Vault

For: Monday, **October 24, 2011**, City Council Meeting

Advance Packet Information

Dated: October 14, 2011

Included in this packet is documentation to support the following Agenda items:

PUBLIC HEARINGS/ORDINANCES

- Public hearing on file CP-1-11, revisions to Chapter 7 of the City of Brookings Transportation System Plan, to include recently adopted street standards; City initiated. [Planning, pg. 2]
    a. Draft revisions [pg. 3]
    b. Email from Oregon Department of Transportation [pg. 16]
- Ordinance amending Chapter 7, Transportation System Plan - Street Design Standards, of the City of Brookings Transportation System Plan. [Planning, pg. 17]
    a. Ordinance 11-O-684 [pg. 18]
- Ordinance amending Brookings Municipal Code Chapter 2.50, Parks and Recreation Commission, in its entirety. [City Manager, pg. 31]
    a. Ordinance 11-O-685 [pg. 32]
    b. Revised language [pg. 35]

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, or at City Hall. 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 advance notification. Please contact 541-469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 24, 2011

Originating Dept: Planning

Donna Colby-Hanks
Signature (submitted by)

City Manager Approval

Subject: A hearing on File CP-1-11 for consideration of revisions to Chapter 7: Transportation System Plan, Street Design Standards, of Brookings Transportation System Plan (TSP).

Recommended Motion: A motion approving revisions to Chapter 7: Transportation System Plan, Street Design Standards, of the Brookings TSP.

Financial Impact: None.

Background/Discussion: The Planning Commission heard revisions to Chapter 17.170 Street Standards of the Brookings Municipal Code (BMC) at their September 2010 meeting and recommended approval to the City Council. The City Council adopted the revisions in January, 2011. The City is required to insert these standards into the TSP also, which will be accomplished with this application.

Table 7-1 now reflects the new street standards. Figures of the minimum standards have also been included. Inclusion of the new street standards resulted in various other revisions throughout this Chapter.

Oregon Department of Transportation (ODOT) required the classification for Hwy 101 from Carpenterville Road to the City's northern boundary be changed to rural design standards. This is reflected in the section on Arterial Streets/US 101. In an email and during oral testimony at the Planning Commission hearing, ODOT Staff requested that the urban design standards classification for Hwy 101 should apply from Carpenterville Road south to the intersection of Benham Lane. This classification was to the OR/CA border when proposed before the Planning Commission.

The Planning Commission reviewed the draft revisions at their October 4, 2011 meeting and recommended approval to the City Council with the incorporation of ODOT's request.

Policy Considerations: N/A

Attachment(s): A –Draft revisions to Chapter 7, TSP
B – ODOT email

CHAPTER 7: TRANSPORTATION SYSTEM PLAN

Draft 08-01-11

Text to be added ***bold and italicized.***

Text to be omitted has ~~strikethrough~~

Draft 10-06-11 (revisions from Planning Commission Meeting)

Text to be added is **bold and underlined**

Text to be omitted has ~~double-strikethrough~~

The purpose of this chapter is to provide detailed operational plans for each of the transportation systems within the community. The Brookings Transportation System Plan covers all the transportation modes that exist and are interconnected throughout the urban area. Components of the street system plan include street classification standards, access management recommendations, transportation demand management measures, modal plans, and a system plan implementation program.

Street Design Standards

Street standards relate the design of a roadway to its function. The function is determined by operational characteristics such as traffic volume, operating speed, safety, and capacity. Street standards are necessary to provide a community with roadways that are relatively safe, aesthetic, and easy to administer when new roadways are planned or constructed. They are based on experience, and policies and publications of the profession.

~~Existing Street Standards~~

~~Existing street standards for the City of Brookings are outlined in the City of Brookings Land Development Code, adopted in April 1989. This document states that unless otherwise indicated in the transportation element of the Comprehensive Plan, approved as part of a master plan, or in an adopted neighborhood circulation plan, the street right-of-way and roadway widths shall not be less than the minimums shown in Table 7-1.~~

~~TABLE 7-1~~

~~EXISTING RIGHT-OF-WAY AND ROADWAY WIDTH STANDARDS~~

~~Type of Street~~	~~Minimum Right-of-Way Width (feet)*~~	~~Minimum Roadway (Curb face-to-face) Width (feet)~~
~~Major Arterial (US 101)~~		

~~(a) With median and curbside~~	~~100~~	~~90~~
~~(b) Without median and curbside~~	~~100~~	~~70~~
~~Arterial~~	~~80~~	~~44~~
~~Residential (Collector)~~	~~50~~	~~36~~
~~Residential (Upon which a maximum of 20 dwelling units front and take access)~~	~~45~~	~~30~~
~~Cul-de-sac Radius~~	~~45~~	~~36~~
~~Commercial/Industrial~~	~~60-80~~	~~44~~
~~Alley~~	~~20~~	~~20~~

Sidewalk and Bicycle Facility Standards

Sidewalks are required, in most cases, along all roads and shall be a minimum of ~~six~~ ***five*** feet in width, not including the curb width. Bicycle facilities may be required within, or adjacent to, streets if they are appropriate to the extension of existing or planned bicycle route(s). Requirements for integrating pedestrian and bicycle facilities into the existing roadway standards are somewhat vague. ~~State law is clear on requirements for pedestrian and bicycle facilities.~~ Oregon Revised Statute (ORS) 366.514 Use of Highway Fund for Footpaths and Bicycle Trails requires the inclusion of bikeways and walkways whenever highways, roads, and streets are constructed, reconstructed or relocated, with three exceptions (where there is no need or probable use, where safety would be jeopardized, or where the cost is excessively disproportionate to the need or probable use). Oregon Administrative Rule (OAR) 660-12 The Transportation Planning Rule requires bike lanes along arterials and major collectors and requires sidewalks along arterials, collectors, and most local streets in urban areas, except that sidewalks are not required along controlled access roadways, such as freeways.

~~Recommended~~ *Minimum* Street Standards

The development of the Brookings Transportation System Plan provides the city with an opportunity to review and revise street design standards to more closely fit with the functional street classification, and the goals and objectives of the Transportation System Plan. ***Minimum*** street standards for US 101 and local streets are adopted by the City of Brookings and are shown in Table ~~7-2~~, ***7.1,*** unless alternative standards are approved ~~as part of a master plan.~~ ***in an adopted neighborhood circulation plan, or authorized by the Planning Commission. These standards shall also be used as guidance for existing streets.*** Standards for US 101 are approximations only. Highway standards are contained in the ODOT Highway Design Manual and are occasionally revised. The standards shown in the TSP are recommendations rather than adopted standards and therefore may be altered during the development of highway construction or reconstruction projects.

TABLE 7-*1*

Type of Street**	Minimum ROW (Feet)	Minimum Road Surface Width (Feet)	Pedestrian Improvements
State Highway Arterial[1]	84	70	5 – 12 feet, both sides
Residential Collector	50	36	10 foot multi-use path (in lieu of bike lanes and sidewalk)
Residential (Local)-***	42	28	5 feet, both sides
Residential (Local)*** [6] Maximum of 12 dwelling units taking access	38	24	5 feet, both sides
Residential (Local) *** Maximum of 8 dwelling units taking access and on-street parking available within 400 feet of this street.[2]	29	20	5 feet, one side
Downtown Core Area[1] (See Map 17.92.030-1)	50	36	5 – 8 feet, both sides
Residential One-Way Street[2]	34	20	5 feet, both sides
Half Street [2, 5]	½ of accepted standard	½ of accepted standard	5 feet, one side
Access Road Turn-Around	See public works document "General Engineering Requirements and Standard Specifications"		To be determined based on type of turn-around

Commercial/Industrial[1]	58	44	5 – 8 feet, both sides
Commercial One-Way Street	50	36	5 – 8 feet, both sides
Hillside Collector St.[2,3,4,9]	27	20	4 foot paved shoulder, one side
Hillside Local St.[2,3,4,9] Maximum of 12 dwelling units taking access	23	20	None.
Hillside One-Way Street[2, 3, 4, 7,9]	23	16	4-foot paved shoulder, one side
Alley	20	20	None

The following standard is the minimum standard for existing streets. This standard can only be used when the street is serving a limited area and approved by the City Council.

Existing residential streets	Minimum ROW	Minimum Road Surface Width	Pedestrian Improvements
Must be approved by the City Council in a Local Improvement District process.[8,2]	30	16	Proposal by applicants

***** If bike lanes are proposed, an additional 10 feet of right-of-way will be needed.***

****** See layout guidelines in "Neighborhood Street Design Guidelines" document. Low impact development techniques such as landscaped buffers, vegetated swales, parking pavers, etc. are encouraged.***

[1]Sidewalks must be the maximum possible when adequate right-of-way is available.

[2]No parking on either side on pavement.

[3]Requires documentation that topographical constraints warrant use of hillside streets. Site plan committee approval required.

[4]Alternative engineered designed standards may be considered and right-of-way width may vary depending on

topography.

[5]Only used when easement for second half width is secured on adjacent property. Must be approved by planning commission.

[6]Parking on one side only.

[7]Paved shoulder must be constructed to meet paved roadway standards.

[8] Parking facilities to be proposed by applicant

[9]Curbs may be required depending on City Engineer's recommendation.

In areas where a neighborhood circulation plan has been adopted, the right-of-way and roadway width can be constructed to the standards below or at the standards of an adopted neighborhood circulation plan. Once a standard has been determined for any street segment, the remaining portion of the segment will be constructed at that standard at the discretion of the Planning Commission.

The existing collector streets listed below are not physically able to meet adopted collector standards as stated in the Table above. Any future improvements to these streets must meet the following standards. These streets are in the County's jurisdiction as of the date of this revision. When the existing street pavement is equivalent to the City's construction standards, the City will accept jurisdiction.

Specific Standards for Certain Streets	Right of Way (feet)	Minimum Road Surface Width (feet)	Sidewalk Improvements
Old County Road [1, 2]	As needed	20 ft. and 4 ft. paved shoulder one side adjacent to the north-bound travel lane.	None
Parkview Dr. [1,2]	As needed	20 ft. and multi-use path on the predominantly western side	None
North Bank Chetco River Rd. [2]	As needed	Future improvements to match existing pavement.	None

1. When applicants engineer demonstrates there are constraints that make this standard impracticable, the 4 ft. paved shoulder or multi-use path may be eliminated. The City must review and agree with the analysis prior to Planning Commission review.

2. Parking prohibited on paved shoulder.

A good, well-connected grid system of relatively short blocks can minimize excessive volumes of motor vehicles by providing a series of equally attractive or restrictive travel options. This street pattern is also beneficial to pedestrians and bicyclists.

~~Sidewalks must be included on all urban streets as are an important component of the pedestrian system. When sidewalks are located directly adjacent to the curb, they can include such impediments as mailboxes, street light poles, and sign poles, which reduce the effective width of the sidewalk. Sidewalks buffered from the street by a planting strip eliminate obstructions in the walkway, provide a more pleasing design as well as a buffer from traffic, and make the sidewalk more useable for disabled persons. To maintain a safe and convenient walkway for at least two adults, a five foot sidewalk should be used in residential areas.~~

Residential Streets

The design of a residential street affects its traffic operation, safety, and livability. The residential street should be designed to enhance the livability of the neighborhood as well as to accommodate fewer than 1,200 vehicles per day. Design speeds should be 15 to 25 mph. When traffic volumes exceed approximately 1,000 to 1,200 vehicles per day, the residents on that street will begin to notice the traffic as a noise and safety problem. To maintain neighborhoods, local residential streets should be designed to encourage low speed travel and to discourage through traffic.

Minimum Standard for Local Residential Streets

Cul-de-sac or residential streets ~~serving 20 homes or less~~ are intended to serve only the adjacent land in residential neighborhoods. ~~These streets should be short (less than 400 feet long) and serve a maximum of 20 single family houses~~. Because the streets are short and the traffic volumes relatively low, the street width can be narrower than a ~~standard~~ residential ***collector*** street, allowing for the passage of two lanes of traffic when no vehicles are parked at the curb and one lane of traffic when vehicles are parked at the curb. Because cul-de-sac streets limit street and neighborhood connectivity, they should only be used where topographical or other environmental constraints prevent street connections. Where cul-de-sacs must be used, pedestrian and bicycle connections to adjacent cul-de-sacs or through streets should be included***, where possible.***

Local residential streets have property access as their main priority; through traffic movement is not encouraged. The majority of streets in Brookings are local residential streets. The recommended standard for residential streets is described below, and fits within the city's existing required minimum pavement width of ~~30~~ ***28*** feet and the required minimum right-of-way of ~~45~~ ***42*** feet. It also includes sidewalks, ~~as required by law~~, and on-street parking on both sides, however, if vehicles are parked on both sides of the road, only one moving lane will fit between the two parked cars, and on-coming traffic will have to yield. This is usually not a problem on low-volume residential streets. ~~This standard is intended for streets, which serve a maximum of 20 dwelling units.~~ This cross section is shown in Figure 7-~~2.~~ ***1. Standards for local streets that serve no more than 12 dwelling units or no more than 8 dwelling unites are also found in this Figure. A Residential One-Way street option is also available as shown in Table 7-1.***

Residential Collector~~/Residential Streets~~ ***streets*** consist of two 10-foot travel lanes and an 8-foot parking strip on both sides of the roadway. The resulting paved width is 36 feet. The standard also includes 5-foot sidewalks, adjacent to the curbs. These standards are within a right-of-way of 50 feet. ~~A Residential One Way Street option is also available as shown in Table 2 above.~~ ***This cross section is shown in Figure 7-3.***

The Hillside Street standard***s*** shall be ~~applied to~~ ***allowed in*** areas ***where documentation indicate the topographical constraints warrant their use.*** ~~with hillside slopes greater than 15 percent with two 12 foot travel lanes and a four foot paved walking shoulder on one side all within a 50 foot wider right of way.~~ ***The Hillside Collector street standard provides for two 10 foot travel lanes and a four foot paved shoulder all within a 27 foot right-of-way.*** A***n option for a*** Hillside One Way street, ***and Hillside Local street, are also available as shown in Table 7-1. The cross sections for Hillside Streets are shown in Figure 7-4.*** ~~option is also available as shown in Table 2 above~~.

~~Recommended~~ ***Minimum*** Standards for Commercial/Industrial Streets

Commercial/industrial streets serve short trips, provide access to each adjacent parcel and serve high volumes of truck traffic. The recommended standard for commercial/industrial streets meet the existing minimum pavement and right-of-way widths. The recommended standard for commercial/industrial streets consists of one 14-foot travel lane in each direction with an 8-foot parking strip on both sides of the street. The wide lanes are warranted to accommodate the high volume of large trucks using these streets. The resulting paved width is 44 feet. ~~Six~~ ***Five*** foot sidewalks are included on both sides of the street, and the roadway cross section fits within the existing street standards for commercial and industrial streets (see Figure 7-2).

~~Recommended~~ ***Minimum*** Standard for Alleys

Alleys can be a useful way to diminish street width by providing rear access and parking to residential areas. Including alleys in a subdivision design allows homes to be placed closer to the street and eliminates the need for garages to be the dominant architectural feature. This pattern, once common, has been recently revived as a way to build better neighborhoods. In addition, alleys can be useful in commercial and industrial areas, allowing rear access for delivery trucks. Alleys should be encouraged in the urban area of Brookings. The recommended standard for alleys includes two 10-foot paved travel lanes within a 20-foot right-of-way. ~~This standard is the same as the existing standard for alleys (see Figure 7-2).~~ ***The standards for alleys can be found in Table 7-1.***

~~Recommended~~ ~~***Minimum***~~ **Recommended** Standard for Arterial Streets/US 101.

Arterials connect cities and other major traffic generators; they serve both through traffic and trips of moderate length and access is usually controlled. Arterial streets form the

primary roadway network within and through a region. They provide a continuous roadway system that distributes traffic between different neighborhoods and districts. Generally, arterial streets are high capacity roadways that carry high traffic volumes with minimal localized activity. Design speeds should be between 25 and 45 mph. The only street classified as an arterial in the City of Brookings is US 101. Standards for state highways are contained in ODOT's Highway Design Manual (HDM). The city has developed recommended standards for US 101 which are similar to those in the HDM. ***The rural design standards shall apply to that section of U.S. 101 from Carpenterville Rd. to the City's northern boundary. The urban design standards shall be applied to U.S. 101 south of the intersection of Carpenterville Rd. to the*** **Benham Lane intersection.** ~~***southern Urban Growth Area boundary.***~~ As sections of US 101 are built or reconstructed, the City recommends ODOT consider these standards in the design. Pursuant to Alternative 5 of the Downtown Brookings Traffic Solutions project, starting at approximately Mill Beach Rd., US 101 will have two 12 foot travel lanes in each direction with left turn pockets at Fifth St., Pacific Ave., Mill St., Center St., Wharf St., Fern Ave., Oak St., and Alder St. The street section would also include a concrete center divider and removal of all parking on both side of the street. ~~Traffic signals would be placed at Fifth St., Center St., Oak St., and possibly at Constitution Way.~~ Sidewalks along this section of the highway will vary in width.

US Highway 101 South of the City Limits

It is important to note that there is strong support in the community for extending the center turn lane on US 101 south for approximately five miles to the Oregon-California border. David Scott presented the consultant with a petition signed by over 300 citizens in favor of this improvement. Their understanding is that ODOT currently has sufficient right-of-way for a five-lane segment, and that no land acquisition would be required.

Bike Lanes

In cases where ~~a bikeway~~ ***bikelanes*** ~~is~~ ***are*** proposed within the street right-of-way, ~~12~~ ***10*** feet of roadway pavement (between curbs) should be provided for a ~~six~~ ***5*** foot ~~bikeway~~ ***bikelanes*** on each side of the street. ~~, as shown on the cross-sections in Figure 7-3.~~ The striping should be done in conformance with the State Bicycle and Pedestrian Plan (1995). In cases where curb parking will exist with a bike lane, the bike lane will be located between the parking and travel lanes. In some situations, curb parking may have to be removed to permit a bike lane.

The ~~bikeways~~ ***bikelanes*** on new streets, or streets to be improved as part of the street system plan, should be added when the improvements are made. ~~The implementation program identifies an approximate schedule for these improvements.~~ ***Project prioritization is found in Chapter 7, TSP, "Priority of Proposed Facilities".***

On arterial and collector streets that are not scheduled to be improved as part of the street system plan, bike lanes may be added to the existing roadway at any time to encourage cycling, or when forecast traffic volumes exceed 2,500 to 3,000 vehicles per day. The striping of bike lanes on streets that lead directly to schools should be high priority.

Sidewalks

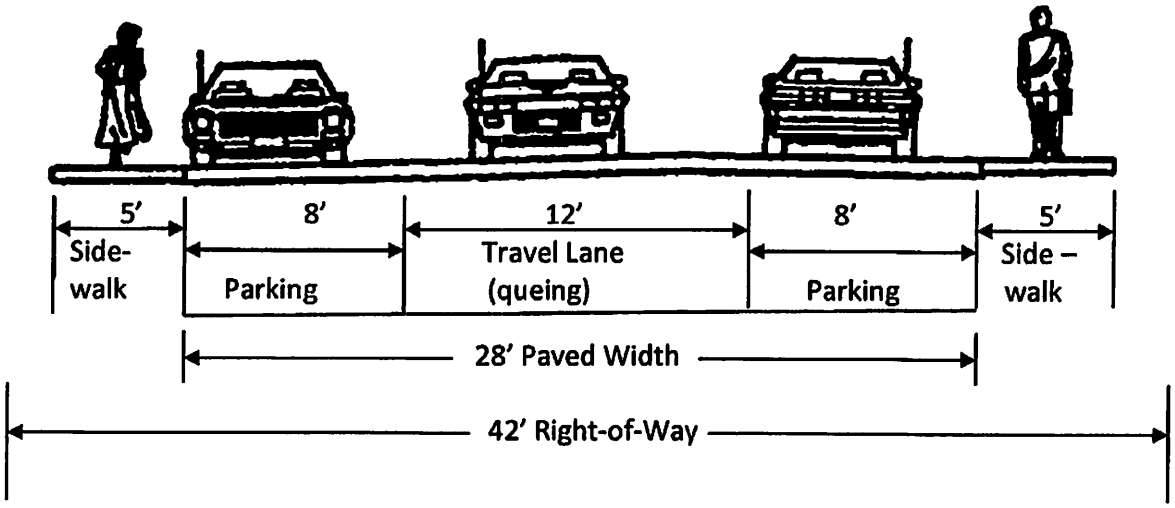
A complete pedestrian system should be implemented in the urban portion of Brookings. ~~Every urban street should have~~ Sidewalk ~~on both sides of the roadway as shown~~ ***layout is shown*** on the cross sections in Figure 7-1 through Figure 7-3. Sidewalks should have a 5 foot wide paved width. In addition, pedestrian and bicycle connections should be provided between any cul-de-sac or other dead-end streets***, if possible.***

When sidewalks are located directly adjacent to the curb, they can include such impediments as mailboxes, street light poles, and sign poles, which reduce the effective width of the sidewalk. Sidewalks buffered from the street by a planting strip eliminate obstructions in the walkway, provide a more pleasing design as well as a buffer from traffic, and make the sidewalk more useable for disabled persons. To maintain a safe and convenient walkway for at least two adults, a five-foot sidewalk should be used in residential areas.

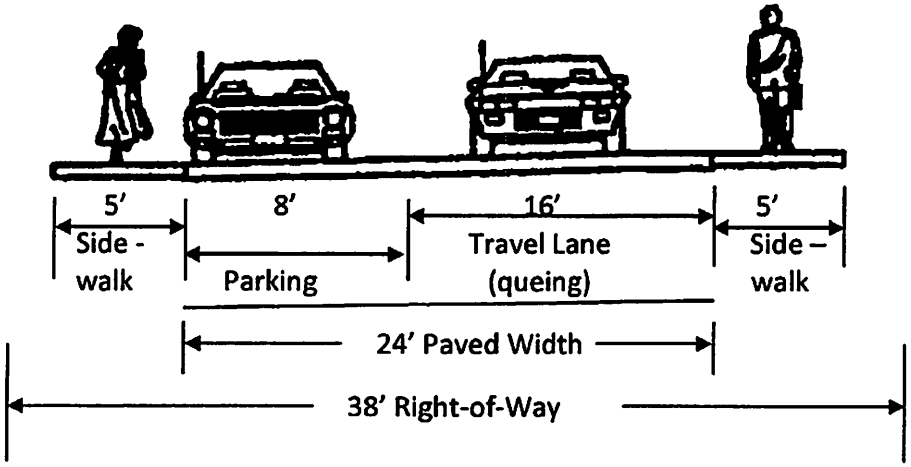
Another essential component of the sidewalk system is street crossings. Intersections must be designed to provide safe and comfortable crossing opportunities. This includes not only signal timing (to ensure adequate crossing time) and crosswalks, but also such enhancements as curb extensions as traffic calming measures and to decrease pedestrian crossing distance.

Brookings Local Residential Streets
Minimum Street Standards

(Unlimited dwellings taking access)



(Maximum of 12 dwellings taking access)



(Maximum of 8 dwellings taking access, on-street parking available within 400')

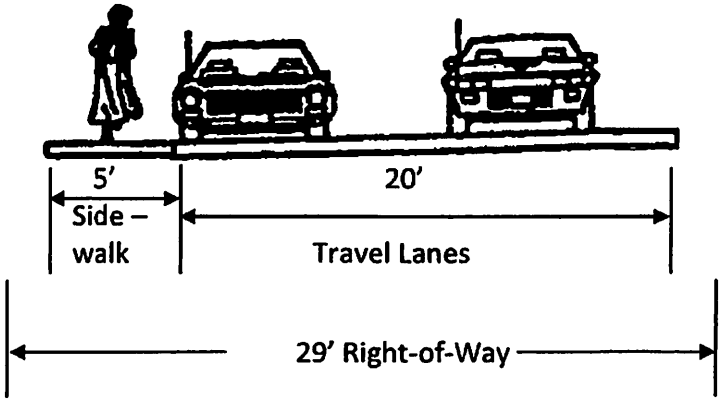
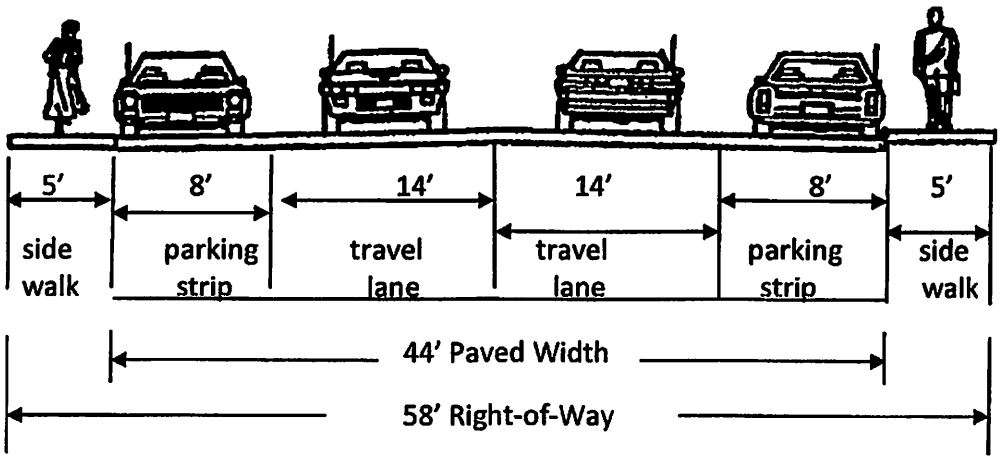


Figure 7-1

Brookings Commercial Streets
Minimum Street Standards

Commercial / Industrial Streets



Commercial One-Way

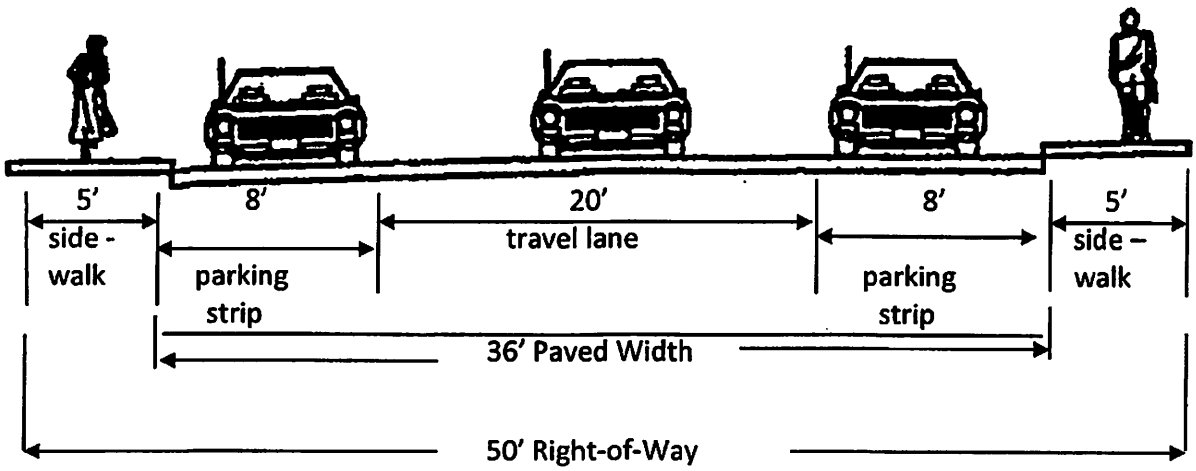
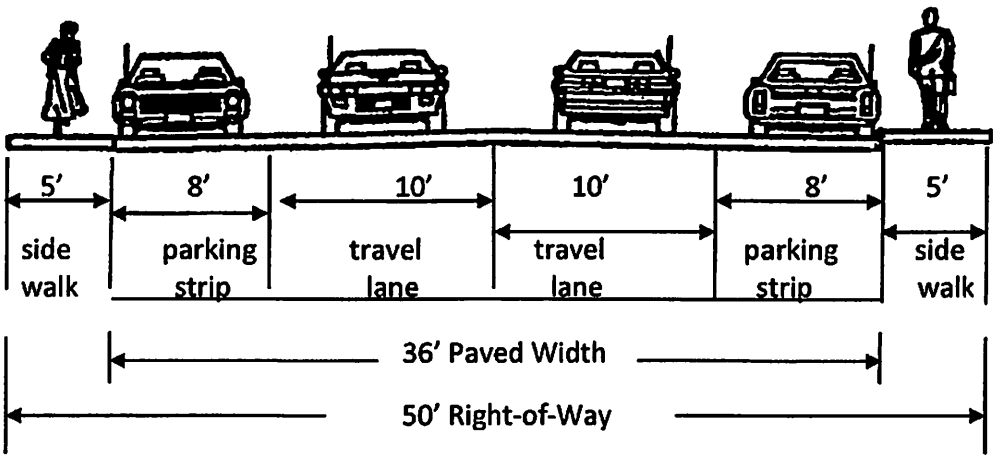


Figure 7-2

Brookings Residential Streets
Minimum Street Standards

Residential Collector



Residential One-Way

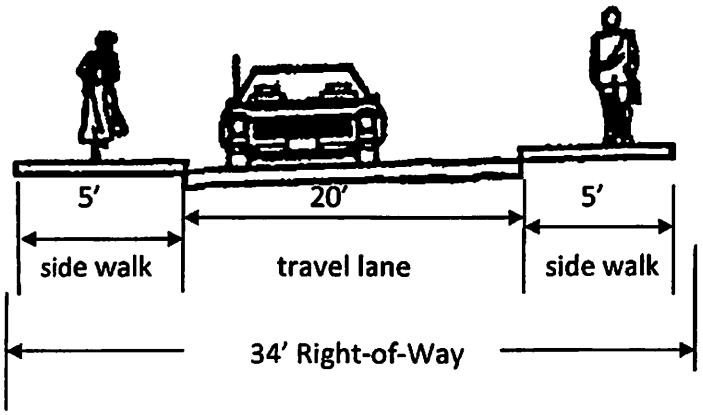
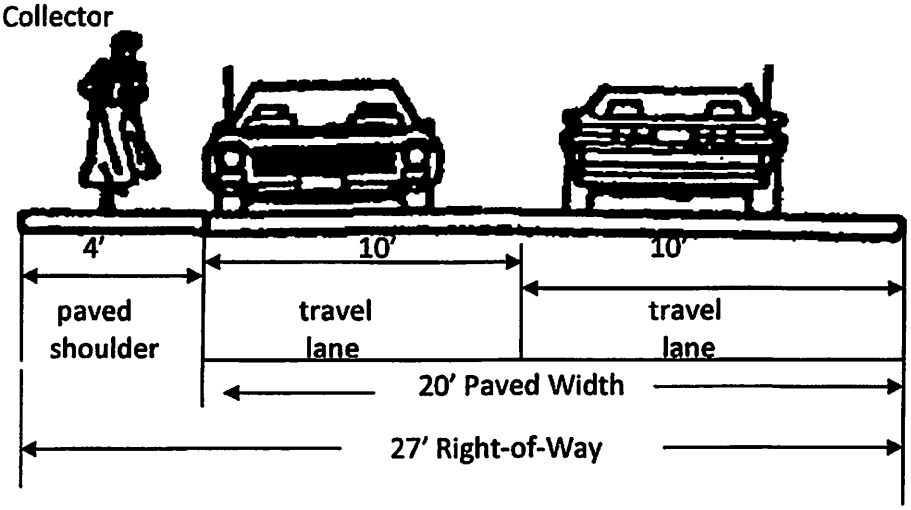


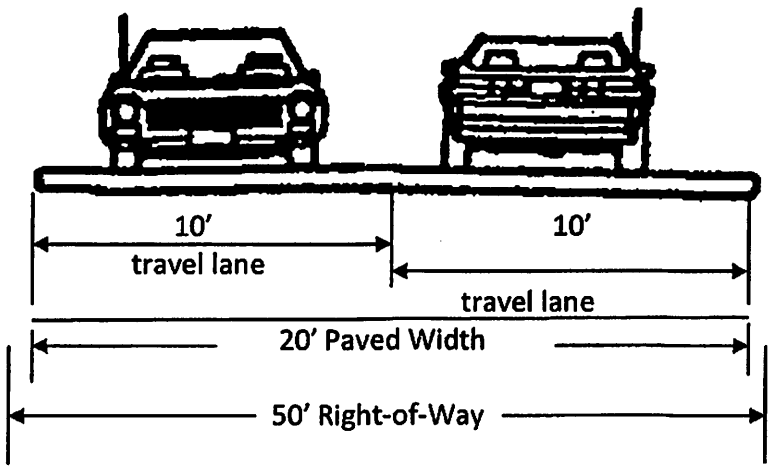
Figure 7-3

Brookings Hillside Streets
Minimum Street Standards

Hillside Collector



Hillside Local (maximum of 12 dwelling units taking access)



Hillside One-Way Street

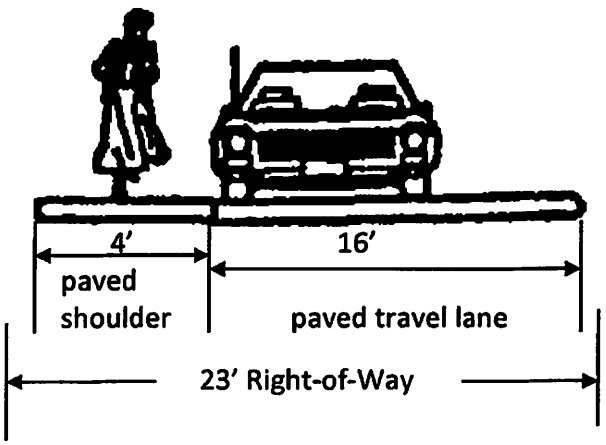


Figure 7-4

Donna Colby-Hanks

From: GUEVARA Thomas [Thomas.GUEVARA@odot.state.or.us]
Sent: Tuesday, October 04, 2011 4:13 PM
To: Dianne Morris
Cc: Donna Colby-Hanks; HORLACHER Ian K
Subject: Revisions to Chapter 7: Transportation System Plan of the City of Brookings

Importance: High

Dianne, please find the recommended language for the proposed TSP Chapter 7 amendments. Specifically, ODOT supports a rural design standard from Carpenterville Rd. intersection north to the City Limits, and an urban design standard on US 101 from Carpenterville Rd. intersection to Benham Lane intersection. We are preparing the US 101 Corridor Plan that looks at highway standards from the Chetco River to the Oregon/California border. There are a number of traffic-related issues south of the Benham Lane intersection that requires further study. We recommend that the proposed TSP amendment defer identifying a US 101 design standard from the Benham Lane intersection to the south UGB boundary until the US 101 Corridor Plan is complete. We will continue to work with the City to consider the appropriate design standard as sections of US 101 are built or reconstructed. The recommended TSP language for the Minimum Standard for Arterial Streets/US 101 is as follows:

"The rural design standards applies to that section of US 101 from Carpenterville Rd. to the City's northern boundary. The urban design standard applies to US 101 south of the Carpenterville Rd. intersection to the Benham Lane intersection."

Please enter this correspondence into the public record and send me a copy of the Planning Commission's recommendation to the City Council.

Thomas Guevara Jr. | ODOT Planning & Finance Section
Region 3 | 3500 NW Stewart Parkway | Roseburg, OR 97470

(: 541-957-3692 | 7: 541-957-3547 | *:Thomas.Guevara@odot.state.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 24, 2011

Originating Dept: Planning

Donna Colby-Hanks
Signature (submitted by)

City Manager Approval

Subject: Ordinance amending Chapter 7: Transportation System Plan, Street Design Standards, of the City of Brookings Transportation System Plan (TSP).

Recommended Motion: Motion to adopt Ordinance 11-O-684.

Financial Impact: None.

Background/Discussion: Revisions to Chapter 7: Transportation System Plan, Street Design Standards of the TSP to include adopted street standards were heard and approved by City Council at their October 24, 2011 meeting.

Policy Considerations: N/A

Attachment(s): Attachment A –Adopting Ordinance 11-O-684.

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

ORDINANCE NO. 11-O-684

IN THE MATTER OF ORDINANCE NO. 11-O-684, AN ORDINANCE AMENDING CHAPTER 7: TRANSPORTATION SYSTEM PLAN, STREET DESIGN STANDARDS, OF THE BROOKINGS TRANSPORTATION SYSTEM PLAN.

Sections:

The City Council for the City of Brookings ordains as follows:

Section 1. Findings.

1. The Brookings Transportation System Plan is in need of being updated to incorporate the street standards adopted by the City Council on January 10, 2011.
2. Staff sent the 45 day notice to DLCD as required under ORS 197.610 for post acknowledgment plan amendments for the proposed changes to the Transportation System Plan.
3. Staff conducted a public hearing before the Brookings City Planning Commission on October 4, 2011. The Commission recommended approval to the City Council.
4. Following public notice, as required by law, the Brookings City Council conducted a hearing on the proposed amendments on Monday, October 24, 2011 at 7:00 P.M. at Brookings City Hall. Approval was given to revisions to Chapter 7: Transportation System Plan, Street Design Standards, of the Transportation System Plan.

Section 2. Amendments

The City of Brookings Transportation System Plan (Ordinance No. 02-O-548, Attachment "G2", and its subsequent amendments) is amended as shown by the attached changes to Chapter 7: Transportation System Plan, Street Design Standards, of the Transportation System Plan.

Section 3. Severance Clause

If any section, subsection, sentence, clauses or phrases of this ordinance is, for any reason, held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions or this ordinance.

Section 4. Effective Date

This ordinance shall take effect 30 days following its passage.

First reading: _____

Second reading: _____

Passage: _____

Effective date _____

Signed by me in authentication of its passage this _____ day of _____, 2011.

_____

Mayor Larry Anderson

ATTEST:

_____

City Recorder Joyce Heffington

CHAPTER 7: TRANSPORTATION SYSTEM PLAN

The purpose of this chapter is to provide detailed operational plans for each of the transportation systems within the community. The Brookings Transportation System Plan covers all the transportation modes that exist and are interconnected throughout the urban area. Components of the street system plan include street classification standards, access management recommendations, transportation demand management measures, modal plans, and a system plan implementation program.

Street Design Standards

Street standards relate the design of a roadway to its function. The function is determined by operational characteristics such as traffic volume, operating speed, safety, and capacity. Street standards are necessary to provide a community with roadways that are relatively safe, aesthetic, and easy to administer when new roadways are planned or constructed. They are based on experience, and policies and publications of the profession.

Sidewalk and Bicycle Facility Standards

Sidewalks are required, in most cases, along all roads and shall be a minimum of ~~six~~ *five* feet in width, not including the curb width. Bicycle facilities may be required within, or adjacent to, streets if they are appropriate to the extension of existing or planned bicycle route(s). Requirements for integrating pedestrian and bicycle facilities into the existing roadway standards are somewhat vague. Oregon Revised Statute (ORS) 366.514 Use of Highway Fund for Footpaths and Bicycle Trails requires the inclusion of bikeways and walkways whenever highways, roads, and streets are constructed, reconstructed or relocated, with three exceptions (where there is no need or probable use, where safety would be jeopardized, or where the cost is excessively disproportionate to the need or probable use). Oregon Administrative Rule (OAR) 660-12 The Transportation Planning Rule requires bike lanes along arterials and major collectors and requires sidewalks along arterials, collectors, and most local streets in urban areas, except that sidewalks are not required along controlled access roadways, such as freeways.

Minimum Street Standards

The development of the Brookings Transportation System Plan provides the city with an opportunity to review and revise street design standards to more closely fit with the functional street classification, and the goals and objectives of the Transportation System Plan. Minimum street standards for US 101 and local streets are adopted by the City of Brookings and are shown in Table 7.1, unless alternative standards are approved in an adopted neighborhood circulation plan, or authorized by the Planning Commission. These standards shall also be used as guidance for existing streets. Standards for US 101 are approximations only. Highway standards are contained in the ODOT Highway Design Manual and are occasionally revised. The standards shown in the TSP are recommendations rather than adopted standards and therefore may be altered during the development of highway construction or reconstruction projects.

TABLE 7-1

Type of Street**	Minimum ROW (Feet)	Minimum Road Surface Width (Feet)	Pedestrian Improvements
State Highway Arterial[1]	84	70	5 – 12 feet, both sides
Residential Collector	50	36	10 foot multi-use path (in lieu of bike lanes and sidewalk)
Residential (Local)-***	42	28	5 feet, both sides
Residential (Local)*** [6]Maximum of 12 dwelling units taking access	38	24	5 feet, both sides
Residential (Local) *** Maximum of 8 dwelling units taking access and on-street parking available within 400 feet of this street.[2]	29	20	5 feet, one side
Downtown Core Area[1] (See Map 17.92.030-1)	50	36	5 – 8 feet, both sides
Residential One-Way Street[2]	34	20	5 feet, both sides
Half Street [2, 5]	½ of accepted standard	½ of accepted standard	5 feet, one side
Access Road Turn-Around	See public works document "General Engineering Requirements and Standard Specifications"		To be determined based on type of turn-around

Commercial/Industrial[1]	58	44	5 – 8 feet, both sides
Commercial One-Way Street	50	36	5 – 8 feet, both sides
Hillside Collector St.[2,3,4,9]	27	20	4 foot paved shoulder, one side
Hillside Local St.[2,3,4,9] Maximum of 12 dwelling units taking access	23	20	None.
Hillside One-Way Street[2, 3, 4, 7,9]	23	16	4-foot paved shoulder, one side
Alley	20	20	None

The following standard is the minimum standard for existing streets. This standard can only be used when the street is serving a limited area and approved by the City Council.

Existing residential streets	Minimum ROW	Minimum Road Surface Width	Pedestrian Improvements
Must be approved by the City Council in a Local Improvement District process.[8, 2]	30	16	Proposal by applicants

***** If bike lanes are proposed, an additional 10 feet of right-of-way will be needed.***

****** See layout guidelines in "Neighborhood Street Design Guidelines" document. Low impact development techniques such as landscaped buffers, vegetated swales, parking pavers, etc. are encouraged.***

[1]Sidewalks must be the maximum possible when adequate right-of-way is available.

[2]No parking on either side on pavement.

[3]Requires documentation that topographical constraints warrant use of hillside streets. Site plan committee approval required.

[4]Alternative engineered designed standards may be considered and right-of-way width may vary depending on topography.

[5]Only used when easement for second half width is secured on adjacent property. Must be approved by planning commission.

[6]Parking on one side only.

[7]Paved shoulder must be constructed to meet paved roadway standards.

[8] Parking facilities to be proposed by applicant

[9]Curbs may be required depending on City Engineer's recommendation.

In areas where a neighborhood circulation plan has been adopted, the right-of-way and roadway width can be constructed to the standards below or at the standards of an adopted neighborhood circulation plan. Once a standard has been determined for any street segment, the remaining portion of the segment will be constructed at that standard at the discretion of the Planning Commission.

The existing collector streets listed below are not physically able to meet adopted collector standards as stated in the Table above. Any future improvements to these streets must meet the following standards. These streets are in the County's jurisdiction as of the date of this revision. When the existing street pavement is equivalent to the City's construction standards, the City will accept jurisdiction.

Specific Standards for Certain Streets	Right of Way (feet)	Minimum Road Surface Width (feet)	Sidewalk Improvements
Old County Road [1,2]	As needed	20 ft. and 4 ft. paved shoulder one side adjacent to the north-bound travel lane.	None
Parkview Dr. [1,2]	As needed	20 ft. and multi-use path on the predominantly western side	None
North Bank Chetco River Rd. [2]	As needed	Future improvements to match existing pavement.	None

1. When applicants engineer demonstrates there are constraints that make this standard impracticable, the 4 ft. paved shoulder or multi-use path may be eliminated. The City must review and agree with the analysis prior to Planning Commission review.

2. Parking prohibited on paved shoulder.

A good, well-connected grid system of relatively short blocks can minimize excessive volumes of motor vehicles by providing a series of equally attractive or restrictive travel options. This street pattern is also beneficial to pedestrians and bicyclists.

Residential Streets

The design of a residential street affects its traffic operation, safety, and livability. The residential street should be designed to enhance the livability of the neighborhood as well as to accommodate fewer than 1,200 vehicles per day. Design speeds should be 15 to 25 mph. When traffic volumes exceed approximately 1,000 to 1,200 vehicles per day, the residents on that street will begin to notice the traffic as a noise and safety problem. To maintain neighborhoods, local residential streets should be designed to encourage low speed travel and to discourage through traffic.

Minimum Standard for Local Residential Streets

Cul-de-sac or residential streets are intended to serve only the adjacent land in residential neighborhoods. Because the streets are short and the traffic volumes relatively low, the street width can be narrower than a residential collector street, allowing for the passage of two lanes of traffic when no vehicles are parked at the curb and one lane of traffic when vehicles are parked at the curb. Because cul-de-sac streets limit street and neighborhood connectivity, they should only be used where topographical or other environmental constraints prevent street connections. Where cul-de-sacs must be used, pedestrian and bicycle connections to adjacent cul-de-sacs or through streets should be included, where possible.

Local residential streets have property access as their main priority; through traffic movement is not encouraged. The majority of streets in Brookings are local residential streets. The recommended standard for residential streets is described below, and fits within the city's existing required minimum pavement width of 28 feet and the required minimum right-of-way of 42 feet. It also includes sidewalks, and on-street parking on both sides, however, if vehicles are parked on both sides of the road, only one moving lane will fit between the two parked cars, and on-coming traffic will have to yield. This is usually not a problem on low-volume residential streets. This cross section is shown in Figure 7-1. Standards for local streets that serve no more than 12 dwelling units or no more than 8 dwelling unites are also found in this Figure. A Residential One-Way street option is also available as shown in Table 7-1.

Residential Collector streets consist of two 10-foot travel lanes and an 8-foot parking strip on both sides of the roadway. The resulting paved width is 36 feet. The standard also includes 5-foot sidewalks, adjacent to the curbs. These standards are within a right-of-way of 50 feet. This cross section is shown in Figure 7-3.

The Hillside Street standards shall be allowed in areas where documentation indicates the topographical constraints warrant their use. The Hillside Collector street standard provides for two 10 foot travel lanes and a four foot paved shoulder all within a 27 foot right-of-way. An option for a Hillside One Way street and Hillside Local street are also available as shown in Table 7-1. The cross sections for Hillside Streets are shown in Figure 7-4.

Minimum Standards for Commercial/Industrial Streets

Commercial/industrial streets serve short trips, provide access to each adjacent parcel and serve high volumes of truck traffic. The recommended standard for commercial/industrial streets meet the existing minimum pavement and right-of-way widths. The recommended standard for commercial/industrial streets consists of one 14-foot travel lane in each direction with an 8-foot parking strip on both sides of the street. The wide lanes are warranted to accommodate the high volume of large trucks using these streets. The resulting paved width is 44 feet. Five foot sidewalks are included on both sides of the street, and the roadway cross section fits within the existing street standards for commercial and industrial streets (see Figure 7-2).

Minimum Standard for Alleys

Alleys can be a useful way to diminish street width by providing rear access and parking to residential areas. Including alleys in a subdivision design allows homes to be placed closer to the street and eliminates the need for garages to be the dominant architectural feature. This pattern, once common, has been recently revived as a way to build better neighborhoods. In addition, alleys can be useful in commercial and industrial areas, allowing rear access for delivery trucks. Alleys should be encouraged in the urban area of Brookings. The recommended standard for alleys includes two 10-foot paved travel lanes within a 20-foot right-of-way. The standards for alleys can be found in Table 7-1.

Recommended Standard for Arterial Streets/US 101.

Arterials connect cities and other major traffic generators; they serve both through traffic and trips of moderate length and access is usually controlled. Arterial streets form the primary roadway network within and through a region. They provide a continuous roadway system that distributes traffic between different neighborhoods and districts. Generally, arterial streets are high capacity roadways that carry high traffic volumes with minimal localized activity. Design speeds should be between 25 and 45 mph. The only street classified as an arterial in the City of Brookings is US 101. Standards for state highways are contained in ODOT's Highway Design Manual (HDM). The city has developed recommended standards for US 101 which are similar to those in the HDM. The rural design standards shall apply to that section of U.S. 101 from Carpenterville Rd. to the City's northern boundary. The urban design standards shall be applied to U.S. 101 south of the intersection of Carpenterville Rd. to the Benham Lane intersection. As sections of US 101 are built or reconstructed, the City recommends ODOT consider these standards in the design. Pursuant to Alternative 5 of the Downtown Brookings Traffic Solutions project, starting at approximately Mill Beach Rd., US 101 will have two 12 foot travel lanes in each direction with left turn pockets at Fifth St., Pacific Ave., Mill St., Center St., Wharf St., Fern Ave., Oak St., and Alder St. The street section would also include a concrete center divider and removal of all parking on both side of the street. Sidewalks along this section of the highway will vary in width.

US Highway 101 South of the City Limits

It is important to note that there is strong support in the community for extending the center turn lane on US 101 south for approximately five miles to the Oregon-California border. David Scott presented the consultant with a petition signed by over 300 citizens in favor of this improvement. Their understanding is that ODOT currently has sufficient right-of-way for a five-lane segment, and that no land acquisition would be required.

Bike Lanes

In cases where bikelanes are proposed within the street right-of-way, 10 feet of roadway pavement (between curbs) should be provided for a 5 foot bikelane on each side of the street. The striping should be done in conformance with the State Bicycle and Pedestrian Plan (1995). In cases where curb parking will exist with a bike lane, the bike lane will be located between the parking and travel lanes. In some situations, curb parking may have to be removed to permit a bike lane.

The bikelanes on new streets, or streets to be improved as part of the street system plan, should be added when the improvements are made. Project prioritization is found in Chapter 7, TSP, "Priority of Proposed Facilities".

On arterial and collector streets that are not scheduled to be improved as part of the street system plan, bike lanes may be added to the existing roadway at any time to encourage cycling, or when forecast traffic volumes exceed 2,500 to 3,000 vehicles per day. The striping of bike lanes on streets that lead directly to schools should be high priority.

Sidewalks

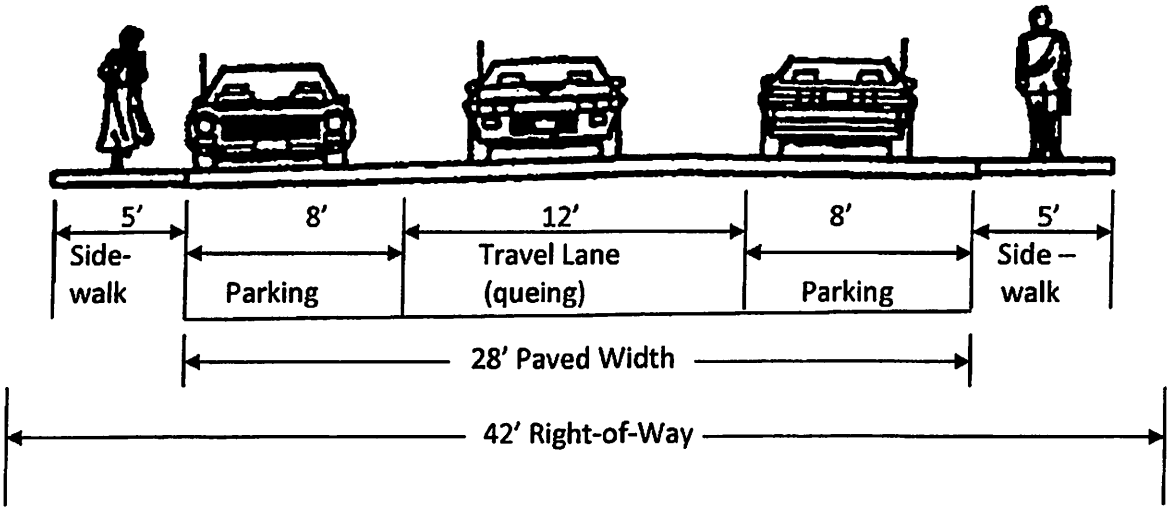
A complete pedestrian system should be implemented in the urban portion of Brookings. Sidewalk layout is shown on the cross sections in Figure 7-1 through Figure 7-3. Sidewalks should have a 5 foot wide paved width. In addition, pedestrian and bicycle connections should be provided between any cul-de-sac or other dead-end streets, if possible.

When sidewalks are located directly adjacent to the curb, they can include such impediments as mailboxes, street light poles, and sign poles, which reduce the effective width of the sidewalk. Sidewalks buffered from the street by a planting strip eliminate obstructions in the walkway, provide a more pleasing design as well as a buffer from traffic, and make the sidewalk more useable for disabled persons. To maintain a safe and convenient walkway for at least two adults, a five-foot sidewalk should be used in residential areas.

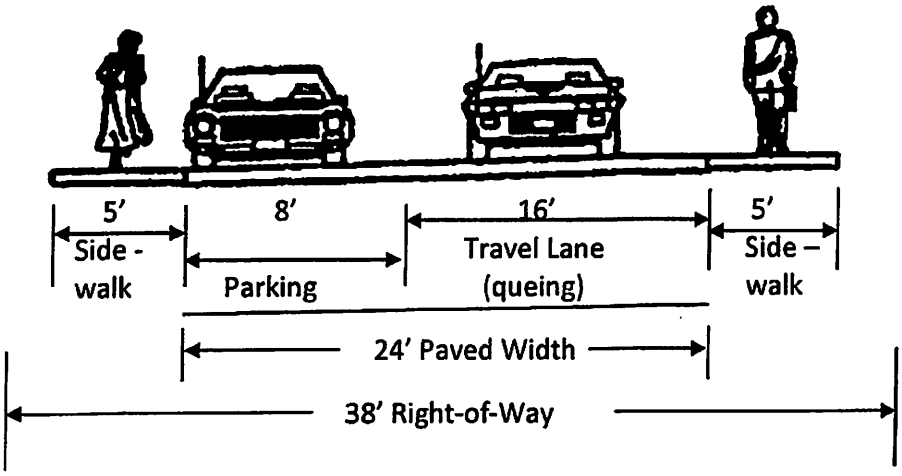
Another essential component of the sidewalk system is street crossings. Intersections must be designed to provide safe and comfortable crossing opportunities. This includes not only signal timing (to ensure adequate crossing time) and crosswalks, but also such enhancements as curb extensions as traffic calming measures and to decrease pedestrian crossing distance.

Brookings Local Residential Streets Minimum Street Standards

(Unlimited dwellings taking access)



(Maximum of 12 dwellings taking access)



(Maximum of 8 dwellings taking access, on-street parking available within 400')

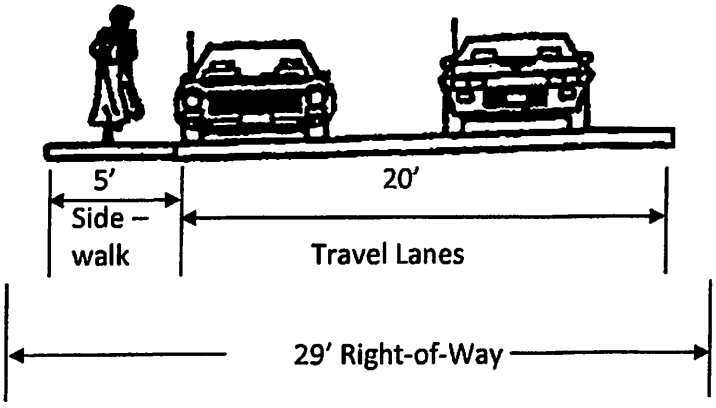
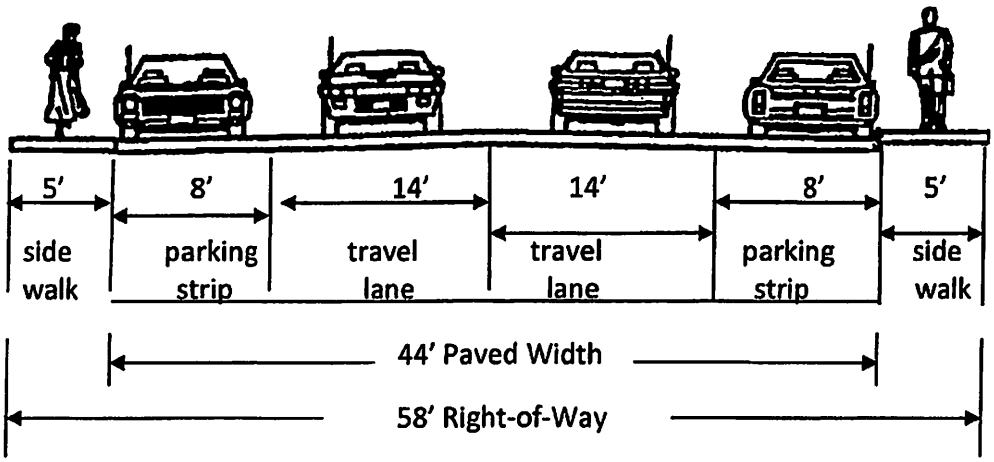


Figure 7-1

Brookings Commercial Streets
Minimum Street Standards

Commercial / Industrial Streets



Commercial One-Way

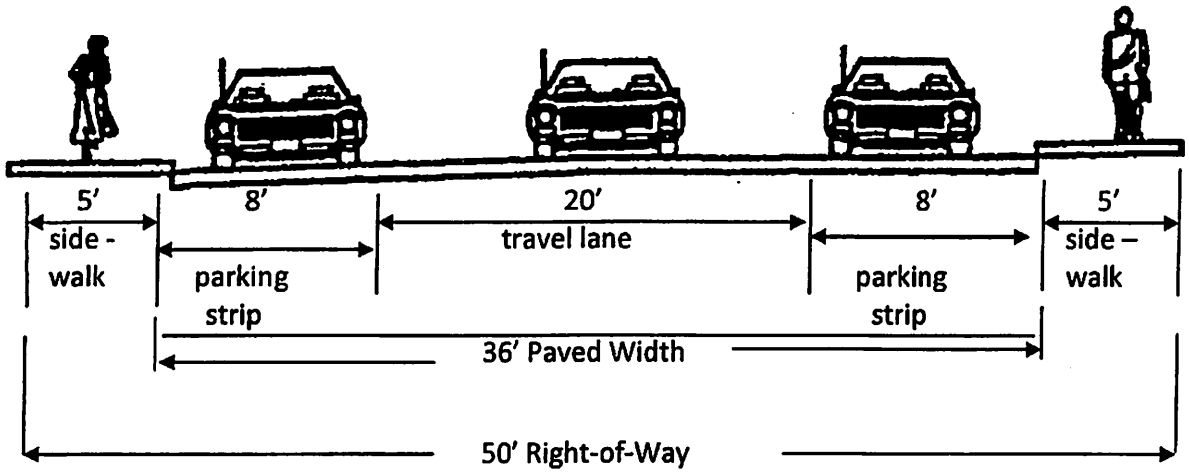
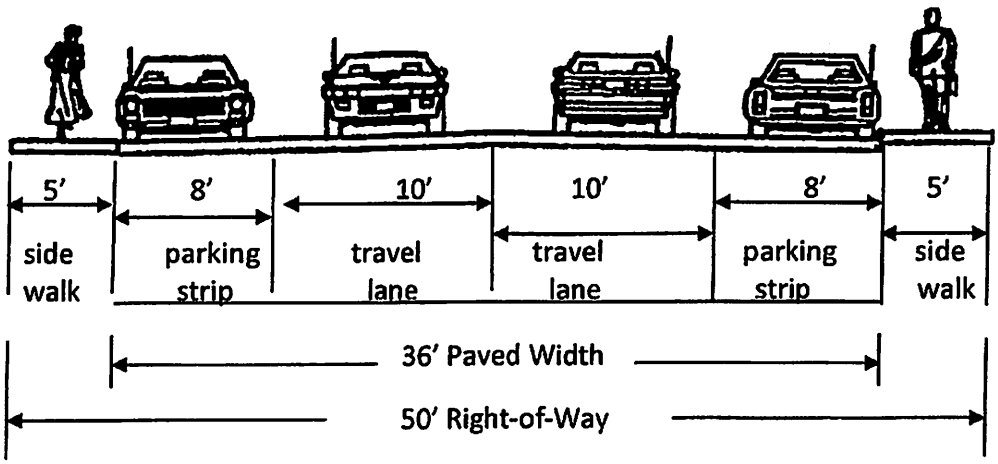


Figure 7-2

Brookings Residential Streets
Minimum Street Standards

Residential Collector



Residential One-Way

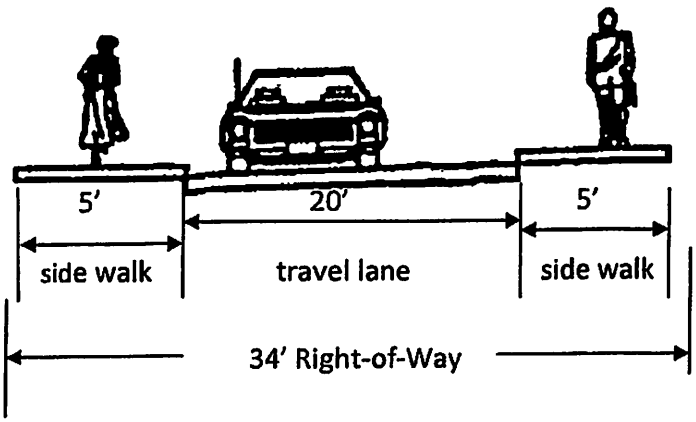
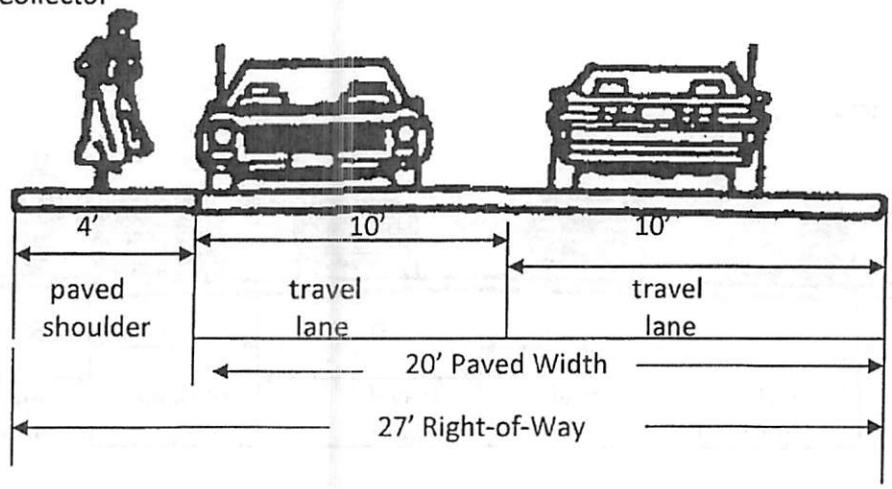


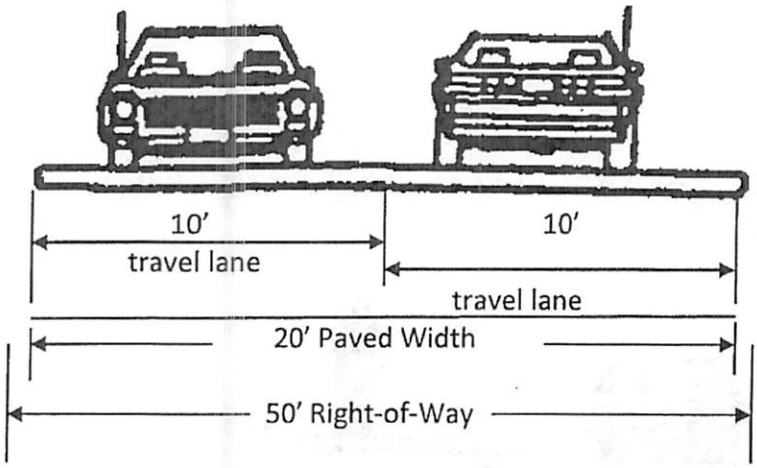
Figure 7-3

Brookings Hillside Streets
Minimum Street Standards

Hillside Collector



Hillside Local (maximum of 12 dwelling units taking access)



Hillside One-Way Street

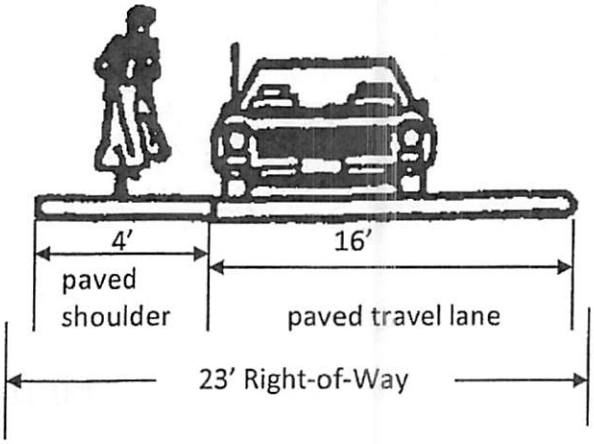


Figure 7-4

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 24, 2011

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Parks and Recreation Commission Code Changes

Recommended Motion:
Adopt Ordinance 11-O-685, amending Brookings Municipal Code Chapter 2.50, Parks and Recreation Commission, in its entirety.

Financial Impact:
Minor costs of amending the Code. Some cost savings by reducing the number of Commission meeting packets.

Background/Discussion:
This Ordinance makes certain changes in the Brookings Municipal Code relating to the Parks and Recreation Commission as discussed previously by the City Council. Changes include:

1. General language cleanup.
2. Deleting the provision whereby the Commission has the authority to negotiate the lease and purchase of land, and solicit loans.
3. Reduced the number of Commissioners to five.
4. Provides that the Commission shall, at a minimum, meet every-other month rather than monthly, but may meet more frequently at the discretion of the Commission.
5. Changes the definition of a quorum from four members to a majority of the membership.

Attachment(s):

a. Ordinance 11-O-685
b. Code revisions to Chapter 2.50

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

ORDINANCE 11-O-685

IN THE MATTER OF ORDINANCE 11-O-685, AN ORDINANCE AMENDING BROOKINGS MUNICIPAL CODE CHAPTER 2.50, PARKS AND RECREATION COMMISSION, OF TITLE 2, ADMINISTRATION AND PERSONNEL, IN ITS ENTIRETY.

Sections:

The City of Brookings Ordains as follows:

Section 1. Ordinance identified. This ordinance amends Brookings Municipal Code Chapter 2.50, Parks and Recreation Commission, of Title 2, Administration and Personnel, in its entirety.

Section 2. Amends Chapter 2.50: Chapter 2.50 is amended as follows:

Chapter 2.50
PARKS AND RECREATION COMMISSION

Sections:

2.50.010 Creation of parks and recreation commission.
There is hereby created a parks and recreation commission for the city of Brookings, Oregon, consisting of five members, as hereinafter provided. The five members of the commission shall be appointed by the mayor with the approval of the council. Four of the five members shall be residents of Brookings, and one member may be a resident within the Brookings Urban Growth Area. The city council may appoint one of its own members to act as liaison between the commission and the council. Membership shall be restricted pursuant to Chapter 2.01 BMC. [Ord. 11-O-681 § 2; Ord. 93-O-482.A § 2; Ord. 91-O-482 § 1.]

2.50.020 Terms of office.
The term of office for the appointed members of the commission shall be two years. Elected officers within the commission shall not hold the same office for more than two consecutive years. Elected officers shall include, but not be limited to, chair and vice chair. Officer elections shall take place at the March meeting. Term of elected office shall be one year, commencing immediately upon election. [Ord. 11-O-681 § 2; Ord. 93-O-482.A § 3; Ord. 91-O-482 § 2.]

2.50.030 Organization of parks and recreation commission.
At its March meeting the commission shall organize by electing a chair and vice chair of the commission. The commission shall hold regular meetings, every two months, on a day and hour to be fixed by the commission. A majority of appointed commission members shall constitute a quorum. Special meetings may be held upon a call of the chair or vice chair of the commission with consent of a majority of the members of the commission. [Ord. 91-O-482 § 3.]

2.50.040 Powers and duties.
The parks and recreation commission shall have the following powers and duties, in addition to such others as may be prescribed by the council. Upon authorization of the city council, the parks and recreation commission shall:

A. Solicit gifts or bequests for park and recreational purposes, subject to the approval of the council.

B. Make and recommend in writing to the council plans for the future growth, development, beautification and establishment of parks and recreational facilities in the city consistent with the future growth and development of the city of Brookings.

C. Make a detailed and exhaustive study of the future requirements of the city for park and recreational facilities, establish and recommend in writing to the planning commission and the city council a definite long-range plan for the orderly growth and development of park and recreational facilities within the city.

D. Meet and cooperate with representatives of other governmental bodies for joint and integrated plans between various municipal bodies for the most efficient and economical use of park and recreational facilities of the different governmental units.

E. Recommend to the city council such acts necessary and proper for the protection, operation or improvement of city parks and recreational facilities and all necessary rules and regulations, including user fees, schedules and concessions that aid in governing the use of those parks and facilities.

F. Keep the city council informed on the activities of the commission by submitting a copy of their minutes to the city council following approval of the minutes by the commission. The commission shall present at least an annual progress report to the city council at a regular city council meeting each January.

G. Form such subcommittees as it deems necessary to assist in the performance of its duties and responsibilities, in developing working relationships with other units of government and community based organizations, and in providing site or program-specific advice to city management.

H. Review proposals for new park facilities and recreation programs and make recommendations regarding same to the city council.

2.50.050 Removal/vacancies.

A member may be removed by majority vote of the city council. A member who is absent from two consecutive meetings without the permission of the commission chair, or chair when absent without permission from the vice chair, is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise. All vacancies on the commission shall be filled by appointment by the mayor, with the approval of the city council, for the unexpired term. [Ord. 93-O-482.A § 6; Ord. 91-O-482 § 5.]

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this _____ , day of _____ , 2011

ATTEST:

_____

Mayor Larry Anderson

_____

City Recorder Joyce Heffington

PROPOSED REVISIONS: Bold = new language; ~~strike-out~~ = deleted language

Chapter 2.50
PARKS AND RECREATION COMMISSION

Sections:

2.50.010 Creation of parks and recreation commission.

There is hereby created a parks and recreation commission for the city of Brookings, Oregon, consisting of ~~seven~~ **five** members, as hereinafter provided. The ~~seven~~ **five** members of the commission shall be appointed by the mayor with the approval of the council. ~~Six~~ **Four** of the ~~seven~~ **five** members shall be residents of Brookings, and ~~the seventh appointed member~~ **one member** may be a ~~nonresident~~ resident within the **Brookings Urban Growth Area**. The city council may appoint one of its own members to act as liaison between the commission and the council. Membership shall be restricted pursuant to Chapter 2.01 BMC. [Ord. 11-O-681 § 2; Ord. 93-O-482.A § 2; Ord. 91-O-482 § 1.]

2.50.020 Terms of office.

The term of office for the appointed members of the commission shall be two years. Elected officers within the commission shall not hold the same office for more than two consecutive years. Elected officers shall include, but not be limited to, chair~~person~~, **and** vice chair~~person and secretary~~. **Officer elections shall take place at the March meeting.** Term of elected office shall be one year, commencing ~~February 1st~~ **immediately upon election.** [Ord. 11-O-681 § 2; Ord. 93-O-482.A § 3; Ord. 91-O-482 § 2.]

2.50.030 Organization of parks and recreation commission.

~~The first meeting of the commission shall be called by the mayor.~~ At ~~this~~ **its March** meeting the commission shall organize by electing a chair~~man~~ and ~~secretary~~ **vice chair** of the commission. ~~Thereafter~~ The commission shall hold regular ~~monthly~~ meetings, **every two months**, on a day and hour to be fixed by the commission. A majority of **appointed commission** members ~~present at a meeting of the commission~~ shall constitute a quorum. Special meetings may be held upon a call of the chair~~man or any four members~~ or vice chair of the commission, with ~~or upon unanimous~~ consent of ~~all~~ **a majority of** the members of the commission. [Ord. 91-O-482 § 3.]

2.50.040 Powers and duties.

The parks and recreation commission shall have the following powers and duties, in addition to such others as may be prescribed by the council. Upon authorization of the city council, the park**s** and recreation commission shall:

~~A. Negotiate for the lease, purchase and acquisition of park and recreational sites, facilities and property, subject to the approval of the council. The commission may~~ **S**olicit ~~or receive~~ gifts **or** bequests, ~~devises or loans~~ for park and recreational purposes, subject to the approval of the council.

B. Make and recommend in writing to the council plans for the future growth, development, beautification and establishment of parks and recreational facilities in the city consistent with the future growth and development of the city of Brookings.

C. Make a detailed and exhaustive study of the future requirements of the city for park and recreational facilities, establish and recommend in writing to the planning commission and the city council a definite long-range plan for the orderly growth and development of park and recreational facilities within the city.

D. Meet and cooperate with representatives of other governmental bodies for joint and integrated plans between various municipal bodies for the most efficient and economical use of park and recreational facilities of the different governmental units.

E. Recommend to the city council such acts necessary and proper for the protection, operation or improvement of city parks and recreational facilities and all necessary rules and regulations, including user fees, schedules and concessions that aid in governing the use of those parks and facilities.

F. ~~To~~ **K**eep the city council informed on the activities of the commission **by** ~~the commission shall~~ submit**ting** a copy of their minutes to the city council ~~after each meeting.~~ **following approval of the minutes by the commission.** The commission shall present at least an annual progress report to the city council at ~~their~~ **a regular city council meeting** ~~in~~ **each** January ~~meeting of each year.~~

G. **Form such subcommittees as it deems necessary to assist in the performance of its duties and responsibilities, in developing working relationships with other units of government and community based organizations, and in providing site or program-specific advice to city management.**

~~New members of the commission shall receive, upon appointment, at a minimum:~~

~~1. Current city budget;~~

~~2. Parks and recreation policy;~~

~~3. Master plan for parks and recreation facilities;~~

~~4. Ordinance No. 91-O-482;~~

~~5. Resolution No. 91-R-501;~~

~~6. Ethics Guide for Public Officials;~~

~~7. Tour of park areas. [Ord. 93-O-482.A, §§ 4, 5; Ord. 91-O-482 § 4.]~~

H. Review proposals for new park facilities and recreation programs and make recommendations regarding same to the city council.

2.50.050 Removal/vacancies.

A member may be removed by **majority vote of** the city council. ~~after hearing, for misconduct or nonperformance of duty~~. A member who is absent from two consecutive meetings without the permission of the commission chair~~person~~, or chair~~person~~ when absent without permission from the vice chair~~person~~, is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise. ~~following the hearing~~. All vacancies on the commission shall be filled by appointment by the mayor, with the approval of the city council, for the unexpired term. [Ord. 93-O-482.A § 6; Ord. 91-O-482 § 5.]