



# Agenda

City of Brookings  
Common Council Meeting  
Brookings City Hall Council Chamber  
898 Elk Drive, Brookings Oregon  
April 24, 2006 7:00 p.m.

Beginning at 6:00 p.m., before the regularly scheduled Common Council meeting, the Council will be meeting for a work/study session to discuss the water system status and projects.

## I. Call to Order

## II. Pledge of Allegiance

## III. Roll Call

## IV. Ceremonies/Appointments/Announcements

### A. Ceremonies

1. Proclamation – Curry Good Samaritan Volunteers [page 5]

## V. Public Hearing (Staff Reports provided previously under separate cover)

- A. In the matter of File No. **LDC-1-06**, an amendment to Section 80 – Site Plan Approval, of the Land Development Code; City initiated. The criteria used to decide this case is found in Section 144 of the Land Development Code.

1. Ordinance No. 06-O-446.VV, in the matter of an Ordinance amending Ordinance 89-O-446, an Ordinance creating the Land Development Code to amend Section 80, Site Plan Committee in its entirety.

- B. In the matter of File No. **ANX-1-06**, a request to annex 31.94 acres of land consisting of 7 tax lots; Assessor's Map 40-13-32B, Tax lots 1001, 1201, 1202, and 1300 and 40-13-32C, Tax Lots 211, 213, and 216; located on Old County Road; currently zoned Residential 2 by Curry County; Garry Cooper for K&D Properties and Ron Hedenskog, applicants. Criteria used to decide this application can be found in Section 148-Annexations, of the Land Development Code.



## **VI. Oral Requests and Communications from the Audience**

- A. Committee and Liaison reports**
  - 1. Chamber of Commerce
  - 2. Council Liaisons
- B. Unscheduled**

## **VII. Regular Agenda**

- A. Acknowledge receipt of the Parking Study Recommendations (Planning) [page 7]**

## **VIII. Consent Calendar**

- A. Approval of Council Meeting Minutes**
  - 1. Meeting of April 10, 2006 [page 13]
- B. Reject of all bids for Westside Sewer Interceptor [page 19]**
- C. Acceptance of letter of resignation from Planning Commissioner Rick Dentino and direct staff to advertise vacancy [page 21]**
- D. Approve City Council / Planning Commission Joint Work Session for Tuesday, May 2, 2006 from 6:00 to 7:00 pm to discuss evaluation of the Citizen Involvement Program and conduct of public meetings [page 23]**
- E. Approve City Council / Planning Commission Joint Work Session for Tuesday, May 16, 2006 from 6:00 to 7:00 pm to discuss visioning of the North Bank Chetco Urban Growth Area [page 25]**

### **End Consent Calendar**

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

- A. Council**
- B. Mayor**

## **X. Adjournment**



# Events

## April 2006

| April 2006 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         |    |    |    |    |    |    |

| May 2006 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    |    |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

| Monday   | Tuesday  | Wednesday  | Thursday  | Friday                          | Sat/Sun                           |
|--|--|--|---|---------------------------------|-----------------------------------|
|  |  |  |   |                                 | April 1                           |
|  |  |  |   |                                 | Carpet being installed            |
|  |  |  |   |                                 |                                   |
|  |  |  |   |                                 | 2                                 |
|  |  |  |   |                                 | Carpet being installed            |
|  |  |  |   |                                 |                                   |
| 3  | 4  | 5  | 6   | 7                               | 8                                 |
| 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker<br>7:00pm FH-FireTng/ChShrp (Fire Hall)           | 8:30am CC-Investigator/Patrol Information Sharing<br>10:30am FH CEP K-School Earthquake prep<br>7:00pm CC-Planning<br>7:00pm Ed. CEP Evergreen | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>12:00pm CC Comnity Agencies mtg<br>1:30pm CC Land<br>7:00pm FH-PoliceReserves | 8:15am CC-CmtyDevDpt Staff mtg<br>9:00am CC-Crm Stoppers<br>12:00pm PD-Plaster<br>3:00pm CC SafetyComMtg Kathy Dunn           | Video and audio systems updated |                                   |
| 10   | 11   | 12   | 13  | 14                              | 15                                |
| 6:00pm CC Ethics Work Session<br>7:00pm FH-FireTng/ChShrp (Fire Hall)<br>7:00pm CC-Council Mtg               | 10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729<br>10:30am CC CEP Jan Krick   | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>1:30pm CC Land Development Code committee                                     | 8:15am CC-CmtyDevDpt Staff mtg<br>10:00am CC ODOT CARS<br>1:00pm CC Council Work Session Fee Study<br>3:00pm FH Urban Renewal | 2:00pm ROW permit               |                                   |
| 17   | 18   | 19   | 20  | 21                              | 22                                |
| 9:30am CC-VIPS/Volunteers in Police Service-BPalicki<br>7:00pm FH-FireTng/ChShrp (Fire Hall)                 | 8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palic<br>6:00pm FH-American Red Cross Mtg/Karen Degenais                     | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>1:30pm CC Land Development Code committee                                     | 8:15am CC-CmtyDevDpt Staff mtg<br>1:00pm CC-Municipal Court<br>2:00pm CC-CEP (Citizens for Emergency Preparedness): MArr      |                                 |                                   |
| 24   | 25   | 26   | 27  | 28                              | 29                                |
| 6:00pm CC Council Work Session Water issues<br>7:00pm FH-FireTng/ChShrp (Fire Hall)<br>7:00pm CC-Council Mtg | CC Police Dept. Mike 2242  | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>1:30pm CC Land Development Code committee<br>6:00pm CC Budget Mtg             | 8:15am CC-CmtyDevDpt Staff mtg<br>7:00pm CC-Parks & Rec Comm/City Manager   |                                 | CC Traffic School with Marvin 225 |
|  |  |  |   |                                 | 30                                |

CC Council Chamber  
FH Fire Hall  
CM City Manager's Office

# Events

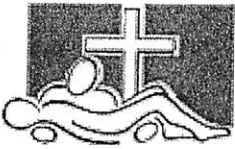
## May 2006

| May 2006 |    |    |    |    |    |    | June 2006 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
| 7        | 1  | 2  | 3  | 4  | 5  | 6  | 4         | 5  | 6  | 7  | 1  | 2  | 3  |
| 14       | 8  | 9  | 10 | 11 | 12 | 13 | 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 21       | 15 | 16 | 17 | 18 | 19 | 20 | 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 28       | 22 | 23 | 24 | 25 | 26 | 27 | 25        | 26 | 27 | 28 | 29 | 30 |    |

| Monday  | Tuesday  | Wednesday  | Thursday  | Friday | Sat/Sun                           |
|---|--|--|---|--------|-----------------------------------|
| May 1   | 2  | 3  | 4   | 5      | 6                                 |
| 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker<br>7:00pm FH-FireTng/ChShrp (Fire Hall)                      | 8:30am CC-Investigator/Patrol Information Sharing<br>6:00pm CC Council/Planning Commission Work S<br>7:00pm CC-Planning<br>7:00pm Ed. CEP Evergreen        | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>12:00pm CC Community Agencies mtg<br>1:30pm CC Land<br>7:00pm FH-PoliceReserves | 8:15am CC-CmtyDevDpt Staff mtg<br>9:00am CC-Crm Stoppers<br>3:00pm CC SafetyComMtg Kathy Dunn |        |                                   |
| 8   | 9  | 10   | 11  | 12     | 13                                |
| CC Elections Kim  |  |  |   |        |                                   |
| 7:00pm FH-FireTng/ChShrp (Fire Hall)<br>7:00pm CC-Council Mtg   | 10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729   | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>1:30pm CC Land Development Code committee                                       | 8:15am CC-CmtyDevDpt Staff mtg<br>3:00pm CC Urban Renewal Advisory Committee                  |        | 14                                |
| 15  | 16   | 17   | 18  | 19     | 20                                |
| 9:00am CC Elections Kim<br>9:30am CC-VIPS/Volunteers in Police Service-BPalicki<br>7:00pm FH-FireTng/ChShrp (Fire Hall) | 7:00am CC Elections Kim<br>8:30am CC-Investigator/Patrol Information Sharing<br>6:00pm FH-American Red<br>6:00pm CC Council/Planning<br>7:00pm CC Planning | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>1:30pm CC Land Development Code committee                                       | 8:15am CC-CmtyDevDpt Staff mtg<br>1:00pm CC-Municipal Court<br>2:00pm CC CEP Joyce 469-8817   |        | 21                                |
| 22  | 23   | 24   | 25  | 26     | 27                                |
| 7:00pm FH-FireTng/ChShrp (Fire Hall)<br>7:00pm CC-Council Mtg   |  | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>1:30pm CC Land Development Code committee                                       | 8:15am CC-CmtyDevDpt Staff mtg<br>7:00pm CC-Parks & Rec Comm/City Manager                     |        | CC Traffic School with Marvin 225 |
| 29  | 30   | 31   |   |        | 28                                |
| 7:00pm FH-FireTng/ChShrp (Fire Hall)  |  | 10:00am CC- Site Plan Com Mtg/LauraLee Gray<br>1:30pm CC Land Development Code committee                                       |   |        |                                   |

CC Council Chamber  
FH Fire Hall  
CM City Manager's Office





## Proclamation

- Whereas, The Curry Good Samaritan Volunteers have been and are a vital part of the quality of life for the Good Samaritan Residents; and
- Whereas, they give freely and lovingly of their of their time and talents; and
- Whereas, they are loved and appreciated by the staff and Residents of Curry Good Samaritan; and
- Whereas, the results of their good work have an uplifting and positive effect on all of us in this community.

Now, therefore, in recognition and appreciation of the outstanding and remarkable gift of time and talents of the Curry Good Samaritan Volunteers, I, Pat Sherman, Mayor of the City of Brookings, Oregon, do hereby proclaim Wednesday, April 26, 2006 as

### Curry Good Samaritan Volunteers Day

in the City of Brookings, and urge the citizens of Brookings to join me in thanking the Curry Good Samaritan Volunteers for their efforts, skills and giving.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 24<sup>th</sup> day of April, 2006.

Mayor Pat Sherman





# COUNCIL AGENDA REPORT

To: Mayor & City Council

From: Dianne Snow, Deputy City Planner

Date: April 13, 2006

Re: Brookings Downtown Parking Study

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Subject: Acknowledge receipt of Brookings Downtown Parking Study

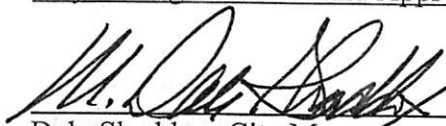
Background/ Discussion:

Oregon Department of Transportation (ODOT) contracted with David Evans and Associates (DEA) to conduct a study of parking in the downtown Brookings area. The study area was bounded on the north by Redwood St., by Alder St. on the east, Railroad St. on the south, and Mill Beach Rd. on the west. DEA conducted an on-site study to observe a typical weekday and weekend day utilization of our on-street and off-street parking supply in August, 2005. There were several meetings and conference calls with the consultants, ODOT and staff. Numerous technical memorandums were prepared to analyze the existing parking supply and calculate future parking needs based on projected growth and volume of traffic. Potential new parking lots and on-street parking areas were identified. A review of the Land Development Code, Section 92, "Off-street Parking and Loading Regulations" was included in the study and several recommendations for revisions to that Section are included. Attached is an executive summary of the study. The entire document is available to view at City Hall or the library.

Recommendation: **Staff recommends that City Council should acknowledge receipt of the David Evan and Associates Brookings Parking Study.**

Financial Impact(s): None.

City Manager Review and Approval for placement on Council Agenda:

  
Dale Shaddox, City Manager



DAVID EVANS  
AND ASSOCIATES INC.

## BROOKINGS LONG-TERM PARKING PLAN EXECUTIVE SUMMARY

### Background

The City of Brookings (City) and surrounding Curry County have experienced significant growth in recent years as the area has become known as a retirement and recreation center for southwest Oregon and northwest California. The traffic circulation and parking within the Brookings downtown core are beginning to show signs of stress as a result of growth in the surrounding area. To help improve traffic circulation in the City, the Oregon Department of Transportation (ODOT) and the City of Brookings are evaluating parking supply and utilization in downtown Brookings. The Long-Term Parking Plan presents parking strategy for future on-street and off-street parking supplies within the Study Area. The parking plan is based on input from the Stakeholder Group and the Project Management Team (PMT). This plan is the culmination of a parking observation, forecasting, and site planning effort that is summarized within several memorandums that are contained within the appendix of the Long-Term Parking Plan.

The study area for this project encompasses the City of Brookings downtown core. The study area is generally bounded by Redwood Street to the north, Alder Street to the east, Railroad Street to the south, and Mill Beach Road to the west. Parking supply and utilization is tabulated for the study area as a whole and the downtown sub-area. The downtown sub-area consists primarily of commercial businesses along and between Chetco Avenue (Hwy. 101) and Railroad Street. The downtown sub-area represents the most desirable commercial on-street parking within the study area.

### Parking Demand and Supply

The major traffic generators that exist today within the study area are the Fred Meyer store, local restaurants, specialty stores, Post Office and transitory traffic on Hwy. 101. For the study area, the total number of on-street parking spaces (parking capacity) is 572. The on-street parking capacity in the downtown sub-area is 324 spaces. The majority of off-street parking within the study area is privately owned by local businesses and serves as customer and/or employee parking. The City operates some public off-street parking along Hwy. 101 between Center Street and Willow Street. The public lots are free to the public with parking limited to four hours or two hours depending on the lot. For the study area, the total number of off-street parking spaces (parking capacity) is 2,106. The off-street parking capacity in the downtown sub-areas is 1,662 spaces.

Parking observations were conducted on a typical weekday (Thursday, August 25, 2005) and weekend day (Saturday, August 27, 2005) during four time periods to provide insight into day-of-week and time-of-day variations in parking utilization. The five time periods observed were 7:00-8:00 a.m., 10:00-11:00 a.m., 12:00-1:00 p.m., 5:00-6:00 p.m., and 7:00-8:00 p.m. Observed weekday on-street parking utilization is representative of downtown business parking with peak utilization occurring during typical working hours. Typical on-street parking use within the study area (572 parking space capacity) does not exceed 35 percent of available capacity during peak parking levels. Therefore, under typical weekday

operations, capacity appears to exist to accommodate over 370 more automobiles on-street than are currently parking in the study area. On weekends, capacity appears to exist to accommodate over 440 more automobiles on street. Off-street parking utilization was observed to follow a pattern similar to on-street parking with the highest utilization occurring during typical business hours. The majority of off-street parking lots in the study area were less than fully utilized during typical weekday and weekend day periods. During the peak periods, parking is limited on some blocks but available parking spaces were always observed on the adjacent blocks.

Both near-term (1-5 years) and long-term (20 year) parking demand scenarios are analyzed in this report. Near-term parking demand is based on historical traffic volume growth of 3.50 percent per year. The near-term year 2010 parking demand is forecast to be 1,350 parking spaces. As summarized in Technical Memorandum 1 – 2005 Parking Demand and Utilization, the study area has an existing parking supply of 2,680 spaces. This would be reduced by approximately 82 spaces when Chetco Avenue is improved by ODOT and on-street parking along Chetco Avenue is removed. This results in a future parking supply of approximately 2,600 spaces. The year 2010 parking demand of 1,350 spaces represents a 52 percent utilization of the future parking supply (2,600 spaces). In general, a 60 percent utilization of available parking spaces is perceived as acceptable for a small isolated city such as Brookings. At 60 percent utilization of available parking spaces there may be some blocks with no parking available but parking will generally be available on adjacent blocks. With the future year 2010 parking demand forecast to be below 60 percent of the exiting parking supply, it appears the study area has a sufficient parking supply to meet overall parking demand in the study area through year 2010. However, there are some localized parking deficiencies that need to be addressed in the near-term.

Long-term year 2025 parking demand is based on the 20 year population growth rate of 2.5 percent per year used by The City of Brookings staff. The long-term year 2025 parking demand is forecast to be 1,670 parking spaces. This represents a 64 percent utilization of the future parking supply (2,600 spaces). To get year 2025 parking utilization below 60 percent the future parking supply (2,600 spaces) would need to increase by approximately 190 spaces.

### **Preferred Parking Plan**

The parking plan recommendations include: more efficient striping of on-street parking, development of off-street parking on vacant land, construction of off-street parking structures, more efficient use of existing off-street parking through the creation of shared use agreements, and trip reduction measures such as carpooling. The goal of the Preferred Parking Plan is to prioritize the implementation of parking improvements to accommodate future parking increases within the study area. The plan is broken into near-term recommendations that address parking limitations under the existing Highway 101 (Chetco Avenue) alignment, medium-term sites (5-20 years) and long-term sites (20+ years) that address potential parking limitation in the study area as parking demand increases and on-street parking is lost on Chetco Avenue.

The near-term parking plan addresses parking limitations under the existing Highway 101 (Chetco Avenue) two-way alignment. Identified near-term parking recommendations include:

- Parking supply for the Saturday Farmers' Market;
- Parking supply for Recreational Vehicles
- Parking supply for the Movie Theater
- Parking supply for the Bowling Alley



- Develop **Site 1**, the underutilized lot between Chetco Avenue and Valley Street: This lot is being used as a gravel unstriped parking lot that could be redeveloped into a public surface parking lot. Redevelopment would add approximately 11 off-street parking spaces.
- Re-stripe **Site 2**, the exiting access road west of Fern Street and Redwood Street to provide parallel on-street parking. This would add 6 on-street parking spaces.

Costs are limited to construction only. Costs such as land acquisition, permitting and retail development are not included.

Implementation of the near-term parking recommendations would improve the utilization of existing parking supplies through shared parking agreements and provide parking spaces for users that currently experience parking shortages. The near-term sites would increase the parking supply in the study area by 17 spaces. Implementation of the near-term parking recommendations would help maintain the current parking expectations within the study area.

The medium-term parking recommendations involve privately owned land, potential right-of-way acquisition, and construction of new roadway and sidewalks. These factors make implementation of the sites significantly more costly than the near-term parking recommendations. Identified medium-term parking recommendations include:

#### *Off-Street Surface Parking*

- Site 3:** Develop the car storage area north of Chetco Avenue between Fern Avenue and Willow Street: This area is currently being used by a car dealership to store vehicles. Redevelopment of the area into a public surface parking lot would add approximately 84 off-street parking spaces.
- Site 4:** Develop the underutilized area on the corner of Alder Street and Spruce Street: A portion of this area is currently being used as a parking lot for a bowling alley and car wash. Another section is an undeveloped City of Brookings park. Redeveloping the exiting parking lot into a public parking lot with standard parking spaces, sidewalks and landscaping would provide 39 parking spaces. By providing standard parking spaces and drive aisles parking on this site is reduced by 20 spaces.
- Site 5:** Develop the vacant lot on the corner of Wharf Street and Railroad Street: This lot is vacant and could be redeveloped into a public surface parking lot. Redevelopment would add approximately 13 off-street parking spaces.
- Site 6:** Develop the car dealership lot north of Spruce Street between Center Street and Wharf Street: Redevelopment of the area into a public surface parking lot would add approximately 49 off-street parking spaces.

#### *On-Street Parking*

- Site 7:** Develop the north side of Railroad Street between Fern Avenue and Oak Street to provide angled on-street parking. This would add 21 on-street parking spaces.
- Site 8:** Improve parking and pedestrian facilities on Wharf Street, Fern Avenue, and Willow Street between Chetco Avenue and Spruce Street. This would improve pedestrian connectivity between Chetco Avenue and Spruce Street, which should improve utilization of parking south of Chetco Avenue by patrons of Chetco Avenue businesses.

Costs are limited to construction only. Costs such as land acquisition, permitting and retail development are not included.

Implementation of the near-term and medium-term parking sites would increase the parking supply within the study area by 164 parking spaces. This is only 26 parking spaces short of the projected 20 year long-term need for an additional 190 parking spaces within the study area. Of course, implementation of these medium-term sites will require significant effort from both public and private interest within the downtown area. Some sites may never become economically or politically feasible.

The long-term sites have the potential to significantly increase the parking supply within the study area. These sites, especially the parking structures, will be extremely costly to construct compared to the near-term and medium-term sites. Due to existing driver expectations for free parking and the existing parking supplies, it is unlikely that the construction costs for these sites can be recouped through parking fees within the foreseeable future. Identified long-term parking recommendations include:

#### *On-Street Parking*

**Site 9:** Re-stripe existing two-way traffic flow on Wharf Street, Fern Avenue, and Willow Street between Chetco Avenue and Railroad Street to provide one-way traffic flow with angled parking on one side of the street. This would add approximately 70 on-street parking spaces for a net increase of 41 on-street parking spaces if all three roadways were restriped.

#### *Off-Street Parking Structure*

**Site 10:** Re-develop the largely vacant land west of Fern Avenue between Spruce Street and Hemlock Street. The area could be developed into a surface lot with approximately 56 parking spaces. Alternatively, it could be developed as a three-level structured parking facility that would provide a net gain of approximately 168 off-street parking spaces.

**Site 11:** Re-develop the blocks between Chetco Avenue and Spruce Street from Wharf Street to Oak Street. The grade difference between Chetco Avenue and Spruce Street make the blocks ideal for redevelopment into two levels or more of structured parking with retail development fronting Chetco Avenue. The number of new parking spaces would be dependent on how the blocks are redeveloped. Assuming re-development is completed block by block with the first level providing structured parking and the second level providing commercial spaces fronting Chetco Avenue, each block would provide a net gain of between 60 and 127 off-street parking spaces. If all three block were re-developed it would provide a net gain of 234 off street parking spaces.

Costs are limited to construction only. Costs such as land acquisition, permitting and retail development are not included.

Implementation of all three long-term sites will likely not be required without significant increases in population growth and changes in land use in and around the study area. However, if some of the near-term and medium-term sites cannot be implemented these long-term sites provide additional sites for new parking. Implementation of the three long-term sites would increase the parking supply in the study area by over 440 spaces.

## **Plan Implementation**

Successful implementation of this parking plan will require close involvement by the community to assure their expectations are met. Careful attention to the aesthetics of each site is also important to assure they fit into the vision of the Downtown Master Plan. Construction of any parking structures such as at Sites 10 and 11 should strive to camouflage their utilitarian parking function with architectural features. The exact timing of when sites should be constructed will depend on several factors, including, economic conditions, local development or redevelopment, and driver parking expectations. Political will power and community involvement will also be critical to implement some of the more challenging sites, such as, Sites 10 and 11.

To help determine the exact timing for implementation of the 11 parking sites, the City of Brookings is encouraged to implement a parking inventory and monitoring plan. This report provides a snapshot of the existing parking supply and demand and a forecast of future parking demands. By observing parking utilization and supply every two to five years, the City of Brookings can monitor their parking utilization and identify any local areas needing additional parking supplies. By comparing future observations with the observations in this report, the City can determine if parking demand is increasing, the rate of increase, and shifts in high demand areas. This information can then be used to refine the parking demand forecast and determine the need, if any, for construction of one or more of the 11 parking sites. Findings of a monitoring program could also be shared with the community to help match up community parking concerns and perceptions with actual utilization, as they typically differ.

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
April 10, 2006 7:00 p.m.**

Beginning at 6:00 p.m., before the regularly scheduled Common Council meeting, City Attorney John Trew conducted a review of the State of Oregon *Ethics Guide for Public Officials* as required in Section 17.A of City Ordinance 0-O-535.

**I. Call to Order**

Mayor Pat Sherman called the meeting to order at 7:01 p.m.

**II. Pledge of Allegiance**

Led by Pauline Olsen.

**III. Roll Call**

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Jan Willms, and Dave Gordon, Ex Officio Councilor Susan Stadelman, a quorum present.

Council Absent: Craig Mickelson

Staff Present:

City Manager Dale Shaddox,  
City Attorney John Trew,  
Public Works Director Don Wilcox,  
Finance Director Paul Hughes,  
and Administrative Assistant Donna Colby-Hanks

Media Present: Curry Coastal Pilot Reporter Peter Rice

Other:

Approximately 35 other citizens

**IV. Ceremonies/Appointments/Announcements**

**A. Ceremonies**

**1. Arbor Day Proclamation**

Mayor Sherman presented the Arbor Day Proclamation to Pauline Olsen, Friends of Trees. Olsen thanked the city for recognizing her organization's activities. She suggested citizens stop by city hall and enjoy the artwork promoting Arbor Day.

**V. Oral Requests and Communications from the Audience**

**A. Committee and Liaison reports**

**1. Chamber of Commerce**

None.

2. *Council Liaisons*

Councilor Gordon attended a BHYA meeting, a CCCCCF meeting, the Fire Department Banquet, a Curry County Master Planning Workshop, and a Del Norte Airport meeting.

Mayor Sherman attended a Curry County Workshop on workforce housing, the ribbon cutting for the Lion's Kins for Kids, the Fire Department Banquet, a Curry County Commissioners meeting, a Watershed Council meeting, the Brookings Harbor Chapter of American Field Service, and the Ethics Work Session.

Councilor Anderson attended four city related meetings and one school meeting.

Councilor Willms attended the Sutter Coast Hospital Community Ambassador meeting, the Fire Awards Banquet, the monthly Art Walk, and an Azalea Park work party.

Ex Officio Stadelman attended two Dornbecker meetings, four Azalea Princess practices, a New Comers meeting, Prom, the Ethics Work Session, and an AFS luncheon.

B. *Unscheduled*  
None.

VI. **Regular Agenda**

- A. *Approval of continuation of the Yard of the Month/Most Improved Property/Commercial Property Program for 2006 (City Manager)*  
City Manager Dale Shaddox reviewed the staff report.

**Councilor Anderson moved, a second followed, and the Council voted unanimously to approve to continue the Yard of the Month/Most Improved Property/Commercial Property program.**

- B. *Award of bid for parallel water pipe project (Public Works)*  
Public Works Director Don Wilcox reviewed the staff report. The Council discussed the wide range of bids.

**Councilor Anderson moved, a second followed, and the Council voted unanimously to approve a Construction Contract with Freeman Contracting, Inc. for construction of a 16-inch Water Line – North Bank Road to Old County Road.**

- C. *Award of contract for Stormwater Master Plan of Urban Growth Area (Public Works)*  
Public Works Director Don Wilcox advised the Council the Stormwater Master Plan contract had been modified and would be placed on the next agenda for review. Wilcox explained all bids received for the Westside Sewer Interceptor were over budget. A revised project would be put on a future agenda.

- D. *Approval of Farmers Market season to be conducted on a portion of Ross Road (City Manager)*

After reviewing the staff report, City Manager Dale Shaddox explained numerous phone calls had been received objecting to the location of the Farmers Market. The applicant, Lynn



Truman, called and requested her application be removed from the agenda. Shaddox advised a private parking lot had been offered at Oak and Chetco. Therefore the only portion of the original application to be considered would be the "blanket" business license.

Violet Burton, 17169 Mountain Drive, Brookings thanked citizens for coming forward and offering sites for the Farmers Market. Due to its location Dr. Silva's parking lot located at Oak and Chetco was chosen as the best site. Burton spoke about the advantages of this site.

Kathleen McKee, 14755 Peavine Estate Drive, Brookings, reviewed a report she had printed off the internet describing the affects of farmers markets on surroundings businesses.

Jim Benson, 315 Memory Lane, Brookings, felt the clean-up and enforcement of parking limits were lacking. Benson explained this was a social event and a tourist draw.

Peter Mitchell, Flora Pacifica, P.O. Box 1666, Brookings, described his children's involvement in the Farmers Market and encouraged citizens to support the event.

Katylu Burke, 97619 Marina Heights Loop, Brookings, felt the Farmers Market gave Brookings a greater sense of community. Burke explained with the tourists stopping it was a fantastic way to advertise.

Diana Elslinger, 830 Cameo Court, Brookings, spoke about past problems with the Farmers Market located adjacent to Frontage Road and suggested Azalea Park. There was a discussion on the uses of the park during the summer months.

Ted Fitzgerald, 21225 Carpenterville Road, Brookings, a participant of the Farmers Market, stated Azalea Park and the ball fields were used by other groups during the summer.

Lin Honigsberg, 15644 Hwy 101, Brookings, felt there would be additional customers for the surrounding businesses.

Bob Minshew, 1349 Chetco Avenue, Brookings, was in support of Brookings having a Farmers Market.

Councilor Anderson stated he would like to see a current proposal submitted to give the citizens accurate information.

**Councilor Anderson moved, a second followed, and the Council voted unanimously to continue the Farmers Market proposal to the May 8<sup>th</sup> City Council meeting to allow the applicant and staff additional time to research solutions and the applicant submit a complete package.**

*E. Approval of Urban Renewal Advisory Committee (URAC) recommended color guidelines for the Urban Renewal District (City Manager)*

City Manager Dale Shaddox reviewed the staff report. Pete Chasar, URAC Chair, discussed the broad range of colors that were less competitive. Chasar, staff and the Council discussed the program of matching funds for painting projects in the Urban Renewal District. City Attorney John Trew advised the item would need to be advertised on a Urban Renewal Agency agenda.

## **VII. Consent Calendar**

- A. *Approval of Council Meeting Minutes*
  - 1. *Meeting of March 22, 2006*
  - 2. *Meeting of March 27, 2006*
- B. *Acceptance of Planning Commission Minutes*
  - 1. *Meeting of March 21, 2006*
- C. *Approval of vouchers for month of March, 2006 (\$269,232.25)*

### **End Consent Calendar**

Mayor Sherman reviewed the consent calendar.

**Councilor Willms moved, a second followed, and the Council voted unanimously to approve the consent calendar as published.**

## **VIII. Ordinances/Resolutions/Final Orders**

- A. *Ordinances*
  - 1. *Ordinance No. 06-O-572, An Ordinance of the City of Brookings, Oregon, adopting the Brookings Municipal Code.*

Finance Director Paul Hughes reviewed the staff report. Hughes explained a portion of the code containing language about misdemeanors had been revised prior to this final edition. City Attorney John Trew read Ordinance No. 06-O-572 in its entirety.

**Councilor Gordon moved, a second followed, and the Council voted unanimously to have the second reading of Ordinance No. 06-O-572 by title only.**

Trew read Ordinance No. 06-O-572 by title only.

**Councilor Willms moved, a second followed, and the Council voted unanimously to approve Ordinance No. 06-O-572, An Ordinance of the City of Brookings, Oregon, adopting the Brookings Municipal Code.**

- B. *Resolutions*
  - 1. *Resolution No. 06-R-751, A Resolution in the matter of approving rates for sanitation services to be charged by Curry Transfer and Recycling to customers in the City of Brookings.*

City Manager Dale Shaddox reviewed the staff report.

**Councilor Anderson moved, a second followed, and the Council voted unanimously to approve Resolution No. 06-R-751, A Resolution in the matter of approving rates for sanitation services to be charged by Curry Transfer and Recycling to customers in the City of Brookings.**

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

### **A. Council**

Councilor Gordon commended the improvements at City Hall.

Councilor Anderson was interested in the quality of the broadcast of the Council meeting with the new equipment.

Shaddox stated the design of the courtyard and the painting of the exterior of City Hall projects were moving ahead. He discussed the advantages of having a cordless microphone.

*B. Mayor*

Mayor Sherman spoke about a Mayors Essay Contest the area students would be invited to participate in. The Mayor and Council would then judge the essays that could be displayed at City Hall. Sherman explained information from the Oregon Employment Department listed the average payroll for Curry County at 33<sup>rd</sup> out of 36 Oregon counties. A New York Times article indicated investment was 5<sup>th</sup> out of 36. Sherman advised the Council she would make available a document outlining some successful programs for homes for working families.

**X. Adjournment**

Councilor Gordon moved and the Council voted unanimously by voice vote to adjourn at 9:04 pm.

Respectfully submitted:

Pat Sherman  
Mayor

ATTEST by City Recorder this \_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Paul Hughes  
Finance Director/City Recorder

# CITY OF BROOKINGS

## City Council Agenda Report



Date: April 17, 2006

To: Mayor & City Council

From: Don Wilcox, Public Works Director *(DTR)*

Through: Dale Shaddox, City Manager

Subject: No Award of a Capital Improvement Project construction contract

Recommendation: Reject all Bids received for construction of West Side Sewer Project

### Background /Discussion:

Staff has reviewed bids that were received on March 30, 2006 for the West Side Sewer Interceptor Capital Improvement Program Project. Two (2) bids were received; however both bids were higher than the Engineer's estimate of \$974,800. Low bid was \$1,024,952.5 and high bid was \$1,160,859.09.

This is a large and expensive project and staff would like to look further into mitigation of the Infiltration and Inflow (I&I) issues which promulgated this project prior to going forward with it. We have recently completed the videoing of our leaking lines and that data should be reviewed and used to verify that this project or a modification of this project is the right project to move forward with to make sure we combat our INI problem as much as possible with the limited money we have to do sewer line projects with. Staff has proposed a Wastewater Facilities Master Plan Update to be completed in FY 2006-2007. Previous wastewater studies looked at treatment capacity while this proposed study will look at collection system capacity and integrity.

### Financial Impact(s):

Financial impacts for future projects will be determined and presented to Council prior to advertising for bids and again prior to award of construction bids.

### City Manager Review and Approval for placement on Council Agenda:

  
Dale Shaddox, City Manager

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

April 17, 2006

15 *MA*  
I will be relocating my family to another state soon, and therefore am resigning my position on the Planning Commission effective May 15, 2006. Thanks for the support that I've received from the City Council and city staff during my tenure. It made the experience of community service a rewarding one.  
Sincerely,

*Rick Dentino*

Rick Dentino

*MA*

*Council Info.  
P/C Info.  
Dept. Staff*



City of Brookings  
898 Elk Drive  
Brookings, OR 97415



## COUNCIL AGENDA REPORT

**To:** Mayor & City Council  
**From:** Donna, Administrative Assistant  
**Date:** April 19, 2006  
**Re:** City Council / Planning Commission Joint Work Session

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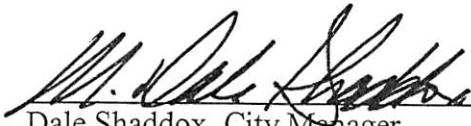
Subject: City Council / Planning Commission Joint Work Session

Recommendation: Approve City Council / Planning Commission Joint Work Session for Tuesday, May 2, 2006 from 6:00 to 7:00 pm.

Background /Discussion: The topics of this work session will be the evaluation of the Brookings ordinance required Citizen Involvement Program and the conduct of public meetings.

Financial Impact(s): None.

City Manager Review and Approval for placement on Council Agenda:

  
Dale Shaddox, City Manager

City of Brookings  
898 Elk Drive  
Brookings, OR 97415



## COUNCIL AGENDA REPORT

**To:** Mayor & City Council

**From:** Donna, Administrative Assistant

**Date:** April 19, 2006

**Re:** City Council / Planning Commission Joint Work Session

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Subject: City Council / Planning Commission Joint Work Session

Recommendation: Approve City Council / Planning Commission Joint Work Session for Tuesday, May 16, 2006 from 6:00 to 7:00 pm.

Background /Discussion: The topic of this work session will be visioning of the urban growth area on the North Bank of the Chetco River.

Financial Impact(s): None.

City Manager Review and Approval for placement on Council Agenda:

  
Dale Shaddox, City Manager

# BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: March 2006

| No. | Building                              | Permit Fee  | Plan Check Fee | Surcharge  | SDF's        | Value Current Month | No. to Date | Total to Date  | No. Last Yr | Total Last Year |
|-----|---------------------------------------|-------------|----------------|------------|--------------|---------------------|-------------|----------------|-------------|-----------------|
| 10  | Single Family Dwelling                | \$8,829.50  | \$4,439.13     | \$546.36   | \$63,032.00  | \$1,997,832.00      | 21          | \$3,838,470.00 | 7           | \$1,595,802.00  |
| 0   | Single Family Addition                | \$0.00      | \$0.00         | \$0.00     | \$0.00       | \$0.00              | 1           | \$17,123.00    | 2           | \$110,260.00    |
| 0   | Single Family Garage-Carport          | \$0.00      | \$0.00         | \$0.00     | \$0.00       | \$0.00              | 2           | \$17,939.00    | 4           | \$104,981.00    |
| 0   | Two Family Residential                | \$0.00      | \$0.00         | \$0.00     | \$0.00       | \$0.00              | 4           | \$1,117,383.00 | 5           | \$1,717,616.00  |
| 1   | Multi-Family Residential Apts         | \$1,903.00  | \$1,236.95     | \$152.24   | \$25,536.00  | \$687,581.00        | 1           | \$687,581.00   | 0           | \$0.00          |
| 0   | Commercial New                        | \$0.00      | \$0.00         | \$0.00     | \$0.00       | \$0.00              | 3           | \$928,352.00   | 0           | \$0.00          |
| 1   | Commercial Addition-Change            | \$50.50     | \$32.83        | \$4.04     | \$0.00       | \$4,320.00          | 2           | \$30,973.00    | 4           | \$5,949,000.00  |
| 0   | Churches                              | \$0.00      | \$0.00         | \$0.00     | \$0.00       | \$0.00              | 0           | \$0.00         | 0           | \$0.00          |
| 0   | School Repair-Addition                | \$0.00      | \$0.00         | \$0.00     | \$0.00       | \$0.00              | 0           | \$0.00         | 1           | \$16,870.00     |
| 0   | Building Removal                      | \$0.00      | \$0.00         | \$0.00     | \$0.00       | \$0.00              | 0           | \$0.00         | 2           | \$0.00          |
| 1   | Misc.-Retaining Wall-Fence            | \$62.50     | \$40.63        | \$5.00     | \$0.00       | \$6,846.00          | 4           | \$42,646.00    | 5           | \$131,046.00    |
| 13  | Total Building Permits                | \$8,845.50  | \$5,749.54     | \$707.64   | \$88,568.00  | \$2,696,579.00      | 38          | \$6,680,467.00 | 30          | \$9,625,575.00  |
| 16  | Mechanical Permits                    | \$469.25    | \$0.00         | \$37.54    | N/A          | N/A                 | 36          | N/A            | 21          | N/A             |
| 12  | Plumbing Permits                      | \$761.60    | N/A            | \$60.93    | \$6,700.00   | N/A                 | 30          | N/A            | 12          | N/A             |
| 0   | Mfg Home Install - Permit Fee         | \$0.00      | N/A            | \$0.00     | N/A          | N/A                 | 1           | N/A            | 2           | N/A             |
| 0   | Mfg Home Install - Administrative Fee | \$0.00      | N/A            | \$0.00     | N/A          | N/A                 | 1           | N/A            | 2           | N/A             |
| 41  | TOTAL PERMITS                         | \$10,076.35 | \$5,749.54     | \$806.11   | \$95,268.00  | \$2,696,579.00      | 106         | \$6,680,467.00 | 67          | \$9,625,575.00  |
|     | Total Year to Date Calculated Fees    | \$25,325.91 | \$15,455.16    | \$2,053.67 | \$279,765.00 | \$6,680,467.00      |             |                |             |                 |
|     | 2005 YTD Calculated Fees              | \$30,352.30 | \$24,926.70    | \$2,150.46 | \$118,993.00 | \$9,625,575.00      |             |                |             |                 |

# URBAN RENEWAL DISTRICT - BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: March 2006

| No. | Building                              | Permit Fee  | Plan Check Fee | Surcharge  | SDF's       | Value Current Month | No. to Date | Total to Date | No. Last Yr | Total Last Year |
|-----|---------------------------------------|-------------|----------------|------------|-------------|---------------------|-------------|---------------|-------------|-----------------|
| 0   | Single Family Dwelling                | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 1           | \$317,942.00    |
| 0   | Single Family Addition                | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 0           | \$0.00          |
| 0   | Single Family Garage-Carport          | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 1           | \$33,129.00     |
| 0   | Two Family Residential                | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 0           | \$0.00          |
| 0   | Multi-Family Residential Apts         | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 0           | \$0.00          |
| 0   | Commercial New                        | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 0           | \$0.00          |
| 0   | Commercial Addition-Change            | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 3           | \$928,352.00  | 0           | \$0.00          |
| 0   | Churches                              | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 3           | \$5,937,000.00  |
| 0   | School Repair-Addition                | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 0           | \$0.00          |
| 0   | Building Removal                      | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 0           | \$0.00          |
| 0   | Misc.-Retaining Wall-Fence            | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 0           | \$0.00        | 0           | \$0.00          |
| 0   | Total Building Permits                | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 3           | \$928,352.00  | 5           | \$6,288,071.00  |
| 0   | Mechanical Permits                    | \$0.00      | \$0.00         | \$0.00     | N/A         | N/A                 | 3           | N/A           | 2           | N/A             |
| 0   | Plumbing Permits                      | \$0.00      | N/A            | \$0.00     | N/A         | N/A                 | 3           | N/A           | 1           | N/A             |
| 0   | Mfg Home Install - Permit Fee         | \$0.00      | N/A            | \$0.00     | N/A         | N/A                 | 0           | N/A           | 0           | N/A             |
| 0   | Mfg Home Install - Administrative Fee | \$0.00      | N/A            | \$0.00     | N/A         | N/A                 | 0           | N/A           | 0           | N/A             |
| 0   | TOTAL PERMITS                         | \$0.00      | \$0.00         | \$0.00     | \$0.00      | \$0.00              | 9           | \$928,352.00  | 8           | \$6,288,071.00  |
|     | Total Year to Date Calculated Fees    | \$3,141.30  | \$2,643.31     | \$251.30   | \$46,756.00 | \$928,352.00        |             |               |             |                 |
|     | 2005 YTD Calculated Fees              | \$16,921.10 | \$16,956.64    | \$1,184.48 | \$7,879.00  | \$6,288,071.00      |             |               |             |                 |