carried 7-0.

Commissioner Wulkowicz then moved to deny a recommendation to the Council regarding the proposed changes in Chapter 17.116.060, Subdivision Regulations. Commissioner McClain seconded, motion carried 7-0.

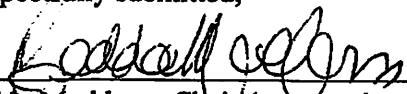
COMMENTS from the PLANNING STAFF & COMMISSION

Sr. Planner Colby-Hanks presented the annual Citizen Involvement Survey results. Out of 43 surveys mailed out, 7 were returned. The majority of the comments received were supportive and complimentary of the Planning procedures. Chair McMahan then called for a vote for the 2012 Chair and Vice Chair. By unanimous votes, Commissioner Markham was elected as Chair (motion: Chair McMahan, 2nd: Commissioner Markham) and Bryan Tillung (motion: Commissioner Wulkowicz, 2nd: Commissioner McClain) was elected Vice-Chair.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting closed at 7:58 pm.

Respectfully submitted,



Hedda Markham, Chair (approved at the 2-7-11 meeting)

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/12	01/25/2012	67122	4646	Frontier	10002005	740.59- V
01/12	01/19/2012	67295	588	Cardinal Services Inc	10002005	1,643.37- V
01/12	01/04/2012	67424	1573	Northwest Business Systems	10002005	12,007.78- V
01/12	01/04/2012	67491	1	Deposit Refund	10002005	100.27- V
01/12	01/05/2012	67512	4854	ACE Engineering LLC	10002005	2,800.00
01/12	01/05/2012	67513	3236	AT&T Mobile	10002005	118.43
01/12	01/05/2012	67514	304	Beckwith & Kuffel	10002005	239.57
01/12	01/05/2012	67515	148	B-H Chamber of Commerce	10002005	2,924.59
01/12	01/05/2012	67516	416	Brookings Lock & Safe Co	10002005	75.00
01/12	01/05/2012	67517	313	Brookings Vol Firefighters	10002005	2,250.00
01/12	01/05/2012	67518	4193	C & K Markets	10002005	69.56
01/12	01/05/2012	67519	1840	Chetco Federal Credit Union	10002005	3,053.00
01/12	01/05/2012	67520	3254	Coos County Solid Waste Dept	10002005	56.00
01/12	01/05/2012	67521	566	Curry County Assessor	10002005	8,313.00
01/12	01/05/2012	67522	173	Curry Equipment Company	10002005	182.20
01/12	01/05/2012	67523	195	Curry Transfer & Recycling	10002005	1,314.15
01/12	01/05/2012	67524	1	Angela Gardner	10002005	100.27
01/12	01/05/2012	67525	1	Jacob Lamoreau	10002005	45.27
01/12	01/05/2012	67526	2340	Diamond Communications, Inc	10002005	1,298.79
01/12	01/05/2012	67527	4876	D'sineZ	10002005	137.50
01/12	01/05/2012	67528	2640	Dyer Partnership Inc., The	10002005	3,928.29
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01/12	01/12/2012	67560	151	Curry Coastal Pilot	10002005	598.38

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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01/12	01/12/2012	67584	185	Del Cur Supply	10002005	131.82
01/12	01/12/2012	67585	4894	Anella Ehlers	10002005	71.39
01/12	01/12/2012	67586	3342	Fastenal	10002005	119.84
01/12	01/12/2012	67587	2954	Gardner Denver Inc	10002005	354.88
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01/12	01/12/2012	67578	3264	Pacific Electrical Contr Inc	10002005	758.00
01/12	01/12/2012	67579	252	Paramount Pest Control	10002005	45.00
01/12	01/12/2012	67580	4708	Tony Parrish	10002005	69.93
01/12	01/12/2012	67581	3751	Proficient Automotive	10002005	233.20
01/12	01/12/2012	67582	3824	Propet Distributors	10002005	488.35
01/12	01/12/2012	67583	1893	Public Safety Center	10002005	157.73
01/12	01/12/2012	67584	4363	Robert N. Black, Attorney	10002005	1,729.00
01/12	01/12/2012	67585	142	Tidewater Contractors Inc	10002005	595.14
01/12	01/12/2012	67586	797	Town & Country Animal Clinic	10002005	173.30
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01/12	01/19/2012	67589	882	Advanced Security Systems	10002005	70.50
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01/12	01/19/2012	67593	4827	Boldt, Carlisle & Smith LLC	10002005	6,360.00
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01/12	01/19/2012	67604	1	Susan Roughen	10002005	5.60
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01/12	01/19/2012	67614	3781	LeJeune, Tracy	10002005	210.00
01/12	01/19/2012	67615	433	NCL of Wisconsin	10002005	56.92
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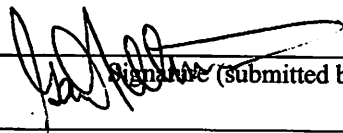
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01/12	01/19/2012	67624	3	Mary Schreiber	10002005	17.92
01/12	01/19/2012	67625	3	Forest & Catherine Sexton	10002005	33.93
01/12	01/25/2012	67626	3	Refund Overpayment	10002005	.00 V
01/12	01/19/2012	67627	4895	Shilo Inn Suites Hotel Tillamook	10002005	385.00
01/12	01/19/2012	67628	582	South Coast Office Supply	10002005	34.00
01/12	01/19/2012	67629	4896	Spraying Sytems Co	10002005	1,377.14
01/12	01/19/2012	67630	142	Tidewater Contractors Inc	10002005	643.20
01/12	01/19/2012	67631	3752	Trace Analytics Inc	10002005	6.00
01/12	01/19/2012	67632	136	United Pipe & Supply Co Inc	10002005	3,000.00
01/12	01/19/2012	67633	861	Village Express Mail Center	10002005	20.16
01/12	01/20/2012	67634	2216	John D Rapraeger Inc	10002005	9,043.95
01/12	01/26/2012	67635	4808	BMI	10002005	225.00
01/12	01/26/2012	67636	418	Brookings Lock & Safe Co	10002005	187.00
01/12	01/26/2012	67637	588	Cardinal Services Inc	10002005	1,528.73
01/12	01/26/2012	67638	1745	Coastal Paper & Supply, Inc	10002005	296.10
01/12	01/26/2012	67639	1740	Code Publishing Company Inc	10002005	343.20
01/12	01/26/2012	67640	3844	Donna Colby-Hanks	10002005	180.25
01/12	01/26/2012	67641	182	Coos-Curry Electric	10002005	23,838.10
01/12	01/26/2012	67642	1357	Curry County Clerk	10002005	51.75
01/12	01/26/2012	67643	4714	Department of Consumer & BS SRVS	10002005	89.60
01/12	01/26/2012	67644	1	Kate Wilkinson	10002005	62.91
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01/12	01/26/2012	67652	2775	Curtiss Lunsford	10002005	144.91
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01/12	01/26/2012	67654	424	Munnell & Sherrill	10002005	66.87
01/12	01/26/2012	67655	1573	Northwest Business Systems	10002005	236.05
01/12	01/26/2012	67656	4753	Northwest Event Management	10002005	420.00
01/12	01/26/2012	67657	687	Owen Equipment Company	10002005	26.89
01/12	01/26/2012	67658	187	Quality Fast Lube & Oil	10002005	62.00
01/12	01/26/2012	67659	207	Quill Corporation	10002005	1,244.05
01/12	01/26/2012	67660	380	Stadelman Electric Inc	10002005	505.92
01/12	01/26/2012	67661	2125	State of OR Water Resource Dp	10002005	75.00
01/12	01/26/2012	67662	1197	Teledyne Isco Inc	10002005	100.18
01/12	01/26/2012	67663	142	Tidewater Contractors Inc	10002005	59,655.50
01/12	01/26/2012	67664	4203	Ultramax	10002005	1,068.40
01/12	01/26/2012	67665	108	VWR International Inc	10002005	201.18
01/12	01/26/2012	67666	4897	West, Linn	10002005	1,800.00
01/12	01/26/2012	67667	4338	Mike Wilson	10002005	150.00
Grand Totals:						195,989.05

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: February 13, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: North Bank Chetco River Road Sewer Project Proposal

Recommended Action:

Conceptual discussion of proposal from North Bank Land Owners Group concerning sewer service extension to North Bank Chetco River Road.

Background/Discussion:

The City has received a proposal from the North Bank Land Owners Group (Mike Mahar, Ron Tribble, Chetco RV Resort, Riverside RV and Tidewater Contractors) regarding the extension of sewer service along North Bank Chetco River Road. The City staff has held several meetings with the members of this group.

The basics of the proposal can be summarized as follows:

1. The NBLOG would install all conventional sewer main improvements, including sewer mains and lift stations, to serve the potential build-out of their properties, with additional capacity to serve the sewage-shed as identified in the October 2010 report from the Dyer Partnership (a potential build-out of 525 residential units within the Urban Growth Boundary). The preliminary cost estimate for this project is \$1.2 million.
2. The property owners would provide all necessary easements.
3. Once the improvements are completed to the satisfaction of the City, the sewer main and lift stations would be dedicated to the City and become a part of the City-maintained sewer collection system.
4. The NBLOG would recover approximately \$1.0 million of their cost of installing the improvements in the form of SDC credits. \$1.0 million equals the SDC value of approximately 106 units. This is similar to the infrastructure financing agreement with Lone Ranch LLC.
5. The NBLOG is seeking City participation in the project through the Urban Renewal Agency in the amount of \$200,000. This is the estimated cost of extending the sewer main from the existing lift station at the intersection of Highway 101 and North Bank Chetco River Road to the Urban Renewal Area boundary. Approximately three-quarters of the Tidewater property is located within the URA. Agency participation would facilitate the overall project, including the development of the Tidewater property which has a development potential of up to 150 residential units. If 100 of these units within the URA sold for \$300,000 each, the URA would receive tax increment revenue in excess of \$200,000 annually.
6. All of the properties would annex into the City.

The details of the above would be worked out in a development agreement, which would also include time lines for the completion of the sewer improvements, would clearly identify who would be responsible for which elements of the project, provide for annexation, and time lines for the completion of the private improvements.

There is also some potential that federal or state grant funding may be available for that portion of this project that would result in the abandonment of on-site disposal systems at the two RV parks. The City is not eligible to apply for grant funding until the property is located within the City.

Attachment(s):

- a. Memorandum of Understanding among members of the North Bank Land Owners Group.
- b. Chart describing preliminary allocation of project cost.

**Memorandum of Understanding
North Bank Chetco River Road Sewer Connection
1-30-2012**

PARTIES:

The North Bank Land Owners Group (NBLOG) is made up of Mahar /Tribble LLC, Chetco RV Resort, Riverside RV, and Tidewater Contractors.

OBJECTIVE:

The North Bank Landowners Group intends to get public sewer to their properties in a timely manner at an affordable cost.

PROJECT:

The project includes construction of gravity sewer mains, force mains, sewer lift stations and related facilities sufficient to serve the properties owned by members of the NBLOG and connecting to the City of Brookings (City) sewer lift station located near the intersection of the North Bank Chetco River Road and U.S. Highway 101, including any upgrades necessary to said lift station. Included in this project would also be two pumping stations to deal with the elevation of the Constitution Way pump station. Gravity feed would be used where possible. The preliminary cost estimate for the project is approximately \$1.2 million.

CITY PARTICIPATION:

The NBLOG proposes to construct the project, with City participation, as follows:

The City would provide approximately \$200,000 of the funding through its Urban Renewal Agency. The City would allow Systems Development Charges (SDCs) paid by the Parties to be applied in full to the construction of the project. Landowners normally pay SDCs to the City at the time of construction and connection of a housing unit. The current SDC rate per Equivalent Dwelling Unit (EDU) is approximately \$9400. The City would apply prepaid SDCs to the project. The City further agrees to explore any and all low-interest loan programs and grants that could be applied directly to construction costs. The NBLOG intends to proceed with a private project that at completion would be turned over to the City. The City's engineering firm, The Dyer Partnership, would be involved in the design phase and would inspect the construction to assure it meets City requirements.

APPORTIONMENT:

The NBLOG would decide how to apportion the costs of the construction among the Parties. NBLOG will seek bids for the project. Tidewater Contractors, as one of the land owners, does have a vested interest in this project, but will be one of the companies bidding on the project. Tidewater will be given the option to modify its bid in response to other bids. It is understood preliminary cost estimates might require modification. The NBLOG will decide on a fixed percentage of the total cost that each owner will be responsible to pay. The RV parks will be allowed to add additional spaces up to their allowable limits as specified by the zoning. The RV parks will not be assessed any

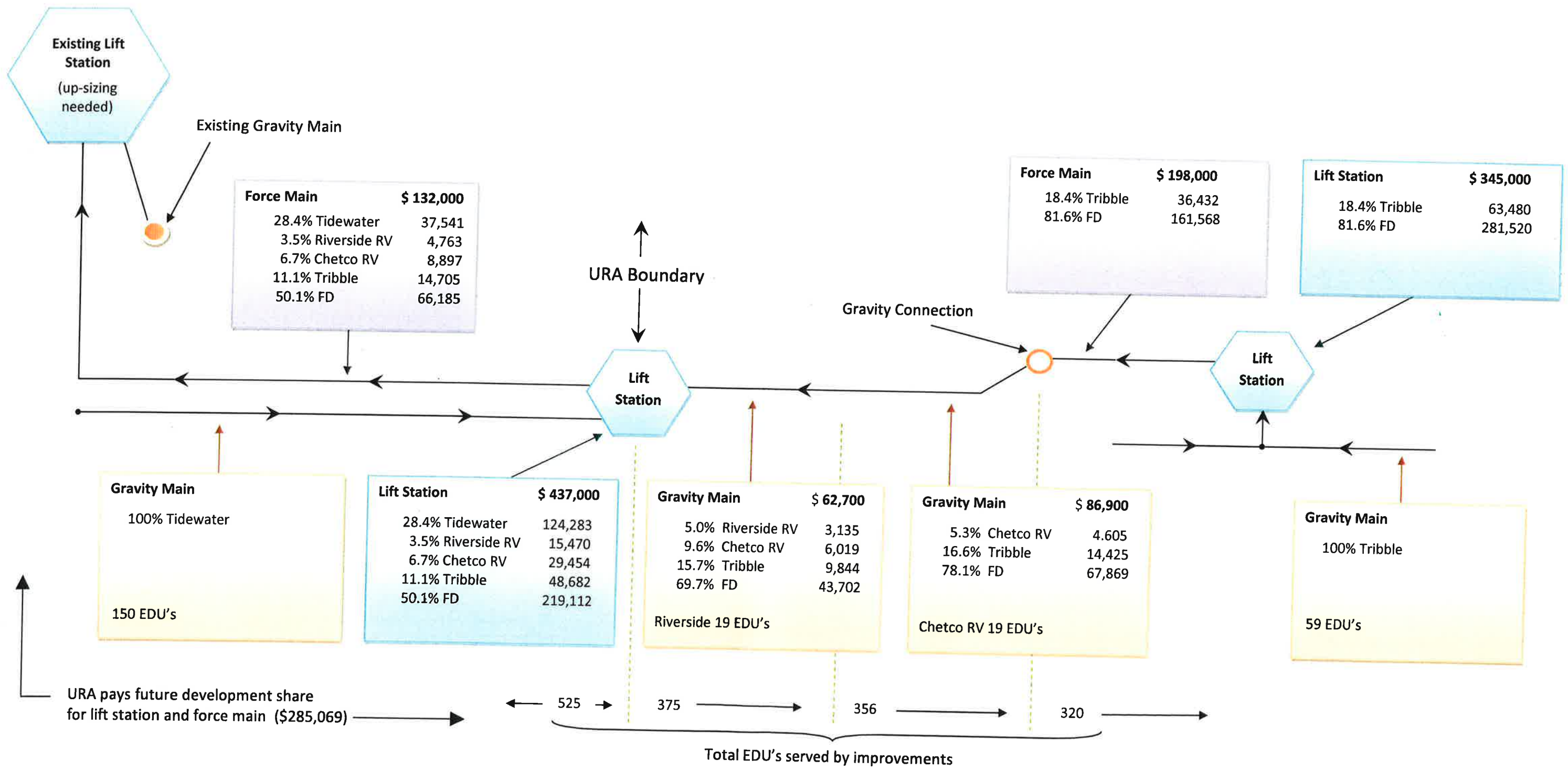
additional costs in the form of SDCs, as this is considered to have been covered in the apportionment of costs. Mahar/Tribble LLC. and Tidewater Contractors agree that the cost apportionment each agrees to will be divided by the current SDC value. This number will be assigned as the number of prepaid EDUs for each. Example: $\$300,000/\$9400 =$ approximately 32 EDUs. If either owner exceeds the number of EDUs they have paid for in advance they agree to pay for any additional units over that amount at the current rate at the time a building permit is issued. The option of an Escrow Account to collect and distribute funds for the NBLOG should be considered.

EASEMENTS AND ANNEXATION

The route that the sewer line takes will require that all owners provide easements to the City to form a route that is found to be the least cost and is deemed reasonable based on existing structures. The NBLOG understands that the owner of the Constitution Way Property on which the connection point pump station is located has requested that State of Oregon vacate an easement along HWY 101. This easement would be utilized as part of the route for the North Bank Sewer Line. This easement must be kept intact. The City will work with the State of Oregon to serve this easement for the project. It is understood that any fees from additional future connections to the line will be retained by the City in consideration of applying the SDCs to the original cost of construction of the line.

The annexation of all of the lots to the City of Brookings is considered an integral part of this project. The City and NBLOG will work together to accomplish a timely annexation process. In addition a zone change for the property owned by Mahar/ Tribble must be completed. The zone change is from the current zoning of Commercial and Industrial to Residential. All owners understand that whatever agreements are reached with the City will be recorded on the properties and will apply in a transfer of ownership.

The NBLOG would like the City of Brookings to consider our proposal and take the necessary steps to jointly develop a comprehensive plan. This Plan would allow costs to be better determined and allow bidding for the project to take place. NBLOG supports the concept of this memorandum. Our concerns are with final costs, grant availability, and financing options. We look forward to further discussion with the City to work out these items as the planning proceeds.



	EDU's	Cost Shares (for base system)	SDC's	
Tidewater	150	\$ 162,824	\$ 1,407,150	
Riverside RV	19	23,278	178,239	
Chetco RV	36	48,975	337,716	1,069,434
Tribble	59	187,568	553,479	
FD	261	839,956	2,814,430	
Total	525	\$1,261,600		

Base System Funding Formula	
SDC's from Tribble, Riverside and Chetco	\$ 1,069,434
URA	192,166
Total	\$1,261,600