

**AGENDA**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
**Monday, October 13, 2008, 7:00 p.m.**

REVISED AGENDA – 10-10-08

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Ceremonies/Appointments/Announcements**
  - A. Employee Recognition – Public Works Foreman Tim Rettke, 5 year anniversary. [pg. 7]
  - B. Proclamation – Community Planning Month. [pg. 9]
  - C. Accept Stanley Baron's resignation from the Budget Committee and direct staff to advertise the vacancy. [pg. 11]
- V. **Public Hearings**
  - A. Continuation of File LDC-11-08, revisions to Chapter 17.52, General Commercial (C-3) of the Brookings Municipal Code. *Senior Planner [Advance Packet]*
- VI. **Scheduled Public Appearances**
  - A. KASPER Summer Program Report. *Carolyn Milliman, Chair*
- VII. **Oral Requests and Communications from Audience**
  - A. Liaison Reports
  - B. Public Comments – limit to a maximum of **5 minutes per person**. A completed **public comment form** must be filled out and turned in **prior to the start of the meeting**. Forms are available in the City Manager's office and may be downloaded from the City's website at [www.brookings.or.us](http://www.brookings.or.us). Completed forms may be turned in to the City Manager's office during regular business hours. Comments **will be restricted** to the topics indicated on the form. All remarks and questions must be addressed to **the presiding officer, only**. Comments will be **respectful**. Harsh or abusive language will not be tolerated.
- VIII. **Regular Agenda**
  - A. Report on Urban Services Agreements. *Planning Director [pg. 13]*
- IX. **Consent Calendar**
  - A. Approval of Council Minutes for September 8 & September 22, 2008. [pg. 15]
  - B. Approval of Planning Commission Minutes for September 9, 2008. [pg. 21]
  - C. Acceptance of Parks and Recreation Minutes for July 24 & August 28, 2008. [pg. 23]
  - D. Approval of vouchers for September 2008 in the amount of \$297,827.55. [pg. 27]
  - E. Approval to cancel November 24 & December 22, 2008 Council meetings due to the City remodel and holidays.
- X. **Remarks from Mayor and Councilors**
  - A. Mayor
  - B. Councilors

## **XI. Adjournment**

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.

**PLEASE NOTE:** Ordinance 08-O-620, distributed in the Advance Packet to this meeting, will be considered at a future date.

# October 2008

October 2008						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
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26	27	28	29	30	31	

November 2008						
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30						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		October 1	2	3	4
		9:00am CC - Staff 10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting 3:00pm CC - SDCs 7:00pm FH-PoliceReserves	3:00pm CC Staff -SafetyComMtg		9:00am CC - Fire instruction
6	7	8	9	10	11
8:00am CC -Electrical work - all day 9:00am FH- VIPS/Volunteers in Police Service 6:00pm CC - Stakeholders meeting 7:00pm FH-FireTng/ChShrp	3:00pm CC - Staff SRTS 6:00pm CC - Planning Workshop 7:00pm CC - Planning Commission	8:00am CC - Staff 10:00am CC- Site Plan Com Mtg 10:00am FH - Brookings Rural 12:00pm CC - Stout Park 1:00pm CC- Staff/Dunn 1:30pm CC - LDC Meeting	9:00am CC-Crm Stoppers 1:00pm CC - Court 3:00pm CC Urban Renewal Advisory Committee		12
13	14	15	16	17	18
7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg		9:30am Traffic Safety Committee 10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting	4:00pm Safe Routes to School		9:00am CC - Fire Instruction
20	21	22	23	24	25
9:00am CC-VIPS/Volunteers in Police Service 11:00am Garden Club - BW Bkgs Inn 1:00pm CC - FOUR PORTS 7:00pm FH-FireTng/ChShrp 7:00pm CC - Public Hearing -	7:00pm CC - Planning Comm (TENT)	8:00am CC - Staff 10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting	7:00pm CC-Parks & Rec		26
27	28	29	30	31	
7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg		10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting			

# November 2008

November 2008						
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December 2008						
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27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					November 1
					2
3	4	5	6	7	8
9:00am CC- VIPS/Volunteers in Police Service 4:00pm CC - Council Workshop 7:00pm FH-FireTng/ChShrp	<b>Election Day</b> 7:00pm CC - Planning Commission	8:00am CC-Staff/SRes 10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting 7:00pm FH-PoliceReserves	3:00pm CC SafetyComMtg	8:00am Fish & Wildlife	
					9
10	11	12	13	14	15
7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg	<b>Veterans Day - CLOSED (closest v</b> 8:00am City Hall CLOSED - Veterans Day Holiday	10:00am CC- Site Plan Com Mtg 10:00am FH - Brookings Rural Fire Dept 12:00pm CC - Stout Park Subcommittee 1:30pm CC - LDC Meeting	9:00am CC-Crm Stoppers 1:00pm CC - Court 3:00pm CC Urban Renewal Advisory Committee		
					16
17	18	19	20	21	22
9:00am CC-VIPS/Volunteers in Police Service 11:00am Garden Club - BW Bkgs Inn 7:00pm FH-FireTng/ChShrp	7:00pm CC - Planning Comm (TENT)	8:00am CC-Staff/SRes 10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting			
					23
24	25	26	27	28	29
7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg		10:00am CC- Site Plan Com Mtg 1:30pm CC - LDC Meeting	<b>Thanksgiving - CLOSED</b>		
			7:00pm CC-Parks & Rec		
					30

# CERTIFICATE OF APPRECIATION

Awarded to

*Tim Rettke*

For Five Years of Dedicated Service to the  
Citizens of the City of Brookings.



Mayor Larry Anderson

City Manager, Gary Milliman

Honored this 13th day of October, 2008



# Proclamation



American Planning Association

**WHEREAS**, change is constant and affects all cities, counties, rural areas, and other places; and

**WHEREAS**, community planning can help manage change in a way that provides better choices for how people work and live, and provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

**WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

**WHEREAS**, the celebration of October as National Community Planning Month gives us the opportunity to publicly recognize and extend our heartfelt thanks to both our local planning commissioners and citizen planners as well as the professional community and regional planners who contribute their time and expertise and make valuable contributions to our city; and

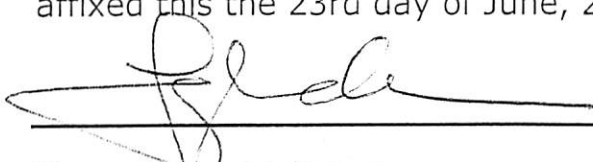
**WHEREAS**, the American Planning Association along with the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning makes to the quality of our environment;

**NOW, THEREFORE**, BE IT RESOLVED by the Mayor and Council of the City of Brookings that the month of October, 2008 is hereby designated as

## Community Planning Month

In conjunction with the celebration of National Planning Month, and ask that you join with us in this observance.

IN WITNESS WHEREOF, I, Mayor Larry Anderson, have hereunto set my hand and caused the official seal of the City of Brookings to be affixed this the 23rd day of June, 2008.

  
\_\_\_\_\_  
Mayor Larry Anderson



Stanley J. Baron  
President / C.E.O.

P.O. Box 3000J  
Harbor, OR 97415-0545  
541.469.7700 ext. 1100  
800.237.8064  
Fax. 541.412.0440

sbaron@chetcofcu.org

September 29, 2008

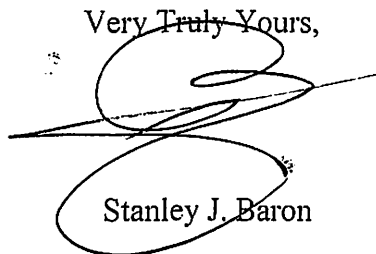
Brookings City Council  
Attn: Mayor Larry Anderson

RE: Budget Committee

Dear Mr. Anderson,

I regretfully tender my Resignation from the City Budget Committee as of September 29, 2008. Due to my increasingly busy schedule I can no longer dedicate sufficient time to fully discharge my duties as a member of the City Budget Committee.

Very Truly Yours,



Stanley J. Baron

RECEIVED

OCT 1 2008

Per.....



# City of Brookings


898 Elk Drive, Brookings, OR 97415

(541) 469-1138 Fax (541) 469-3650

[dmorris@brookings.or.us](mailto:dmorris@brookings.or.us)

## MEMO

To: City Council and Mayor

FROM:  Dianne Morris, Planning Director

DATE: October 1, 2008

SUBJECT: Update on Urban Service Provider Agreements

In the Brookings Urban Growth Area (UGA) there are four service providers: Harbor Sanitary District, Harbor Water Peoples Utility District, Harbor Rural Fire Protection District, and Camellia Park Sanitary District. The Oregon Revised Statutes requires the City, County, and District service providers to have signed agreements in place to prepare for the orderly continuation of services upon annexation. Draft agreements have been the subject of many meetings for years. The County received grant money to hire consultants, Parametrix, who are working on facilitating closure on this matter. New draft agreements have been created and distributed to the City, County, and Districts. Presently the City provides no services south of the Chetco River. The Districts have a desire to remain intact and continue to serve in the UGA. This appears to be advisable and would prevent duplication of services at such time as an annexation occurs.

After several discussions, language has been drafted that will allow the existing Harbor water and sewer providers to continue to serve property in the UGA when an annexation of land occurs.

### Water:

The City Charter states all areas within City limits must be served by the City's water system unless otherwise approved by the voters. On the November ballot there is a measure that, if approved, will amend the City Charter to allow Harbor Water to serve annexed areas south of the Chetco River. This would prevent duplication of services in the Harbor area and would avoid the City cost of securing additional water rights and constructing infrastructure to serve areas annexed south of the Chetco River.

If the Charter amendment fails passage, it will add a higher level of complexity to the development of an agreement with Harbor Water. Essentially if the Charter amendment





# City of Brookings

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fails, every annexation of even one parcel of property within Harbor would require a citywide election.

#### Sewer:

The City presently has a partnership with Harbor Sanitary District. By agreeing to allow the District to provide service to annexed areas south of the Chetco River this arrangement could continue and again prevent duplication of services.

#### Fire:

The City and Harbor Fire District already have a mutual aid agreement in place. Language from that agreement can be used in the format provided by Parametrix which meets the ORS requirements. The City is organizing discussions among the various local fire districts concerning the formation of a "regional fire district". If this occurs, it will supersede the Urban Service Provider Agreement being drafted presently.

#### Camellia Park Sanitary District:

Camellia Park Sanitary District will be able to continue to serve, even upon annexation, unless the Department of Environmental Quality requires them to connect to Harbor Sanitary District.

I am expecting the latest draft versions from Parametrix this week and will be meeting with them in three weeks to discuss the next steps. Pending the November election and final agreement with the Districts, these documents will hopefully be adopted in the near future.

# **MINUTES**

## **City of Brookings**

### **Common Council Meeting**

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

**Monday, September 8, 2008**

Council met in Executive Session at 6:00pm in the City Manager's Office at City Hall, under authority of ORS 192.660(f), to consider information or records that are exempt by law and under ORS 192.660(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Present were Mayor Anderson, Councilors Gordon, Hedenskog and Pieper, City Manager Milliman, Public Works Director John Cowan, and Attorney Martha Pagel by telephone.

#### **Call to Order**

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

#### **Roll Call**

Council present: Mayor Anderson, Councilors Gordon, Hedenskog and Pieper; a quorum present. Councilor Kitchen was absent.

Staff present: City Manager Milliman, Planning Director Morris, Public Works Director John Cowan, Chief Treatment Plants Operator Ray Page, City Attorney John Trew and City Recorder Joyce Heffington.

Other present: Curry Coastal Pilot Reporter Arwyn Rice and approximately 3 public.

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

Mayor Anderson announced September Yard of the Month Awards as follows:

- Yard of the Month – 885 Joshua Court, accepted in tribute to Dorothy Davis.
- Most Improved Property - 1021 7<sup>th</sup> Street, Judy Schafer, owner.
- Commercial Property – 1101-1111 Chetco Avenue, Gerrid Joy, owner.

#### **Scheduled Public Appearances**

City Manager Milliman advised that the report from KASPER on the Summer Program would be postponed until October.

#### **Council Liaison Reports**

- Mayor Anderson attended two City and one school related meeting.
- Councilor Gordon attended two City and one Joint Powers Authority meeting.
- Councilor Hedenskog attended two City related meetings.
- Councilor Pieper attended one City related meeting.

#### **Regular Agenda**

City Manager Milliman reviewed the staff report regarding the Ocean Marine Reserve issue.

**Mayor Anderson moved, a second followed, and Council voted unanimously to direct staff to proceed in a couple of different directions as recommended in the Staff Report, participating as a member of the Four Ports Group, in addition to acting independently or in cooperation with other interested parties, such as the Chamber, to work directly with OPAC [Ocean Policy Advisory Council], and with Councilor Hedenskog as a member/Council liaison.**

City Manager Milliman reviewed the staff report regarding the Collective Bargaining Agreement for general employees.

**Councilor Gordon moved, a second followed and Council voted unanimously to approve the Collective Bargaining Agreement for period July1, 2008 to June 30, 2011 with the Teamsters Local Union #223 General Employees Unit.**

#### **Consent Calendar**

- Acceptance of Planning Commission minutes: August 5 & August 19, 2008.
- Approval of vouchers for August, 2008 in the amount of \$405,617.62.

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

#### **Ordinances**

**Councilor Hedenskog moved, a second followed, and Council voted unanimously to do a first reading of Ordinance 08-O-610 by title only.**

Mayor Anderson read the title.

**Councilor Hedenskog moved, a second followed, and Council voted unanimously to do a second reading of Ordinance 08-O-610 by title only.**

Mayor Anderson read the title.

**Councilor Hedenskog moved, a second followed, and Council voted unanimously to adopt Ordinance 08-O-610, and ordinance adding Chapter 13.35, Storm Water, to Title 13, Public Services, of the Brookings Municipal Code.**

Council discussed the issue of what rate to charge residents for storm water fees.

City Attorney Trew stated that in order to do a reading of the ordinance by title only with the current stated rate of \$4.00, the vote had to be unanimous.

**Councilor Hedenskog moved, a second followed, and the motion failed, with Mayor Anderson, Councilor Hedenskog and Councilor Pieper voting Nay, and Councilor Gordon voting Aye, to do a first reading of Ordinance 08-O-619 by title only.**

City Attorney John Trew stated for the record that Council wanted to consider the \$2.60 rate.

Mayor Anderson stated that the rate in the Ordinance is altered to \$2.60 and asked for another motion and vote on the first reading.

**Councilor Hedenskog moved, a second followed, and Council voted unanimously to do a first reading of Ordinance 08-O-619 by title only.**

Mayor Anderson read the title.

**Councilor Hedenskog moved, a second followed, and Council voted unanimously to do a second reading of Ordinance 08-O-619 by title only.**

Mayor Anderson read the title.

**Councilor Hedenskog moved, a second followed, and Council voted unanimously to adopt Ordinance 08-O-619, an ordinance adding Chapter 13.40, Storm Water Fees, to Title 13, Public Services, of the Brookings Municipal Storm Water Fees.**

### **Resolutions**

Planning Director Morris and Pete Chasar reviewed the proposed guidelines to be used for murals and the formation of a Public Art Committee to review mural applications.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 08-R-903, a resolution adopting mural guidelines.**

**Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 08-R-905, a resolution creating a Public Art Committee.**

### **Final Orders**

Planning Director Morris reviewed the final order regarding the extension of the Master Plan of Development, known as the Lone Ranch Master Plan.

**Councilor Pieper moved, a second followed and Council voted unanimously to approve the Final Order granting an extension of time for the Lone Ranch Master Plan for a period of two years until October 24, 2010.**

Mayor Anderson thanked the Planning Director and Planning staff for their "fine work" during this process.

### **Adjournment**

Councilor Hedenskog moved, a second followed, and Council voted unanimously by voice vote to adjourn at 7:50pm.

A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

ATTESTED by City Recorder  
this \_\_\_\_\_ day of \_\_\_\_\_, 2008:

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Mayor Larry Anderson

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City Recorder Joyce Heffington

**MINUTES**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
**Monday, September 22, 2008**

**Call to Order**

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

**Roll Call**

Council present: Mayor Larry Anderson, Councilors Hedenskog, Gordon, Kitchen and Pieper: a quorum present.

Staff present: Planning Director Dianne Morris, Senior Planner Donna Colby-Hanks, Administrative Services Director Patti Dunn and City Recorder Joyce Heffington.

Other: Curry Coastal Pilot Reporter Arwyn Rice and approximately 6 public.

**Public Hearings**

Mayor Anderson opened the public hearing on file LDC-10-08 at 7:02pm.

Hearing no ex parte or other declarations, and no objections to the Council's jurisdiction to hear the matter, Planning Director Morris reviewed the language which would add a chapter on Workforce Housing to the Brookings Municipal Code.

Allen Terry, 1223 Moore Street, spoke in favor of the revisions and generally suggested that the City needs both affordable housing and health care for seniors.

Councilor Hedenskog generally suggested that the City take a look at reducing System Development Charges as they relate to affordable housing development, possibly basing it on square footage.

The public hearing was closed at 7:19pm.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to approve File LDC-10-08, adding [Chapter 17.180] Workforce Housing to the Brookings Municipal Code and direct staff to prepare a resolution.**

Mayor Anderson opened the public hearing on file LDC-11-08 at 7:28pm.

Hearing no ex parte or other declarations, and no objections to the Council's jurisdiction to hear the matter, Senior Planner Colby-Hanks reviewed proposed changes to the chapter on General Commercial (C-3) of the Brookings Municipal Code.

Rick Bishop, Bernie Bishop Mazda, P.O. Box 1062, generally stated that it cost approximately \$2500 to get a conditional use permit to store vehicles on a vacant C-3 lot for 30 days and requested that dealerships be put back into the code as a permitted use, as it was previous to 1989, so they can continue to afford to do business in the downtown area.

Bob Pieper, 99746 South Bank Rod, generally expressed concern about the temporary 3 day sales restriction and being allowed to place some products but not others in front of businesses.

Ron Walker, Coast Auto Center, P.O. Box 8100, generally expressed concern about the conditional use permitting process for vehicle storage and potential growth issues.

The hearing was closed at 8:22pm.

After some discussion, Council generally agreed that more time was needed to consider the proposed changes and that this section of the code needed more work, specifically as regards the conditional use permitting process and the 3 day limit on temporary sales.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to send LDC-11-08 back to staff with the opportunity to include business participation.**

#### **Liaison Reports**

- Councilor Gordon attended a meeting of the Curry County Commission on Children and Families.
- Councilor Hedenskog attended a Port of Brookings-Harbor meeting.
- Councilor Kitchen attended 3 Coos Curry Electric Cooperative and 1 Housing Authority meeting.
- Councilor Pieper attended 1 City related meeting.
- Mayor Anderson attended 1 school and 2 City related meetings.

#### **Regular Agenda**

Administrative Services Director Dunn reviewed the proposed acquisition of an accounting system software upgrade.

**Councilor Gordon moved, a second followed, and Council voted unanimously to approve the upgrade of the City's accounting software of Caselle to the Clarity version to include staff training for \$30,000, with the assumption that XP will be used as the operating system.**

#### **Consent Calendar**

- Approval of Council Meeting Minutes for August 21, August 25, September 2, 2008.
- Acceptance of Planning Commission Meeting Minutes for September 2, 2008.
- Acceptance of Traffic Safety Committee Minutes for April 9, June 4, and July 9, 2008.

City Recorder Heffington noted that the September 8 meeting minutes had not been included in the Agenda Packet and Mayor Anderson read the Consent Calendar into the record without the minutes of September 8, 2008.

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

#### **Adjournment**

Councilor Hedenskog moved, a second followed, and Council voted unanimously by voice vote to adjourn at 9:04pm.

Respectfully submitted:

ATTESTED by City Recorder  
this \_\_\_\_\_ day of \_\_\_\_\_, 2008:

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Mayor Larry Anderson

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City Recorder Joyce Heffington



## BROOKINGS PLANNING COMMISSION

September 9, 2008

### Minutes

The meeting of the Brookings Planning Commission was called to order by Chair Markham 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:*

Steve Bismarck	Juliane Leighton
Ken Bryan	Hedda Markham
Randy Gorman	Cheryl McMahan

*Staff Absent:* Bruce Nishioka

#### *Staff Present:*

Planning Director Dianne Morris, and Secretary Cathie Mahon.

*Other:* One participant in the audience and Coastal Pilot reporter Kurt Madar

### CHAIR ANNOUNCEMENTS

None.

### WRITTEN REQUEST and COMMUNICATIONS

None.

### THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATIONS

None.

### THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

1. By a 6-0 vote (motion: Commissioner Bryan) the Planning Commission approved the amended Final ORDER and Findings of Fact for File No.DDP-1-08, a request for a Detailed Development Plan (DDP) on a 10 acre site and a subdivision creating this 10 acre parcel and platting a street from an 80 acre parent parcel; located on the easterly side of Highway 101 and Carpenterville Road; Assessor's Map 40-14-00, Tax Lot 2400; zoned Master Plan Development (MPD); Southwestern Oregon Community College, applicant.

The motion was amended to change the following on page 8 (of 24 pages) from:

➤For these reasons, the Planning Commission finds that there will be adequate water supply available for the proposed DDP.

To:

➤For these reasons, the Planning Commission finds that the proposed water system complies with the Brookings Municipal Code 17.168.010.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS**

None

**COUNTY REFERRELS**

None.

**APPROVAL of MINUTES**

By a 6-0 vote (motion: Commissioner Bismarck) the Planning Commission approved the minutes of September 2, 2008, as written.

**COMMENTS by the PLANNING STAFF**

Planning Director Morris briefly discussed the workshop scheduled for 6:00 p.m. before the regularly scheduled meeting, October 7, 2008.

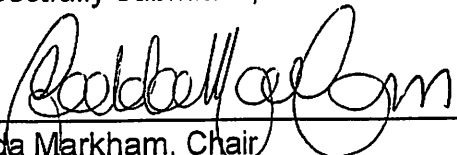
**COMMISSIONERS COMMENTS**

Commissioner Gorman requested when the minutes are amended that the change be noted in the minutes.

**ADJOURNMENT:**

With no further business before the Planning Commission, the Chair closed the meeting at 7:23 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Hedda Markham, Chair  
(approved at 10-7-08 meeting)

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
July 24, 2008

**CALL TO ORDER**

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

**ROLL CALL**

*Present:* Commissioners Ken Barkema, Patricia Brown, Frances Hartmann, Tony Parrish, Don Vilelle and Chair Michelle Benoit.

*Others present:* John Cowan, Public Works Director; Dave Kitchen, City Councilor; Gary Milliman, City Manager

**APPROVAL OF MINUTES**

- A. **Motion made by Commissioner Barkema to approve the minutes of June 26, 2008 as written; motion seconded and Commission voted, the motion carried unanimously.**

**PUBLIC APPEARANCES**

- A. Pete Chasar, 935 Marina Heights Road, Brookings, member of the Lower Stout Park Beautification Committee presented a 3-D model of Lower Stout Park incorporating design goals of a low maintenance garden, a water feature with intrinsic art, ADA access compliance, attractive to wildlife and people, recycling and use of alternative energy. Would like to make the water feature the focal point of the park, presented two concepts, the first being a candelabra tray and spillway with walkway underneath; the second being a gushing nozzle with water overhead and walkway underneath that would discourage climbing. Commission believed the gushing fountain nozzle better choice. Need to create a budget, corporate sponsorship and fundraising intended to pay park costs. Will need funding to get a property line survey done and engineering costs will be required for the water feature. **Motion made by Commissioner Vilelle that we relay to City Council the idea that the Park and Recreation Commission is in favor of progressing with the beautification project of Lower Stout Park, motion seconded and Commission voted, the motion carried unanimously.**
- B. Candice Michel, 1253 Rowland Lane, Brookings, KBSC-TV, Channel 9, presented idea to do a 30 minute video for \$500 on city parks to encourage resident and visitor park use. Commission suggested a subcommittee be appointed to pursue donations for funding costs, research park histories and prepare script. **Motion made by Commissioner Parrish to form a subcommittee to move forward with this idea, motion seconded and Commission voted, the motion carried unanimously.** Commissioner Parrish selected as subcommittee chair, Commissioner Ken Barkema and Don Vilelle selected as members.

**REGULAR AGENDA**

- A. Azalea Park Master Plan – Gary Milliman advised the Azalea Park Master Plan needed the Park & Recreation Commissions decision on item #4 of the Master Plan. Four commissioners toured/viewed the area and feel that parking is needed and filling in the canyon between the existing athletic fields would be appropriate. **Motion made by Commissioner Hartmann to recommend to approve the Azalea Park Master Plan as written and forward to the City Council for approval, motion seconded and Commission voted, the motion carried unanimously.**
- B. Brookings Bikeway Master Plan – Gary Milliman presented the US National Park Service's program to provide technical assistance in the development of bicycle plans. Concept is to

develop a master plan bike path from proposed new SWOCC campus to Harris Beach, through Brookings, to Chetco Point Park, Stout Park, Azalea Park and possibly as far down as North Bank Road. **Motion made by Commissioner Vilelle to support application, motion seconded and Commission voted, the motion carried unanimously.**

#### **INFORMATION UPDATES/DISCUSSION ITEMS**

- A. *KASPER* – Gary Milliman presented update of the KASPER program. About 70 kids participating and going well. Working with new Superintendent of Schools to find financial resources for an after school program and possibility of having it on school property. City Council did budget \$15,000 for summer youth program next year, community has provided great volunteer support.
- B. *Annual Parks Tour* – Chair Benoit. Toured Azalea Park, viewed canyon, areas of concern and SOD areas. Suggested removal of all SOD host material to avoid future yearly SOD problems and the need for continual rehabilitation of the area each time they have to do SOD removal, destroying any new growth. Also agreed that filling in the canyon and burying SOD infested material would eliminate SOD in that area. Easy Manor Park, Bud Cross Park and pool tour scheduled for August 15, 2008 at 9 am.
- C. *Capella Subcommittee* – Commissioners Parrish and Barkema, John Cowan appointed to subcommittee. To schedule meeting with City Manager Gary Milliman next week.

#### **COMMISSIONER REPORTS/COMMENTS**

Commissioner Brown – advised that the Easy Manor Park Grant has been approved.

Commissioner Parrish – Stout Mountain Railroad running for the KASPER program and August Artwalk.

Commissioners Hartmann and Vilelle – Arrived for Azalea Park Foundation meeting but no one else did.

Public Works Director John Cowan – advised the replacement trees for Stout Park will be available and planted in the Fall, with relocation of the Mountain Ash trees to another park. Natures' Coastal Holiday scheduled to meet in August, will advise of the date.

City Manager Gary Milliman – advised that the Pool Manager Jeanne Nelson will be retiring after 30 years of service, recruitment for a new Pool Manager underway. Vandalism at Bud Cross and Azalea Park restrooms recently, security camera resolution being adjusted to try get better images of individuals.

#### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 8:22 pm. Next meeting scheduled for August 28<sup>th</sup>.

Respectfully submitted,

  
Michelle Benoit, Chair

(approved at August 28, 2008 meeting)

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
August 28, 2008

**CALL TO ORDER**

Chair Benoit called the meeting to order at 7:05 pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Ken Barkema, Patricia Brown, Frances Hartmann, Tony Parrish, Don Vilelle and Chair Michelle Benoit.

*Others present:* John Cowan, Public Works Director; Gary Milliman, City Manager

**APPROVAL OF MINUTES**

- A. Correct Commissioner Reports/Comments to indicate Commissioner Vilelle also showed up for the Azalea Park Foundation meeting to which no members of the Azalea Park Foundation came. **Motion made to approve the minutes of July 24, 2008 as corrected; motion seconded and Commission voted, the motion carried unanimously.**

**PUBLIC APPEARANCES**

- A. *KASPER* – Carolyn Milliman, KASPER Chairperson, presented a wrap up and slide show of the 2008 summer KASPER program, which was very successful with 82 children, 39 volunteers and over 100 volunteer teachers. KASPER directors will meet monthly at 6 pm on the 3<sup>rd</sup> Thursday of each month at Evergreen Bank to continue working to establish an After School Program with grants and fundraising. The City of Brookings has agreed to assist in funding next years summer program.

**REGULAR AGENDA**

- A. *Encore Azaleas* – Gary Milliman, City Manager, presented information received from Encore Azaleas, an organization that is willing to provide 36 free azaleas of various sizes and varieties to be used in landscaping in a high-profile location. Commission recommended Bankus Park if irrigation is available, staff will continue process of procuring azaleas.

**INFORMATION UPDATES/DISCUSSION ITEMS**

- A. *Annual Parks Tour* – Chair Benoit advised the parks tour found the following:
- Easy Manor Park has improvement plans by an approved grant program.
  - At Bud Cross Park suggested a sidewalk at the basketball court and construction of a retaining wall to sit on and to keep the gravel off the court. Railroad tie steps by the bleachers at ballpark are eroding and unsafe. Trash and glass at the Skate Park. Pool and building looked great, two trees in front of pool not healthy and should be removed.
  - Chetco Point Park could use restrooms.
  - Lower Stout Park could be graded and seeded for easier maintenance until that park is ready for renovation.
- B. *Chetco Point Park Horseshoe Tournament* – Commissioner Parrish suggested a 16 player horseshoe tournament to raise funds for production of a park promotion video. Would sell sponsorships to local businesses for \$100 and charge a \$25 tournament entry fee. Door prizes, awards and trophies would be given out, sell BBQ hot dogs and sodas. Several Park and Recreation Commissioners volunteered to assist. **Motion made by Commissioner Brown to support the horseshoe tournament; motion seconded and Commission voted, the motion carried unanimously.**

- C. *Pumpkin Carving Contest* – Commissioner Parrish presented flyer for Stout Mountain Railways Pumpkin Carving Contest for October 31<sup>st</sup>. Pumpkin carving workshop, judging, costumes, awards, prizes, pumpkin recycling and Stout Mountain trains will be running.
- D. *Capella Subcommittee Meeting* – Commissioner Parrish advised that the Capella subcommittee met and they would like to have an open house in mid-October. Need to form a board to assume responsibility and oversee Capella functions once the transition of ownership is complete. Capella contractor and Elmo Williams were notified to cease and desist in the unauthorized removal of vegetation and trimming of trees.

## COMMISSIONER REPORTS/COMMENTS

Commissioner Vilelle - attended a Nature's Coastal Holiday meeting, they are preparing for the upcoming holiday season, next meeting will be September 28<sup>th</sup>.

Commissioner Parrish – March of the Santas meeting, trying to tie into Nature's Coastal Holiday.

## ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 8:11 pm. Next meeting scheduled for September 25<sup>th</sup>.

Respectfully submitted,

  
Michelle Benoit, Chair

(approved at September 25, 2008 meeting)



Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/08	09/05/2008	60211	2898	Airgas Nor Pac	10-00-2005	72.75
09/08	09/05/2008	60212	3581	ALSCO	10-00-2005	140.50
09/08	09/05/2008	60213	4294	American Water Works Assoc.	10-00-2005	45.00
09/08	09/05/2008	60214	148	B-H Chamber of Commerce	10-00-2005	3,416.67
09/08	09/05/2008	60215	313	Brookings Vol Firefighters	10-00-2005	2,083.33
09/08	09/05/2008	60216	370	CCIS	10-00-2005	34.70
09/08	09/05/2008	60217	1840	Chetco Federal Credit Union	10-00-2005	3,053.00
09/08	09/05/2008	60218	1745	Coastal Paper & Supply, Inc	10-00-2005	211.20
09/08	09/05/2008	60219	182	Coos-Curry Electric	10-00-2005	466.28
09/08	09/05/2008	60220	2542	Crystal Fresh Bottled Water	10-00-2005	291.50
09/08	09/05/2008	60221	173	Curry Equipment Company	10-00-2005	24.96
09/08	09/05/2008	60222	185	Del Cur Supply	10-00-2005	68.35
09/08	09/05/2008	60223	316	Donald & Roberta Chandler	10-00-2005	548.00
09/08	09/05/2008	60224	3342	Fastenal	10-00-2005	66.55
09/08	09/05/2008	60225	4269	Gary Milliman	10-00-2005	67.50
09/08	09/05/2008	60226	2109	Granite Construction Co.	10-00-2005	709.46
09/08	09/05/2008	60227	139	Harbor Logging Supply	10-00-2005	103.20
09/08	09/05/2008	60228	3408	IDEXX Distribution Inc	10-00-2005	174.75
09/08	09/05/2008	60229	155	Mory's	10-00-2005	76.30
09/08	09/05/2008	60230	424	Munnell & Sherrill	10-00-2005	180.09
09/08	09/05/2008	60231	4106	Nextel Communications	10-00-2005	391.92
09/08	09/24/2008	60232	3561	VOID - Oil Can Henry's	10-00-2005	.00 M
09/08	09/05/2008	60233	572	OMFOA	10-00-2005	50.00
09/08	09/05/2008	60234	1561	Pacific Coast Hearing Center	10-00-2005	20.00
09/08	09/05/2008	60235	4053	Patti JG Dunn	10-00-2005	262.00
09/08	09/05/2008	60236	1029	Pitney Bowes Purchase Power	10-00-2005	1,000.00
09/08	09/05/2008	60237	322	Postmaster	10-00-2005	720.00
09/08	09/05/2008	60238		Information Only Check	10-00-2005	.00 V
09/08	09/05/2008	60239	1193	PRN Data Services, Inc	10-00-2005	3,832.95
09/08	09/05/2008	60240	187	Quality Fast Lube & Oil	10-00-2005	35.00
09/08	09/05/2008	60241	199	Richard Harper	10-00-2005	300.00
09/08	09/05/2008	60242	278	Ron Plaster	10-00-2005	500.00
09/08	09/05/2008	60243	3499	Simplot	10-00-2005	1,275.73
09/08	09/05/2008	60244	3872	Staples Business Advantage	10-00-2005	146.30
09/08	09/05/2008	60245	797	Town & Country Animal Clinic	10-00-2005	309.45
09/08	09/05/2008	60246	179	Trew & Cyphers LLP	10-00-2005	3,558.00
09/08	09/05/2008	60247	861	Village Express Mail Center	10-00-2005	7.20
09/08	09/11/2008	60248	2407	Blue Star Gas	10-00-2005	8,258.30
09/08	09/11/2008	60249	110	Brookings Harbor Auto Parts	10-00-2005	75.84
09/08	09/11/2008	60250	4309	BURROUGHS, LINDA & BART	10-00-2005	41.38
09/08	09/11/2008	60251	4305	CA Narcotic Canine Assoc.	10-00-2005	40.00
09/08	09/11/2008	60252	159	CAL/OR Insurance Specialist	10-00-2005	356.00
09/08	09/11/2008	60253	193	Central Equipment Co, Inc	10-00-2005	28.78
09/08	09/11/2008	60254	3834	Clean Sweep Janitorial Service	10-00-2005	700.00
09/08	09/11/2008	60255	1740	Code Publishing Company Inc	10-00-2005	64.35
09/08	09/11/2008	60256	183	Colvin Oil Company	10-00-2005	7,611.77
09/08	09/11/2008	60257	3851	Comfort Inn & Suites	10-00-2005	154.00
09/08	09/11/2008	60258	182	Coos-Curry Electric	10-00-2005	1,527.06
09/08	09/11/2008	60259	2542	Crystal Fresh Bottled Water	10-00-2005	23.00
09/08	09/11/2008	60260	195	Curry Transfer & Recycling	10-00-2005	611.05
09/08	09/11/2008	60261	166	Dan's Auto & Marine Electric	10-00-2005	264.84
09/08	09/11/2008	60262	3342	Fastenal	10-00-2005	170.89
09/08	09/11/2008	60263	4291	Gardiner, Rhonda	10-00-2005	912.41
09/08	09/11/2008	60264	269	Grainger	10-00-2005	477.72
09/08	09/11/2008	60265	4310	HANWRIGHT, ALAN	10-00-2005	54.73
09/08	09/11/2008	60266	4190	Integra Telecom	10-00-2005	1,561.84
09/08	09/11/2008	60267	578	VOID - John Cowan	10-00-2005	.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/08	09/11/2008	60268	162	Kerr Hardware	10-00-2005	283.59
09/08	09/11/2008	60269	202	VOID - League of Oregon Cities	10-00-2005	.00
09/08	09/11/2008	60270	4307	LEWIS, MARY	10-00-2005	53.96
09/08	09/11/2008	60271	4314	Middlebrook, Joy	10-00-2005	20.00
09/08	09/11/2008	60272	329	New Hope Plumbing	10-00-2005	263.50
09/08	09/11/2008	60273	4224	Oce Imagistics, Inc.	10-00-2005	10.49
09/08	09/11/2008	60274	4277	OFSI	10-00-2005	246.00
09/08	09/11/2008	60275	3561	Oil Can Henry's	10-00-2005	33.29
09/08	09/11/2008	60276	974	Oregon Chapter 31	10-00-2005	40.00
09/08	09/11/2008	60277	4315	VOID - OWENS, PAUL	10-00-2005	.00
09/08	09/11/2008	60278	252	Paramount Pest Control	10-00-2005	42.00
09/08	09/11/2008	60279	4316	VOID - PIEPER, JAKE	10-00-2005	.00 M
09/08	09/11/2008	60280	4306	QUICK, JEREMY	10-00-2005	49.48
09/08	09/11/2008	60281	180	Ray's Food Place	10-00-2005	181.25
09/08	09/11/2008	60282	169	Roto Rooter	10-00-2005	112,622.13
09/08	09/11/2008	60283	4311	RUPP, BOB	10-00-2005	120.00
09/08	09/11/2008	60284	3369	Schwabe Williamson & Wyatt PC	10-00-2005	351.00
09/08	09/11/2008	60285	4308	SCOTT, SEAN & GINA	10-00-2005	38.69
09/08	09/11/2008	60286	4313	Spencer & Kupper	10-00-2005	4,875.00
09/08	09/11/2008	60287	2640	The Dyer Partnership Inc	10-00-2005	4,926.00
09/08	09/11/2008	60288	991	Verizon Northwest	10-00-2005	526.29
09/08	09/11/2008	60289	861	Village Express Mail Center	10-00-2005	6.77
09/08	09/11/2008	60290	4312	WEICHERS, BRANDON	10-00-2005	17.21
09/08	09/11/2008	60291	4219	Willdan	10-00-2005	2,600.00
09/08	09/11/2008	60292	4131	Zumar Industries Inc	10-00-2005	408.00
09/08	09/11/2008	60293	202	League of Oregon Cities	10-00-2005	265.00
09/08	09/11/2008	60294	4316	PIEPER, JAKE	10-00-2005	50.00
09/08	09/11/2008	60295	4303	ENGLISH, SHARALEE	10-00-2005	9.02
09/08	09/11/2008	60296	202	League of Oregon Cities	10-00-2005	150.00
09/08	09/11/2008	60297	4315	OWENS, PAUL	10-00-2005	11.61
09/08	09/18/2008	60298	993	ATCO International	10-00-2005	520.00
09/08	09/18/2008	60299	146	Bay West Supply, Inc	10-00-2005	395.32
09/08	09/18/2008	60300	4319	Carmel, Toni	10-00-2005	47.69
09/08	09/18/2008	60301	1785	Cascade Control Corp	10-00-2005	125.00
09/08	09/18/2008	60302	3015	Charter Communications	10-00-2005	84.90
09/08	09/18/2008	60303	182	Coos-Curry Electric	10-00-2005	1,408.76
09/08	09/18/2008	60304	3375	CORRPRO Waterworks	10-00-2005	405.00
09/08	09/18/2008	60305	4321	Drobny, Sherry	10-00-2005	9.40
09/08	09/18/2008	60306	3537	Ennis Paint	10-00-2005	345.20
09/08	09/18/2008	60307	3342	Fastenal	10-00-2005	338.60
09/08	09/18/2008	60308	153	Ferrellgas	10-00-2005	467.17
09/08	09/18/2008	60309	4322	Gerkin, Claudia	10-00-2005	18.52
09/08	09/18/2008	60310	2109	Granite Construction Co.	10-00-2005	639.18
09/08	09/18/2008	60311	198	Grants Pass Water Lab	10-00-2005	175.00
09/08	09/18/2008	60312	3632	Harbor View Windows	10-00-2005	16,107.00
09/08	09/18/2008	60313	131	HGE, Inc	10-00-2005	686.31
09/08	09/18/2008	60314	350	John Zia	10-00-2005	7,879.00
09/08	09/18/2008	60315	1397	L N Curtis	10-00-2005	3,058.83
09/08	09/18/2008	60316	202	VOID - League of Oregon Cities	10-00-2005	265.00
09/08	09/18/2008	60317	2386	Lincoln Equipment, Inc.	10-00-2005	110.56
09/08	09/18/2008	60318	4209	MES - Northwest	10-00-2005	261.12
09/08	09/18/2008	60319	4320	Nordloh, Sarah	10-00-2005	15.47
09/08	09/18/2008	60320	4224	Oce Imagistics, Inc.	10-00-2005	196.14
09/08	09/18/2008	60321	279	One Call Concepts, Inc	10-00-2005	19.95
09/08	09/18/2008	60322	426	Oregon Apparatus Repair Inc	10-00-2005	4,009.46
09/08	09/18/2008	60323	143	Oregon Department of Revenue	10-00-2005	33.95
09/08	09/18/2008	60324	4081	Oscar Larson & Associates	10-00-2005	9,806.99

M = Manual Check, V = Void Check

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09/08	09/18/2008	60325	4053	Patti JG Dunn	10-00-2005	602.09
09/08	09/18/2008	60326	859	Paul Conway Shields	10-00-2005	632.00
09/08	09/18/2008	60327	866	Pitney Bowes Global Financial	10-00-2005	137.00
09/08	09/18/2008	60328	4317	RIOS, LUIS	10-00-2005	29.99
09/08	09/18/2008	60329	3954	Riverside Manufacturing Co	10-00-2005	922.47
09/08	09/18/2008	60330	380	Stadelman Electric Inc	10-00-2005	9,070.48
09/08	09/18/2008	60331	1197	Teledyne Isco Inc	10-00-2005	832.90
09/08	09/18/2008	60332	2640	The Dyer Partnership Inc	10-00-2005	315.00
09/08	09/18/2008	60333	3752	Trace Analytics Inc	10-00-2005	75.00
09/08	09/18/2008	60334	4203	Ultramax	10-00-2005	51.40
09/08	09/18/2008	60335	136	United Pipe & Supply Co Inc	10-00-2005	1,144.85
09/08	09/18/2008	60336	991	Verizon Northwest	10-00-2005	19.28
09/08	09/18/2008	60337	4131	Zumar Industries Inc	10-00-2005	119.00
09/08	09/25/2008	60339	3015	Charter Communications	10-00-2005	1,062.97
09/08	09/25/2008	60340	1745	Coastal Paper & Supply, Inc	10-00-2005	94.82
09/08	09/25/2008	60341	586	Cole-Parmer Instrument Co	10-00-2005	75.12
09/08	09/25/2008	60342	183	Colvin Oil Company	10-00-2005	3,993.33
09/08	09/25/2008	60343	182	Coos-Curry Electric	10-00-2005	2,691.48
09/08	09/25/2008	60344	284	Day-Wireless Systems	10-00-2005	551.60
09/08	09/25/2008	60345	2117	Edge Wireless	10-00-2005	201.02
09/08	09/25/2008	60346	4323	Erickson, Charles	10-00-2005	79.56
09/08	09/25/2008	60347	3639	Gleaves Swearingen	10-00-2005	1,525.18
09/08	09/25/2008	60348	2109	Granite Construction Co.	10-00-2005	556.85
09/08	09/25/2008	60349	4128	GSI Water Solutions Inc	10-00-2005	942.12
09/08	09/25/2008	60350	167	Hach Company	10-00-2005	122.65
09/08	09/25/2008	60351	2916	ICC Membership Services	10-00-2005	100.00
09/08	09/25/2008	60352	1491	Mt Hood Chemical	10-00-2005	8,157.60
09/08	09/25/2008	60353	433	NCL of Wisconsin	10-00-2005	190.30
09/08	09/25/2008	60354	3935	Northern California Glove	10-00-2005	270.00
09/08	09/25/2008	60355	4224	Oce Imagistics, Inc.	10-00-2005	116.80
09/08	09/25/2008	60356	3561	Oil Can Henry's	10-00-2005	246.22
09/08	09/25/2008	60357	4324	OMFOA	10-00-2005	250.00
09/08	09/25/2008	60358	687	Owen Equipment Company	10-00-2005	64.00
09/08	09/25/2008	60359	695	P & S Construction Co, Inc	10-00-2005	150.00
09/08	09/25/2008	60360	4053	Patti JG Dunn	10-00-2005	232.11
09/08	09/25/2008	60361	3830	Peggy Ghiringhelli	10-00-2005	39.17
09/08	09/25/2008	60362	378	Quality Control Services	10-00-2005	50.22
09/08	09/25/2008	60363	4282	Sea-Port Technical Controls	10-00-2005	338.58
09/08	09/25/2008	60364	2640	The Dyer Partnership Inc	10-00-2005	1,002.50
09/08	09/25/2008	60365	2383	The Innfield Restaurant	10-00-2005	27.00
09/08	09/25/2008	60366	665	The Riverhouse	10-00-2005	679.80
09/08	09/25/2008	60367	142	Tidewater Contractors Inc	10-00-2005	663.18
09/08	09/25/2008	60368	4325	Vehicle Maintenance Program	10-00-2005	1,992.18
09/08	09/25/2008	60369	861	Village Express Mail Center	10-00-2005	15.07
09/08	09/25/2008	60370	4220	Woof's Dog Bakery	10-00-2005	46.99
09/08	09/25/2008	60371	4131	Zumar Industries Inc	10-00-2005	175.35
09/08	09/30/2008	60372	3473	4imprint	10-00-2005	334.32
09/08	09/30/2008	60373	4326	Beach, Carl & Patricia	10-00-2005	120.00
09/08	09/30/2008	60374	4328	Brigham, Donald	10-00-2005	49.74
09/08	09/30/2008	60375	2364	C&S Fire-Safe Services	10-00-2005	132.00
09/08	09/30/2008	60376	1745	Coastal Paper & Supply, Inc	10-00-2005	146.49
09/08	09/30/2008	60377	182	Coos-Curry Electric	10-00-2005	13,352.38
09/08	09/30/2008	60378	173	Curry Equipment Company	10-00-2005	38.95
09/08	09/30/2008	60379	868	Da-Tone Construction	10-00-2005	931.71
09/08	09/30/2008	60380	3135	David Gordon	10-00-2005	60.84
09/08	09/30/2008	60381	484	DMV	10-00-2005	8.50
09/08	09/30/2008	60382	3342	Fastenal	10-00-2005	126.03

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/08	09/30/2008	60383	4330	Ferno	10-00-2005	215.69
09/08	09/30/2008	60384	298	Freeman Rock, Inc	10-00-2005	201.00
09/08	09/30/2008	60385	1748	G.O. Construction	10-00-2005	7,049.00
09/08	09/30/2008	60386	2109	Granite Construction Co.	10-00-2005	40.37
09/08	09/30/2008	60387	139	Harbor Logging Supply	10-00-2005	15.60
09/08	09/30/2008	60388	328	Les Schwab Tire Center	10-00-2005	891.08
09/08	09/30/2008	60389	4327	Melsha, Jonnie	10-00-2005	54.90
09/08	09/30/2008	60390	424	Munnell & Sherrill	10-00-2005	23.55
09/08	09/30/2008	60391	4106	Nextel Communications	10-00-2005	389.73
09/08	09/30/2008	60392	334	North Coast Electric	10-00-2005	125.00
09/08	09/30/2008	60393	1193	PRN Data Services, Inc	10-00-2005	3,500.00
09/08	09/30/2008	60394	207	Quill Corporation	10-00-2005	770.03
09/08	09/30/2008	60395	591	Salmon Run	10-00-2005	3,508.00
09/08	09/30/2008	60396	4329	Stark, Karen	10-00-2005	35.53
09/08	09/30/2008	60397	2328	Vicki Merrill	10-00-2005	709.54
09/08	09/30/2008	60398	861	Village Express Mail Center	10-00-2005	6.40
09/08	09/30/2008	60399	4219	Willdan	10-00-2005	1,454.54
09/08	09/18/2008	90338	202	League of Oregon Cities	10-00-2005	75.00
Totals:						<u>297,827.55</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

## BUILDING DEPARTMENT ACTIVITIES SUMMARY

**For the Month of:** **September 2008**

[illegible]

**For the month of:      September 2008**

[illegible]



# Advance Packet

Dated: 9-3-08

*for*

## **Monday, October 13, 2008, Common Council Meeting**

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

### Public Hearings:

- File LDC-11-08, to consider revisions to Chapter 17.52, General Commercial (C3) of the Brookings Municipal Code. [pg . 3]

### Ordinances

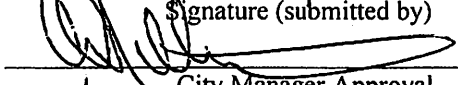
- Ordinance 08-O-620, an ordinance adding Chapter 17.180, Workforce Housing, to the Brookings Municipal Code. [pg . 11]

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 13, 2008

Originating Dept: Planning

Donna Colby-Hanks  
Signature (submitted by)  
  
City Manager Approval

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Subject: A hearing on File LDC-11-08 to consider revisions to Chapter 17.52, General Commercial (C-3) of the Brookings Municipal Code (BMC).

Recommended Motion: Motion to approve File LDC-11-08 making revisions to the above Chapter after deliberation and direct staff to prepare an adopting ordinance.

Financial Impact: None

Background/Discussion: The proposed revisions to Chapter 17.52, General Commercial (C-3) District, BMC came before you at the September 22, 2008 meeting. After public input and discussion, the Council voted to send this Chapter back for additional revisions by staff. There were two issues about which concerns were expressed – should car sales continue to be a conditionally permitted use or allowed as an outright permitted use, and how to handle outside sales and storage of merchandise. Staff and the Land Development Code Committee propose the following revisions, in the attached Chapter.

- Automobile, boat, truck, or trailer sales, service or repair remains a conditionally permitted use. Attachment B is pages from the *Downtown Brookings Masterplan* which address car sales. This plan was a vision developed by a large group of more than 75 community members over several years and was approved by City Council in 2003. The plan made no provisions for car sales, as seen in Attachment B. As a compromise, Staff believes leaving car sales as a conditionally permitted use would be appropriate.
- Under 17.52.080, Other Required Conditions. Provisions for display of outside equipment and outside furniture were added to the list of merchandise allowed to be sold and stored outside at any time. Revisions to the length and frequency of temporary sales of any merchandise were made. Four sales a year, for a period of 7 days each, is the proposal. This would accommodate temporary car sales on commercial property, within these parameters, with no special approval needed. Text regarding a 6 foot sight obscuring fence for other conditionally permitted uses involving outside storage was removed from 17.52.040 and placed in 17.52.080.

Policy Considerations: N/A

Attachment(s): **Attachment A** – Draft version of the C-3 zone.  
**Attachment B** – Page 3 and 17 from Appendix A of the Brookings Downtown Master Plan

## Chapter 17.52

## GENERAL COMMERCIAL (C-3) DISTRICT

Draft October 1, 2008

Text to be added is *bold and italicized*.Text to be omitted has ~~strikethrough~~.

## Sections:

- 17.52.010 Purpose.
- 17.52.020 Permitted uses.
- 17.52.030 Accessory uses.
- 17.52.040 Conditional uses.
- 17.52.050 Maximum building height.
- 17.52.060 Signs.
- 17.52.070 Parking.
- 17.52.080 Other required conditions.

**17.52.010 Purpose.**

This District is designed to stabilize, improve and protect the commercial characteristics of the ~~central business district~~ *general commercial area*. *The District is limited to commercial uses of less intensity than are found in an industrial zone. A pedestrian friendly mixture of commercial and residential uses are to be promoted by the provisions found in this District.* ~~Due to the interdependence of the various commercial uses upon pedestrian traffic and the necessity for joint provisions and utilization of off street parking facilities, off street parking is not required for individual commercial uses within this district fronting on U.S. Highway 101 (Chetco Avenue) easterly from Pacific Street. [Ord. 89-O-446 § 1.]~~

**17.52.020 Permitted uses.**

The following uses are permitted:

- A. Existing residential uses, *including additions, without any increase in the number of dwelling units;*
- B. One or more dwellings not on a ground floor, ~~motels, and hotels;~~
- C. ~~Retail stores~~ *businesses and offices;* ~~shops, businesses and offices supplying commodities or performing services to meet the needs of the community, including department stores, specialty shops, banks and financial institutions, personal and business service establishments, antique shops, artists' supply stores, gift shops, hardware stores, drug stores, bakery shops, grocery stores, beauty and barber shops, garden and nursery shops, and other similar uses;~~
- D. Business and technical schools, photography, art, music, *theater*, and dance schools and studios;
- E. Restaurants, cafes, cocktail lounges, bars, taverns, *including with or without* entertainment;
- F. Commercial recreational uses, such as bowling lanes, dance halls, pool halls, skating rinks, or theaters, not including drive-in theaters;
- G. Printing, publishing and newspaper offices;
- H. Light service shops such as *beauty salons, barbershops, pet grooming with no overnight boarding of animals*, upholsterers, picture framing, tailoring, and appliance repair;

I. Places for public assembly such as ~~churches~~ *places of worship*, meeting halls, auditoriums, community centers, lodges, clubs and fraternal organizations, ~~mortuaries and crematories in conjunction with a mortuary and subject to BMC 17.124.090;~~

J. Public buildings, structures and uses as may be appropriate to the C-3 district including transportation terminals and facilities;

K. Commercial parking lots for passenger vehicles, subject to Chapter 17.92 BMC;

L. Museums, art galleries or similar facilities;

~~M. Professional or business offices. [Ord. 03-O-446.NN; Ord. 93-O-446.L § 6; Ord. 89-O-446 § 1.]~~

*M. Hospitals and out-patient medical clinics;*

*N. Motels and hotels;*

#### **17.52.030 Accessory uses.**

A. Any uses, buildings or structures customarily appurtenant to a permitted use, such as incidental storage facilities ~~and the like~~, are permitted. ~~On-duty personnel living quarters, either conventional or manufactured, in conjunction with ambulance services and/or fire departments. [Ord. 93-O-446.P § 3; Ord. 89-O-446 § 1.]~~

##### ***B. Accessory uses for dwelling units***

*1. Home occupations, subject to the provisions of Chapter 17.104 BMC.*

*2. Other accessory uses and accessory buildings and structures, such as non-commercial greenhouses, customarily appurtenant to a permitted use.*

#### **17.52.040 Conditional uses.**

The following conditional uses may be permitted subject to a conditional use permit:

A. Automobile, boat, truck, or trailer sales, service or repair; provided, that all repair shall be conducted entirely within an enclosed building;

B. Implement, machinery, and heavy equipment sales, ~~and service or repair; provided, that all repair shall be conducted entirely within an enclosed building;~~

C. Automobile service station, including automobile maintenance and repair which shall be conducted entirely within an enclosed building;

D. Lumber or building materials sales and storage; ~~provided, that service, business, sales and storage is either entirely within an enclosed building or enclosed within an eight-foot high, sight-obscuring fence;~~

E. Contractors' offices and storage; ~~provided all storage is either entirely within an enclosed building or within an eight-foot high, sight-obscuring fence;~~

F. Veterinarians *and* animal hospitals, ~~and pet grooming~~, provided all business, service and kennels are entirely within an enclosed building *subject to BMC 17.124.080;*

G. Buildings over 40 feet in height;

H. Rental storage units, provided they are used exclusively for storage purposes;

I. Day care *and* nursery schools, ~~and kindergartens~~ pursuant to BMC 17.124.010.

J. Short-term rentals pursuant to the provisions of BMC 17.124.170. [Ord. 01-O-446.MM; Ord. 00-O-446.II § 2; Ord. 92-O-446.H § 2; Ord. 89-O-446 § 1.]

*K. Mortuaries and crematories in conjunction with a mortuary and subject to BMC 17.124.090;*

*L. On-duty personnel living quarters, either conventional or manufactured dwelling unit, only in conjunction with ambulance services and/or fire departments.*

*M. Utility substations or pumping stations subject to BMC 17.124.030.*

*N. Fabricating of products is permitted when conducted in conjunction with a retail sales establishment occupying the ground floor facing the public street.*

**17.52.050 Maximum building height.**

No structures shall be over 40 feet in height except as allowed as a conditional use, and as provided in BMC 17.128.030. [Ord. 89-O-446 § 1.]

**17.52.060 Signs.**

Signs shall be permitted in accordance with Chapter 17.88 BMC. [Ord. 89-O-446 § 1.]

**17.52.070 Parking.**

Off-street parking shall be provided in accordance with Chapter 17.92 BMC, except for **the area described in 17.92.030(A). these lots fronting U.S. Highway 101 (Chetco Avenue) easterly from Pacific Street.** [Ord. 89-O-446 § 1.]

**17.52.080 Other required conditions.**

A. Site plan approval required as provided in Chapter 17.80 BMC.

B. All businesses, services and processes shall be conducted entirely within a completely enclosed structure, except for conditional uses and off-street parking and loading areas, outdoor dining areas, nurseries and garden shops, ~~Christmas-tree~~ *seasonal* sales lots, *outdoor equipment, outdoor furniture, dispensers, vehicle and boat sales, and* bus stations. *When outside storage is allowed as a conditional use, it must be enclosed within a 6 foot high site obscuring fence. In addition, temporary sales of products allowed either as an outright permitted or a conditionally permitted use, for no more than 3 7 consecutive days, may be conducted outside on private property. These sales may occur no more than 3 4 times during a calendar year. The seller must have a current City business license and required parking spaces must remain available for use by vehicles.*

C. In any C-3 district directly across a street from, or abutting any lot in a "~~R~~" *Residential* district, the parking and loading area shall be set back at least 10 feet from the street right-of-way or lot line and said area shall be appropriately landscaped to protect the character of said adjacent residential properties. Such landscaping shall be *constructed and maintained in compliance with 17.92.100 (H), BMC.*

D. All business shall be conducted from a structure placed on a permanent foundation unless specifically exempted by the provisions of this or other city ordinances. [Ord. 00-O-446.JJ § 5; Ord. 89-O-446 § 1.]

E. *Prior to any development activity on the property, the applicant must comply with 17.100.030, General Mitigation, BMC.*

F. *An accessway to a new proposed off-street parking area shall be improved from the public roadway to the parking area to a minimum width of 20 feet for two-way traffic. If the accessway is a one-way in or one-way out, it shall be a minimum width of 10 feet and have appropriate signage.*

G. *Provide for the improvement of an existing dedicated alleyway which is intended to be used for egress and ingress, or backup space of off-street parking for the development.*

H. *Screen from view all roof-, wall-, or ground-mounted mechanical equipment and devices, in addition to propane tanks.*

I. *Refuse receptacles or dumpsters shall be appropriately positioned, colored or screened to minimize visibility to vehicular traffic or pedestrians.*

## Appendix A1: Downtown Brookings Development (DBD) District Recommendations

The Otak Town Center District provides a solid foundation for guiding development consistent with the community's vision. Urban Design Studio recommends using the Otak Town Center District as the base with the following modifications and additions. (Each modification or addition listed includes cross-references to the July 21, 1999, Revised Draft of the Town Center District by Otak, Inc. A copy of the Town Center District provisions are provided immediately following the modifications and additions listed below.)

- **Recommendation 1:** Consider changing the name of the "Town Center (TC) District" to "Downtown Brookings Development (DBD) District." ***Rationale:*** The Brookings community identifies more readily with "Downtown Brookings" than "Brookings Town Center." Additionally, "Downtown" is a more readily understandable term by the public at-large than "Town Center", which is often associated with suburban shopping centers.
- **Recommendation 2:** Consider modifying Section "\_\_\_\_.020 A." to read: "Existing residential uses. New detached single family homes are not permitted." ***Rationale:*** Downtown Brookings should focus on intensifying mixed use, retail, compact housing, civic, and appropriately scaled employment uses.
- **Recommendation 3:** Consider modifying Section "\_\_\_\_.020 C." to read: "Hotels, motels, inns, and bed and breakfast accommodations with ten (10) units or less. Vacation rental dwellings and recreational vehicle parks are not permitted." ***Rationale:*** Downtown Brookings should accommodate appropriately scaled lodging accommodations, while larger hotels and motels may be located north of Downtown and in the Brookings Harbor area. Downtown Brookings should focus on intensifying mixed use, retail, compact housing, civic, and appropriately scaled employment uses.
- **Recommendation 4:** Consider modifying Section "\_\_\_\_.020 D." to read: "Retail trade and services. Automobile-oriented uses, as defined in Section 8, are not permitted. New commercial uses exceeding 25,000 square feet are not permitted." ***Rationale:*** Downtown Brookings should accommodate appropriately scaled commercial uses, as well as uses conducive to maintaining a pedestrian-oriented environment. Downtown Brookings should focus on intensifying mixed use, retail, compact housing, civic, and appropriately scaled employment uses.





## DRAFT TOWN CENTER DISTRICT

Automobile-oriented uses  
defined (suggested language  
for Section 8):

1. Vehicle repair, sales,  
rental, storage, service.  
Businesses that repair,  
sell, rent, store, or service  
automobiles, trucks,  
motorcycles, buses,  
recreational  
vehicles/boats,  
implement, heavy  
equipment, and similar  
vehicles and equipment.

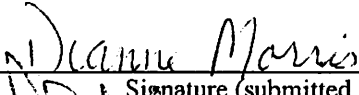
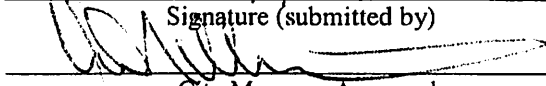
2. Drive-up, drive-in, and  
drive-through facilities.  
Drive-up, drive-in, and  
drive-through facilities  
(e.g., associated with  
restaurants, banks, car  
washes, service stations,  
theaters, and similar  
uses.)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 13, 2008

Originating Dept: Planning

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject: Adopting ordinance for approved creation of Chapter 17.180, Workforce Housing, Brookings Municipal Code (BMC).

Recommended Motion: Motion to approve Adopting Ordinances 08-0-620, BMC. (See script for procedure)

Financial Impact: None.

Background/Discussion: The creation of this Chapter was approved by the City Council at their September 22, 2008 meeting.

Policy Considerations: None.

Attachment(s): Attachment A - Adopting Ordinance 08-0-620  
Attachment B – Housing and Urban Development Income Chart with example of how to use the formula. This specific chart will not be adopted as it is updated annually.

)  
**) Ordinance No. 08-O-620**  
 )

Section 1.	Ordinance Identified.
Section 2.	Adds Chapter 17.180.

( 13 )

“Affordable rental unit” means that the rent charged for the dwelling unit does not exceed 23% of the qualifying annual net income.

“Accessory dwelling unit (ADU)” means a separate dwelling unit contained within or detached from a single-family dwelling on a single lot, containing 1000 square feet or less, excluding any garage area or accessory buildings, and sharing a driveway with the primary dwelling unless from an alley. A recreational vehicle cannot be used as an accessory dwelling unit.

“Accessory dwelling unit occupant” means the renter of the ADU.

“Qualifying annual income” means annual net income that does not exceed 80% for ownership and 60% for rentals of the area median income as determined by the United States Department of Housing and Urban Development (HUD).

#### **17.180.030 Density bonus.**

When applying to create a subdivision or planned unit development (PUD), the option of using a density bonus is available based on the following criteria:

Residential developments may devote 20% of the proposed lots to affordable housing pursuant to the following requirements:

1. In the following Residential zones; SR, R-1, R-MH, a density bonus for up to 20% of the proposed lots would allow a minimum lot area for each dwelling unit of 4,000 square feet. No specific minimum lot width is required.

2. In the following Residential zones; R-2, R-3, a density bonus for up to 20% of the proposed lots would allow a minimum lot area of 5,000 square feet for the first two dwelling units and for each additional unit, the lot area shall increase by 1000 square feet. No specific minimum lot width is required

3. All other provisions and requirements of the zoning district shall apply.

4. Any lots created using the Density Bonus lesser square footage requirement must site a dwelling unit in compliance with one of the following options:

- A. Affordable housing for purchase. Dwelling units designated as affordable housing available for purchase shall:

1. Only be sold to individuals or families whose annual net income does not exceed 80% of the area median income as determined by HUD; and

2. Have a mortgage payment not to exceed 30% of the monthly net income as outlined below:

- a. Studio Apartment – 1 person qualifying monthly income
      - b. 1 bedroom – 2 person qualifying monthly income
      - c. 2 bedrooms – 4 person qualifying monthly income
      - d. 3 bedrooms – 6 person qualifying monthly income
      - e. 4 bedroom – 7 person qualifying monthly income; and

3. Have a deed restriction signed and recorded establishing a period of affordability of not less than 15 years. In no event will a purchaser be required to sell the unit subject to this agreement for less than the purchase price plus any applicable closing costs and realtor fees. If an owner of a dwelling unit subject to this deed restriction decides to rent the unit, 17.180.030 (B), below, is applicable.

B. Affordable housing for rent. Dwelling units designated as affordable housing available for rent shall:

1. Only be rented to individuals or families whose annual net income does not exceed 60% of the area median income as determined by HUD; and
2. Have the rent charged not exceed 23% of the qualifying family net income as outlined below:
  - a. Studio Apartment – average of the 1 & 2 person qualifying monthly income.
  - b. 1 bedroom – average of the 2 & 3 person qualifying monthly income.
  - c. 2 bedrooms – average of the 3, 4, & 5 person qualifying monthly income.
  - d. 3 bedrooms – average of the 4, 5, 6, & 7 person qualifying monthly income.
  - e. 4 bedrooms – average of the 5, 6, 7, & 8 person qualifying monthly income; and
3. Have a deed restriction signed and recording establishing a period of affordability of not less than 15 years.
4. An annual registration fee, set by resolution of the City Council, must be paid and a copy of the current rental agreement provided to the City. Beginning January 1<sup>st</sup> of each year the City will conduct an annual review of registered affordable rentals to ensure compliance. Properties determined to be non-compliant shall be subject to abatement pursuant to BMC 8.15.090.
5. With any change of tenants new qualifying information must be provided to the City.

**17.180.040 Accessory dwelling unit.**

The Site Plan Committee shall authorize an Accessory Dwelling Unit (ADU) only if it is found that all of the following general requirements are and will be met by the applicant.

A. An ADU may be created within, or detached from, any single-family dwelling, whether existing or new, as an accessory use.

B. Only one ADU may be created per parcel accessory to the single-family dwelling;

C. Only the property owner may apply for an ADU. The property owner must occupy the primary dwelling as their primary residence. A primary residence shall be the residence where the owner is registered to vote, used as the primary residence for tax purposes, or other proof that the residence is primary. The owner shall sign an affidavit before a notary affirming that the owner occupies the primary dwelling. A deed restriction shall be recorded and a copy provided to the City declaring the Accessory Dwelling Unit status of the subject property.

D. The rental of an ADU must comply with 17.180.030 (4) (B), Affordable housing for rent, BMC.

E. An owner may convert an ADU to another lawful accessory use. If the owner wishes to re-convert the space to a dwelling unit, it may only be used in compliance with the ADU requirements.

F. One off-street parking space shall be provided for the ADU in addition to the two off-street parking spaces required for the primary dwelling pursuant to BMC 17.88.

G. ADU's shall contain 1,000 square feet or less.

H. All other applicable standards for the zone including, but not limited to setbacks, must be met with the exception of requiring a garage.

I. An annual ADU registration fee, set by resolution of the City Council must be paid. Upon sale of the property, the new owner shall be required to reregister the ADU.

J. If a garage or detached structure does not currently meet setbacks, it may not be converted to an ADU.

K. The owner of the property shall pay System Development Charges (SDC) for the additional dwelling unit and accept full responsibility for sewer and water bills.

L. Neither the ADU nor the primary dwelling may be used as a short-term rental.

M. Beginning January 1<sup>st</sup> of each year the City will conduct an annual review of registered ADUs to ensure compliance. Properties determined to be in non-compliance shall be subject to abatement pursuant to BMC 8.15.090.

**17.180.050 System Development Charge (SDC) deferrals.**

The City of Brookings will offer SDC deferrals to developers of housing projects that contain affordable units as defined in 17.180.020, BMC pursuant to the following requirements:

A. SDC deferrals will be offered for a period of two (2) years at a 0% interest rate. Developers utilizing this incentive will be required to sign a Promissory Note and System Development Charge Deferral Agreement with the City of Brookings. The SDC Deferral Agreement must be recorded and a copy provided to the City.

B. SDCs will be due in full or will need to be financed with the City of Brookings prior to transfer of ownership or at the end of the two (2) years deferral period.

C. The rental of a dwelling unit with a SDC deferral must comply with 17.180.030 (4) (B), Affordable housing for rent, BMC.

First reading: \_\_\_\_\_

Second reading: \_\_\_\_\_

Passage: \_\_\_\_\_

Effective date: \_\_\_\_\_

Signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Mayor Larry Anderson

ATTEST:

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

( 17 )

# FY 2008 Income Limits Documentation System

## FY 2008 Income Limits Summary

Curry County, Oregon										
FY 2008 Income Limit Area	<u>Median Income</u>	FY 2008 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Curry County	\$43,100	<u>Very Low (50%) Income Limits</u>	\$16,900	\$19,300	\$21,750	<b>\$24,150</b>	\$26,100	\$28,000	\$29,950	\$31,900
		<u>Extremely Low (30%) Income Limits</u>	\$10,150	\$11,600	\$13,050	<b>\$14,500</b>	\$15,650	\$16,800	\$18,000	\$19,150
		<u>Low (80%) Income Limits</u>	\$27,050	\$30,900	\$34,800	<b>\$38,650</b>	\$41,750	\$44,850	\$47,950	\$51,000

EXAMPLE: How to use the formula to calculate a maximum allowable monthly mortgage payment

- 1. 80% of annual net median income considering the size of the family = \_\_\_\_\_
- 2. Multiply 30% time the qualifying income from line #1 = \_\_\_\_\_
- 3. Divide the number from line #2 by 12 to get the maximum allowable monthly mortgage payment = \_\_\_\_\_