



# Agenda

City of Brookings  
Common Council Meeting  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings Oregon  
May 20, 2005 3:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Executive Session**
- V. Personnel Action**
- VI. Adjournment**

# Agenda

City of Brookings  
Common Council Meeting  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings Oregon  
May 23, 2005 7:00 p.m.

VAULT COPY

## **I. Call to Order**

## **II. Pledge of Allegiance**

## **III. Roll Call**

## **IV. Ceremonies/Appointments/Announcements**

- A. Ceremonies
  - 1. Civil Air Patrol Billy Mitchell Award presented to 17-year-old Kyle Simmonds
- B. Appointments
  - 1. Student Representatives to City Council [page 5]
- C. Announcements

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

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

## **VI. Staff Reports**

- A. City Manager
  - 1. Councilor Approval Process [page 9]
  - 2. Traffic Safety Committee Report [page 11]
  - 3. Slam'n Salmon Sponsorship [page 17]
  - 4. ODOT Crosswalk Agreement [page 19]

## **VII. Consent Calendar**

- A. Approval of Council Meeting Minutes
  - 1. Minutes of May 9, 2005, regular Council meeting [page 25]
- B. Acceptance of Parks and Recreation Commission Meeting Minutes
  - 1. Minutes of March 31, 2005, regular meeting [page 31]
- C. Acceptance of Planning Commission Meeting Minutes
  - 1. Minutes of April 5, 2005, regular meeting [page 35]

### **End Consent Calendar**

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

- A. Ordinances
- B. Resolutions

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

- A. Council
- B. Mayor

## **X. Adjournment**

# Events Calendar

## May 2005

May 2005							June 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					May 1
2	3	4	5	6	7
9:30am CC- VIPS/Volunteers in Police Service/Mar 3:00pm CC City Council Work Session HWY 101 Sol 7:00pm FH-FireTng/ChShrp	8:30am CC-Investigator/Patrol Information Sharing 9:30am KURY Radio Community Focus 7:00pm CC-Planning	12:00pm Comnity Agencies 1:30pm CC Subdivision 2:30pm CC-SafetyComMtg/ 6:00pm CC-Citizens Police 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray	6:00pm CC- Citizens Police Academy-Marvin Parker ext 2259	8
9	10	11	12	13	14
CC-Elections Drop Box-Kim-541 247-3297					
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus 10:00am FH-Surburban Fire District-Phil Cox-46	2:30pm CC Safety Committee Kathy Dunn	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com 7:00pm CC-Economic		15
16	17	18	19	20	21
9:00am CC-Elections Drop 9:30am CC-VIPS/Volunteers 9:30am FH Traffic Safety 11:30am CC City Council / More Items...	7:00am CC-Elections Drop Box-Kim-541 247- 8:30am CC-Investigator/Patrol Information Sharing 9:30am KURY Radio	1:00pm CC ODOT meeting w/Ed 1134 7:00pm Cancelled CC-Healthcare Subcommittee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Municipal Court	1:30pm CC Water Resources /	22
23	24	25	26	27	28
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	2:30pm CC-Downtown Subcommittee-Toni Mefford	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec		29
30	31				
Memorial Day City of Brookings cl 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)				

CC = Council Chambers  
FH = Fire Hall

# Events Calendar

## June 2005

June 2005						
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		

July 2005						
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
31						

Monday		Tuesday		Wednesday		Thursday		Friday		Sat/Sun	
				June 1		2		3		4	
				12:00pm Comnity Agencies mtg (Chetco Sr.Center) 2:30pm CC-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves		8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray				5	
6		7		8		9		10		11	
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)		8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palic 9:30am KURY Radio Community Focus 7:00pm CC-Planning Commssn				8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 3:00pm CC Emergency Preparedness Mtg 7:00pm CC-Economic				12	
13		14		15		16		17		18	
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg		9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY) 10:00am FH-Surburban Fire District-Phil Cox-469-5729		7:00pm CC-Healthcare Subcommittee		8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Municipal Court				19	
20		21		22		23		24		25	
9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp (Fire Hall)		8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City		2:30pm CC-Downtown Subcommittee-Toni Mefford 5:00pm FH-Victim's Impact Panel-Mindy-Curry Prevention Services-247-2412		8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett				26	
27		28		29		30					
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg		9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)				8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray					

CC = Council Chambers  
FH = Fire Hall



## City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - city@brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

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

Name: Susan J. Stadelman

Date: 05-10-05

Physical Address: 98153 N. Bank Rd

Mailing Address: ↑ same ↑

Phone: 541-412-7142

Email Address: Suzieg-137@hotmail.com

This is my application to serve on the following board or committee. **Check one or more:**

- ☐ City Council ..... (4 year term, appointed by Council)
- ☐ Planning Commission ..... (4 year term, appointed by Council)
- ☐ Parks and Recreation Commission..... (4 year term, appointed by Council)
- ☐ Systems Development Charge Review Board..... (4 year term, appointed by Council)
- ☐ Budget Committee..... (3 year term, appointed by Council)

☒ Other (Please list): Student representative for City Council

1 year term

1. Resident of City of Brookings since: Month: Nov Year: 1987
2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.)

I would like to be appointed to this position  
because I want to keep the city officials informed

(Continued on back)

2. Continued: of the activities and events happening at the  
high-school. I've been involved with the community  
through Scouts, leadership and church. Key Club  
has also given me opportunities to be involved.

3. Biographical Sketch: (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

education: Currently a junior in high school. I will  
graduate in the Spring of 2006. My  
accumulative GPA is 4.125.

employment: I've worked for my dad since I was  
about five. He owns Stadelman Electric.  
Also, during the summer of 2001 I was  
a host of the Kid's Today TV program  
at KBSC TV.

volunteer activities: Elks Christmas Food Drive, Habitat  
for Humanity, Nature's Coastal Holidays, and Doernbecher  
committee.

4. Please list no less than three references:

NAME:	ADDRESS:	PHONE:
A. <u>Larry Anderson</u>	<u>P.O. Box 1746</u>	<u>541-469-7915</u>
B. <u>Howard Gill</u>	<u>17350 Canyon Rd.</u>	<u>541-469-2070</u>
C. <u>Kristy Kleespies</u>	<u>25 Tanbark Rd</u>	<u>541-469-9820</u>

Susan Stadelman\*

Signature—My signature confirms my knowledge  
this document will be presented to the City Council  
and news media and become public information.

05-10-05

Date

1. I intend to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

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2. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
3. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
4. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
5. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
6. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

Signed voluntarily in the presence of the witnesses whose signatures are shown below mine.

Susan J. Stadelman

05-16-05

Date

Kathy Dunn

Witness

5/16/05

Date

Ailey Thompson

Witness

5/16/05

Date



# CITY OF BROOKINGS



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## STAFF REPORT

Date: May 19, 2005  
To: Mayor Sherman & City Councilors  
From: Leroy Blodgett, City Manager  
Subject: Council Appointment Process

## REPORT

May 17, 2005 was the deadline for applications to fill the council position vacated by Frances Johns-Kern. There have been 4 applications received. At a recent Council work session there was discussion of having applicants answer questions in writing prior to making a selection. To accomplish staff is suggesting the following process and timeline:

May 18, 2005	Application Deadline
May 23, 2005	Council approves process and written questions for applicants
May 24, 2005	Written questions and instructions delivered to applicants
June 7, 2005	Applicant written response due to City Hall
June 9, 2005	Applicant responses included in council packets
June 13, 2005	Council considers applicants (oral questions related to the written response may be asked by councilors) and makes an appointment by majority vote. Once City Council approves an appointment it will be followed by Judge Harper swearing-in the new Councilor and taking their seat.

Below are some suggested questions for the applicants.

1. Why do you want to be on City Council?
2. What do you believe is the biggest challenge currently for the City of Brookings and how would you suggest the City address it?
3. What are your thoughts on the management of growth in and about the Brookings-Harbor area...past, present and future?
4. If you differed with the majority of City Councilors on an issue how would you react before and after a vote?
5. What is your vision for Brookings 20 years from now?

6. What do you think are the major problems in the city and what do you think the role of the City Council should be in dealing with them?
7. The City Charter does not mention dealing with health care issues as part of our mandate. Do you think the city has a role in this? If so, what might that be?

#### STAFF RECOMMENDATION

Narrow the questions down to 3 – 5 and approve the appointment process.

# CITY OF BROOKINGS



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## STAFF REPORT

Date: May 18, 2005

To: Mayor Sherman & City Councilors

From: Leroy Blodgett, City Manager

Subject: Traffic Safety Committee Report

## REPORT

On March 16, 2005 the Brookings Traffic Safety Committee met to consider and make recommendation regarding several traffic safety issues. A copy of their report is included in the council packet. The report includes recommendation of the committee. There is also a letter from concerned citizens on Old County Road. Without repeating the comments in the committee report, city staff is recommending the following:

## STAFF RECOMMENDATIONS

1. Parking on the west side of Ransom from Fern to Fawn Drive
  - a. City staff will meet with representatives of the school district to determine acceptable solutions in this area.
2. Pedestrian traffic at crosswalks on Ransom
  - a. Appropriately mark the areas within ten feet of the crosswalks as "no parking".
3. Vehicular traffic at the "S" curve on Ransom
  - a. Move the painted center line to accommodate travel and parking on the street.
4. Ransom & Fern Intersection
  - a. Staff recommendation is to make this a three-way stop and install crosswalk markings.
5. Velopa Court
  - a. Install a stop sign on Velopa Court at the Tanbark intersection.
5. Memory Lane and Tanbark Intersection
  - a. This will be a difficult and expensive intersection to redesign and construct. Staff recommends "no change" at this time for the intersection.
6. Old County Road & Hassett Street Intersection
  - a. Install stop signs on Old County Road making the intersection a three-way stop.

Brookings Traffic Safety Committee  
898 Elk Drive  
Brookings, OR. 97415

March 28, 2005

Brookings City Council  
898 Elk Drive  
Brookings, OR. 97415

Honorable City Council Members,

On March 16, 2005 the Brookings Traffic Safety Committee met in regular session to discuss traffic issues that were brought before the Committee at the request of City Manager Leroy Blodgett for the Planning Commission, the Neighbors of Old County Road, and Chief Wallace.

Committee members Phil Abbot, Roy Steward (for Chris Nichols), Mrs. Hope Hansen and Officer Marvin Parker were in attendance. Committee member Don Tildon was absent.

The traffic issues addressed were; concerns regarding the parking and traffic on Ransom Ave between Fern Street and Pioneer Rd., a request for a stop sign on Old County Road at Hassett Rd. to control north - south bound traffic, a stop sign at Velopa and Tanbark to control traffic for west bound Velopa, and a redesign of the intersection at Tanbark and Memory Street to provide traffic east bound on Tanbark Rd. to south bound Memory Lane safer access.

A tour of the sites was conducted with several citizens attending. The Committee returned and heard public comment regarding each site. The Committee took comments from Mr. Brian Bullock, Ms. Heather Porter, and Ms. Tamara Pedingier.

After deliberation the consensus of the Committee is as follows:

Regarding the traffic on Ransom between Fern Street and Pioneer Street:

This location is primarily an east - west, two lane asphalt roadway with adjacent cement sidewalks, and raised cement curbs and gutters. The east - west lanes are delineated by broken, painted yellow lines. At the intersections of Fern Avenue, Kevin Place and Fawn Drive there are painted crosswalks. This is a residential neighborhood that abuts the north side of Kalmiopsis School. The speed limit is posted 20 mph at all times, School Zone.

The majority of the traffic in this area is passenger vehicles, light trucks and school buses. The majority of the pedestrian traffic is between the school and local residents. The hazards addressed stem from vehicular traffic parked on the south side of Ransom Street that is dropping off or picking up children from the Kalmiopsis School and parked vehicles on the south side of Ransom Street at the "S" curve that are obstructing the east bound travel lane causing vehicles to pass in the west bound lane on a blind curve, the reduced visibility of drivers exiting the south driveway at Kalmiopsis School, the blocked view of pedestrians attempting to cross in front of large vehicles parked in front of the crosswalks and a need for a stop sign at Fern Street to assist pedestrians crossing the street. The Kalmiopsis School provides a circular drive and parking areas on campus to accommodate the school busses and parents picking up or delivering children.

The majority conclusions of the Committee are as follows:

Parking on the west side of Ransom Street from Fern Street to Fawn Drive; it is recommended that the south sidewalk be painted white, and that this area be posted No Parking Stopping or Standing from 7:30 am to 8:30 am and 2:45 pm to 3:30 pm, during school days. It is recommended that the city partner with the Brookings Harbor 17-C School District to improve the available areas on the north side of Kalmiopsis School for additional parking to accommodate parents who wish to drop off and pick up children and to attend school functions. This will help alleviate parking problems on Ransom Street and provide a safer and more controlled environment for the students.

Pedestrian traffic at the crosswalks, it is recommended the west and east curbs at each crosswalk should be painted red approximately 10 feet back from each crosswalk to the white line of the crosswalk. Each should be posted No Parking, Standing or Stopping Anytime.

Vehicular traffic at the "S" curve' it is recommended that the broken yellow center line be moved and repainted to accommodate two vehicles passing and parked vehicles on each side of the roadway or to have the south curb of Ransom Drive from Fawn Drive to Pioneer Road painted red and posted No Parking.

Stop Sign on Ransom at Fern Street to control east bound traffic; it is recommended that a stop sign be established at this location to assist pedestrian traffic. A second option was the instillation of speed bumps prior to each crosswalk. A third option was to increase traffic enforcement in this area for speed, crosswalk violations and pedestrian violations.

Regarding the Stop Sign at Velopa Court:

Velopa Court is an east - west, two lane, asphalt roadway that T-intersects into Tanbark Road a tow lane, north - south, asphalt roadway. The intersection is uncontrolled for west bound traffic on Velopa Ct. This is a residential zone with no posted speed limit. The prima facia speed limit in this area is 25 mph.

The majority opinion of the Committee is that ORS 811.277, Failure to yield the right of way at an uncontrolled intersection applies to this location and that it is unnecessary at this time to post this intersection with a traffic control device. If it is the pleasure of the Council to post this intersection it is recommended that a stop sign be used.

#### Regarding the Intersection of Memory Lane and Tanbark Rd:

Tanbark Rd is a north - south, two lane, asphalt roadway that is intersected east and west by Memory Lane, a two lane, asphalt roadway. There is a portion of city owned property that borders the west roadway edge of Tanbark Rd. and the south roadway edge of Memory Lane. There is a reduced visibility of vehicles approaching west bound on Memory Lane for vehicles stopped on Tanbark Road, north bound, at Memory Lane preparing to make a left turn. Vehicles stopped on Tanbark Rd., north bound, at Memory Lane preparing to make a right turn are also visually impaired.

The majority opinion of the Committee recommends, as a first option, the redesign of the roadway to utilize a roundabout to control the traffic at this intersection. A second option is to create a transition roadway from east bound Tanbark Rd. to south bound Memory Lane. A third option is to establish a stop sign on Memory Lane at Tanbark Road for south bound traffic on Memory Lane.

#### Regarding the request for a stop sign on Old County Rd. at Hassett:

Old County Road is primarily a north - south, two lane, asphalt roadway, with unimproved shoulders. The travel lanes are divided by broken, painted lines. The roadway is intersected at several locations by private driveways and cross streets. At this location Old County Road is T-intersected by Hassett Street, a two lane, east - west, asphalt roadway. The intersection is presently controlled by a stop sign for east bound traffic on Hassett Street. There is a large hedge on the north shoulder of Old County Road, east of Hassett St. that causes a visual impairment to east bound traffic on Hassett Street at Old County Road and for south bound traffic approaching Hassett Street. From Hassett St., the roadway north of Hassett Street curves to the left. The roadway from Pacific Ave. continues to incline to the city limits north of Hassett Street. The roadway at this location is posted 25 mph.

The majority opinion of the Committee recommends that a hedge on the west shoulder be removed. The Committee recommends that a stop sign be erected on Old County Road at Hassett Street to control north bound and south bound traffic. Converting this location to a 4 way stop will enable traffic from Hassett Street to safely turn right or left upon Old County Road. Although it is not recommended that a stop sign be erected to control the speed on Old County Road it is evident that a 4 way stop will have a calming affect on the traffic on that roadway. For the issue of speed on Old County Road it is recommended that the Brookings Police Department deploy the radar reader board on Old County Road for approximately one week in at least two locations to make a

determination of the 85<sup>th</sup> percentile speed. Once the speed is surveyed the issue of speed on Old County Road will be addressed at a future Traffic Safety Committee meeting.

On behalf of the members of the Brookings Traffic Safety Committee I respectfully submit our conclusion for your review.

I would like to thank the members of the public and Committee for their comments and concerns; as community involvement is a cornerstone of the Traffic Safety Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Marvin Parker", written in a cursive style.

Officer Marvin Parker  
Traffic Safety Committee Member.

Attachments:

Letter from The Neighbors of Old County Road.

Memo of 11-03-2004 from Leroy Blodgett.

Agenda for the meeting of the TSC on 3-16-05.

Copy of the Color Code from the Manual for Uniform Traffic Control Devices.

Old County Rd. Neighbors  
Brookings, Oregon

Brookings City Council  
898 Elk Drive  
Brookings, OR 97415

January 1, 2005

Dear Council:

The neighbors of Old County Road and Hassett Street would like to address a dangerous traffic problem. We have observed a significant increase in traffic and speeding over the last two years.

Currently, there are triple the number of construction-related trucks and vehicles rolling up and down Old County Road everyday, all day long, plus during rush hours (8:00 a.m., 5:00 p.m. and at school dismissal time at 3:00 p.m.) the amount of vehicles is non-stop or quite heavy. Several of us have nearly been struck when we have taken out our trash to the roadside, gone for a walk, crossed the street, pulled out of our driveways, etc. After construction of the twenty-six or more new homes in the Marina Heights area and the recently built condominiums off Old County Road, there will be significantly more residential vehicles using this road.

We would like to see a stop sign on Old County Road at the intersection of Hassett.

At this time, a speed bump or "Slow Caution" sign will no longer alleviate the problem. Drivers often pick up speed, particularly on the downhill where the curves, hedges and cross-traffic at Hassett create visibility problems. Even by coasting, by the time they get to Marine Drive or further down to Roschitelli Drive, drivers may be going 45 mph or more without even realizing it.

A stop sign would also benefit the parishioners of the Star of the Sea Catholic Church. There is considerable congestion with their arrival and departure from church. With the steep grade of Old County Road, vehicles literally fly down past the church creating significant danger.

As a main thoroughfare, Old County Road has no sidewalks along the busy stretch. There is a considerable number of school children, walkers, high school track team, etc. walking on Old County Road. We have observed many mothers pushing strollers.

We appreciate your consideration for a safer City of Brookings. Let's not wait for a serious accident or tragedy to occur before acting on everyone's behalf.

Sincerely,

The Neighbors of Old County Road



# CITY OF BROOKINGS



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## STAFF REPORT

Date: May 16, 2005  
To: Mayor Sherman & City Councilors  
From: Leroy Blodgett, City Manager  
Subject: Slam'n Salmon Ocean Derby Sponsorship

## REPORT

September 2<sup>nd</sup> 3 & 4, 2005 will be the third annual Slam'n Salmon Ocean Derby. This is the only ocean salmon derby in the Pacific Northwest. The first year it had about 100 participants and total prizes of \$1,100. The second year there was over 400 participants and \$11,000 in prizes. This year there is \$15,000 in total prizes with a \$5,000 grand prize, \$2,500 second prize, \$1,000 third prize and \$6,500 in daily prizes. Over 700 fishermen and well over a 3000 festival goers are expected to participate in the weekend event. This event promises to grow astronomically over the next few years.

All funds left at the end of the year, except a small amount to start the next year, is used for fish enhancement or related programs and/or projects. Last year Slam'n Salmon gave \$5,000 to Port Fisheries and \$750 to South Coast Fishermen. To protect the revenue from being used for other purposes organizers of the Slam'n Salmon have formed it as a non-profit corporation.

The only way all this has been possible is through sponsorships. There are now three levels of sponsorship; Platinum, \$2,500; Gold, \$1,000; Silver, \$500; and Bronze, \$250. The first year the City of Brookings was a \$250 sponsor and last year the City provided \$500. Staff suggests the City continue with the Silver, \$500 level of sponsorship.

## STAFF RECOMMENDATION

Approve a "Silver" level sponsorship of the 2005 Slam'n Salmon Ocean Derby in the amount of \$500.

# CITY OF BROOKINGS



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## STAFF REPORT

Date: May 19, 2005  
To: Mayor Sherman & City Councilors  
From: Leroy Blodgett, City Manager  
Subject: ODOT Crosswalk Agreement

## REPORT

Included in the council packet is an Intergovernmental Agreement for crosswalk maintenance on Highway 101 within the city limits. The agreement is for the City to provide the labor and ODOT to provide the material for maintenance of the crosswalks after construction this year. Currently ODOT sends a maintenance crew from Roseburg whenever there is a need. This often creates difficulty for the City to get maintenance done in a timely manner because of the distance ODOT crews must travel.

Staff feels the agreement will provide for more efficient maintenance and only a minimum amount of labor will be required of the City. It will also allow the City to determine when maintenance is needed and perform it in a timely manner.

City Attorney, John Trew has reviewed the agreement for content.

## STAFF RECOMMENDATION

Approve the Intergovernmental Agreement with ODOT for crosswalk maintenance on Highway 101.

**INTERGOVERNMENTAL AGREEMENT**  
**Crosswalk Maintenance**  
**City of Brookings**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State"; and the City of Brookings, acting by and through its elected officials, hereinafter referred to as "Agency."

**RECITALS**

1. By the authority granted in ORS 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Oregon Coast Highway (US 101) is a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission.

**NOW THEREFORE**, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

**TERMS OF AGREEMENT**

1. Under such authority, State and Agency agree to set and define responsibilities for the maintenance of crosswalks on US 101 within the city limits of Brookings as described in this Agreement.
2. The term of this Agreement shall begin on the date all required signatures are obtained and shall remain in effect for twenty years, at which time this Agreement expires unless extended by a fully executed amendment.

**AGENCY OBLIGATIONS**

1. Agency shall perform all necessary maintenance for crosswalks which are currently installed on US 101 within the City limits, with Agency forces and at Agency's expense. Maintenance shall include the crosswalks on US 101, the crosswalks located on the intersecting city street, and the associated advance stop bars. Maintenance shall be in accordance with *The Department of Transportation, Desired Conditions of Maintenance Features on State Highways, September 2002*, hereby incorporated by reference.

2. Agency further agrees to perform all necessary maintenance for crosswalks which may be installed on state highways as part of future construction projects within the city limits at their own expense.
3. Agency shall not install any new crosswalks on US 101 without prior approval from State's Traffic Engineer.
4. Agency shall notify State's Region 3 Striping Manager prior to performing maintenance work on US 101.
5. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Agency shall ensure that each of its subcontractors complies with these requirements.
6. Agency acknowledges and agrees that State, the Secretary of State's Office of the State of Oregon, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after completion of Project. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
7. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270, which hereby are incorporated by reference. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
8. Agency shall, to the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, indemnify, defend, save, and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation, its officers and employees from any and all claims, suits, and liabilities which may occur in the performance of this Agreement.
9. Notwithstanding the foregoing defense obligations under paragraph 11 above, neither Agency nor any attorney engaged by Agency shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency is prohibited from defending the State of Oregon, or that

Agency is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue any claims it may have against Agency if the State of Oregon elects to assume its own defense.

10. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from State.
11. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within Agency's current appropriation or limitation of the current biennial budget.
12. Agency's Project Manager for this project is Public Works Director, City of Brookings, 898 Elk Drive, Brookings, OR, 97415, phone (541) 469-2163.

### **STATE OBLIGATIONS**

1. In consideration for Agency agreeing to maintain the crosswalks identified in Agency Obligations, Paragraph 1, State agrees to re-install State Traffic Engineer approved crosswalks and associated advance stop bars on US 101 as part of the US 101: Lone Ranch to Chetco Resurfacing project, Key No. 13555.
2. State shall provide to Agency all necessary materials required to perform maintenance for crosswalks which are currently installed on US 101 within city limits of Brookings, at State's expense. Materials shall be supplied on an as needed basis, as requested by Agency.
3. State hereby grants Agency the right to enter into and occupy State right of way for the purpose of crosswalk maintenance.
4. State shall be responsible for the installation and maintenance of signs that are associated with the crosswalks.
5. State's Project Manager for this Agreement is Region 3 Striping Manager, 3500 NW Stewart Parkway, Roseburg, OR, 97470, phone (541) 957-3651.

### **GENERAL PROVISIONS**

1. This Agreement may be terminated by either party upon 30 days' notice, in writing and delivered by certified mail or in person.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:

- a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within 10 days or such longer period as State may authorize.
  - c. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.
  4. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

**IN WITNESS WHEREOF**, the parties hereto have set their hands as of the day and year hereinafter written.

The Oregon Transportation Commission on June 18, 2003, approved Delegation Order No. 2, which authorizes the Director to approve and execute agreements for day-to-day operations when the work is related to a project included in the Statewide Transportation Improvement Program or a line item in the biennial budget approved by the Commission.

On November 10, 2004, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, in which the Director delegates authority to the Region Managers for their respective region, authority to approve and sign agreements up to \$75,000 when the work is related to a project included in the Statewide Transportation Improvement Program, other system plans approved by the Oregon Transportation Commission such as the Traffic Safety Performance Plan, or in a line item in the biennial budget approved by the Director

**CITY OF BROOKING**, by and through its  
City Council

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO FORM**

By \_\_\_\_\_

Agency Legal Counsel

Date \_\_\_\_\_

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_

Region 3 Manager

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_

District 7 Manager

Date \_\_\_\_\_

By \_\_\_\_\_

Region 3 Traffic Manager

Date \_\_\_\_\_

Agency Contact:  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES**

Common Council Meeting  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings Oregon  
May 9, 2005 7:00 p.m.

**I. Call to Order**

Mayor Pat Sherman called the meeting to order at 7:00 p.m.

**II. Pledge of Allegiance**

Led by Matt and Josh Magnuson.

**III. Roll Call**

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Dave Gordon and Craig Mickelson, a quorum present.

Council Absent: None

Staff Present:

City Manager Leroy Blodgett

City Attorney John Trew

Police Chief Chris Wallace

Police Lt. John Bishop

Community Development Director Ed Wait

Administrative Assistant Donna Colby-Hanks

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Approximately 35 citizens

**IV. Ceremonies/Appointments/Announcements**

**A. Ceremonies**

**1. Proclamation – Child Care Provider Appreciation Day**

Dawnel Magnuson and Kerri Giles accepted a proclamation declaring May 6, 2005 as Child Care Provider Appreciation Day. Magnuson and Giles explained the requirements of their profession and the satisfaction received from their work.

**2. Presentation of Certificate of Appreciation to Dave Lentz, 10-Year Work Anniversary**

City Manager Blodgett introduced Dave Lentz and Mayor Sherman presented a certificate of appreciation to him for 10 years of service.



3. *Presentation of Certificate of Appreciation to Cam Lynn, 25-Year Work Anniversary*  
Police Chief Wallace introduced Cam Lynn and Mayor Sherman presented a certificate of appreciation to him for 25 years of service.

**B. *Announcements***

1. *Yard of Month/Most Improved Property/Commercial Property of Month*  
Keith and Jill Chavez at 206 Cedar Street, received the award for Yard of the Month. David and Jessica Kovarik at 523 Railroad, were honored with the Most Improved Property award. Evergreen Federal Bank at 850 Chetco Avenue received the first Commercial Property award.

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

**A. *Committee and Liaison reports***

1. *Chamber of Commerce*  
Les Cohen gave a report on recent activities that included a strategic workshop, a marketing review and revisions meeting, and a Wild Rivers Coast Meeting for the Chamber of Commerce. Cohen reviewed the upcoming monthly forums.

2. *Council Liaisons*  
Councilor Mickelson attended a budget meeting for CCD.

Councilor Gordon attended a marketing meeting for the Chamber of Commerce.

Councilor Anderson attended a Habitat for Humanity recognition dinner for the beginning of their first project.

**B. *Unscheduled***

Linda Wassel, 714 5<sup>th</sup> Street, Brookings, read a letter regarding potential erosion concerns on her property. The letter was also submitted for the Planning Commission. Councilor Anderson asked if she had participated in the Planning Commission hearing for the subdivision from which the concerns arose. Wassel stated she had.

Don Nuss, 650 Mardon Ct., Brookings, questioned Councilors Gordon and Mickelson's involvement with the Chamber of Commerce. Mickelson stated he received no compensation from the Chamber and Gordon stated he resigned his position on the Chamber board prior to becoming a Councilor.

Yvonne Maitland, 15676 Oceanview Drive, Brookings, stated she had two concerns. The first being the LUBA remand of the Borax Project and the potential for road area to be calculated into the lot size area. City Manager

Blodgett explained his conversation with County Counsel Herbage regarding lot sizes and road areas. Maitland reiterated her concern with steep slopes and possible landslides in the Harbor Hills area. She felt this land was unsuitable for building on.

Barbara Nysted, 427 Buena Vista Loop, Brookings, questioned the financing of the Hwy 101 Solution and where the City of Brookings would obtain their share of matching funds. City Manager Blodgett explained there was no plan to use Urban Renewal Funds for the highway. Nysted said she attended the Hwy 101 Solutions Work Session and felt Mayor Sherman's presentation at that session should be presented in a public forum.

Keith Smith, 99590 North Bank Chetco River Road, briefed the Council on the application of bio-solids on his ranch. He requested the City remove their items from his property.

## **VI. Staff Reports**

### **A. *Community Development Department***

#### **1. *Generator Project Bid***

Community Development Director Ed Wait reviewed the staff report for the generator project bid. The Council discussed the details of the proposed site plan.

**Councilor Anderson moved, a second followed, and the Council voted unanimously to approve advertising and taking the generator project to bid.**

#### **2. *Parkview Deferred Improvement Agreements***

Community Development Director Ed Wait reviewed the staff report regarding Deferred Improvement Agreements (DIA) on Parkview Drive. The Council discussed the procedure for calling in DIAs and annexations, septic systems and their ages, locations of existing sidewalks, and this decision setting a precedent for future DIAs. The Council agreed this decision would not limit the Council to further discussion on DIAs and suggested staff develop a plan for other DIAs to be called in.

Bob Covey, 16987 Parkview Drive, Brookings, felt a decision needs to be made and the best time to install sewer lines would be prior to sidewalk and street work.

Jeff Holmes, 17350 Holmes Drive, Brookings, felt a patchwork of sidewalks creates a hazard.

Barbara Nysted, 427 Buena Vista Loop, Brookings, questioned the procedure for older neighborhoods without DIAs to receive improvements. City Manager Blodgett explained a vote was needed to form a local Improvement District; however, it was a separate issue.

**Councilor Anderson moved, a second followed, and the Council voted unanimously to accept the three recommendations from the staff report to call in annexations and DIAs on Parkview Drive.**

**B. City Manager**

**1. Burn Barrels/Open Burning Limitations**

City Manager Blodgett reviewed the staff report and burning permit requirements.

David Leigh, 630 Pioneer Road, Brookings, felt current burning was done within the guidelines of the law and there were more important issues to be resolved.

Mary Coston, 231 Wharf Street, Brookings, stated she only burnt paper and plant trimmings and felt law abiding citizens shouldn't be penalized.

Jim Benson, 315 Memory Lane, Brookings, questioned if the ban would include items being burnt on beaches and in fireplaces.

Barbara Nysted, 427 Buena Vista Loop, Brookings, felt homes are to close together to allow burning without causing health problems.

Don Nuss, 650 Mardon Court, Brookings, felt it would be more responsible to discuss solutions prior to discontinuing the practice.

Barbara Warthen, 1323 Ransom Avenue, Brookings, stated she burns once a month in the winter and would like to continue. She felt only a few citizens were experiencing problems.

Jeff Holmes, 17350 Holmes Drive, Brookings, explained he open burns excessive vegetation once a year, takes precautions, and to have burning banned would create a hardship for him.

Sally Laasch, P.O. Box 7816, Brookings, stated that her neighbors burn and it doesn't cause a problem.

Tom Coston, 231 Wharf Street, Brookings, was concerned with the price of dumpsters rising if the ban were implemented prior to alternatives being sought. He discussed composting of yard waste.

The Council deliberated on public input given, health concerns, hardships, and different solutions for the problem.

**Councilor Mickelson moved, a second followed, and the Council voted unanimously to eliminate burn barrels within the city but to allow Class B open burning.**

2. *Mill Beach Camping*

City Manager Blodgett reviewed the staff report regarding camping at Mill Beach. Blodgett explained the City doesn't have authority over the beach without the adoption of an ordinance; the beach below the vegetation line is under the jurisdiction of the State of Oregon. He advised the access road to the area was owned by South Coast Lumber.

Police Chief Wallace stated he had spoken with South Coast Lumber and the City Police were to enforce the "No Trespassing" signs recently put up once a request is made by the property owner. He discussed other occurring crimes that were not related to the access issue.

Council discussed ideas for improving access and projects for the parks and beaches located within the city limits. One of the long term goals was to complete a trail from Chetco Point to Mill Beach. Council requested Staff proceed with the development of an ordinance similar to those adopted by other coastal communities.

Jim Benson, 315 Memory Lane, Brookings, questioned what beaches would be covered by the ordinance and was advised it would cover all within the city limits.

3. *Special Election Requirements for Highway 101 Solution*

City Manager Blodgett reviewed the staff report regarding the procedure to bring the Hwy 101 Solution to a vote of the citizens.

**Councilor Anderson moved, a second followed, and the Council voted unanimously to accept Resolution 05-R-739, A Resolution of the City of Brookings instructing City Staff to prepare documents for a public vote on the Highway 101 Improvement Solution.**

## **VII. Consent Calendar**

A. *Approval of Council Meeting Minutes*

1. *Minutes of April 25, 2005, regular Council meeting*

B. *Acceptance of Parks and Recreation Commission Meeting Minutes*

1. *Minutes of March 31, 2005, regular meeting*

C. *Acceptance of Planning Commission Meeting Minutes*

1. *Minutes of April 5, 2005, regular meeting*

D. *Approval of vouchers for the month of April, 2005, (\$609,044.95)*

**Councilor Mickelson moved, a second followed and the Council voted unanimously (Councilor Gordon abstained due to being absent from April 25, 2005 City Council Meeting) to approve the consent calendar as published.**

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

### **A. Resolutions**

1. *05-R-738 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 Blodgett reviewed the resolution regarding the sanitation service rates for Curry Transfer and Recycling within the Brookings City Limits.

Pete Smart, CTR, stated the rate increase was 1.6%, approximately one half the rate of inflation.

**Councilor Mickelson moved, a second followed and the Council voted unanimously to approve Resolution 05-R-738, In the Matter of approving rates for sanitation services to be charged by Curry Transfer and Recycling to customers in the City of Brookings to become effective July 1, 2005.**

2. *05-R-739 A Resolution of the City of Brookings in the matter of Highway 101 Improvement Solution to be determined by public vote.* City Manager stated this Resolution had been approved earlier in the meeting.

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

Don Nuss, 650 Mardon Court, Brookings, stated he would like to follow the process for developing the information to be placed on the ballot for the Hwy 101 Solution.

Jeff Holmes, 17350 Holmes Drive, Brookings, felt the ballot should contain the no build option along with Alternative 4 and 5.

There was additional discussion on what Alternatives would be placed on the ballot with the Council agreeing the approved Resolution addressed Alternative 4 and 5.

There were no further comments from the Council or Mayor.

## **X. Adjournment**

The meeting was adjourned at 9:33 p.m. by Mayor Sherman.

MINUTES  
PARK AND RECREATION COMMISSION

CITY OF BROOKINGS  
898 Elk Drive, Brookings  
March 31, 2005

**I. Call To Order**

Chair Farmer called the meeting to order at 7:00 p.m. followed by the pledge of allegiance.

**II. Pledge of Allegiance** was led by Mayor Pat Sherman

**III. Roll Call**

*Commissioners Present:* Daryn Farmer, Hayley Farr, April Gothard, Frances Hartmann, Tony Parrish, Kathy Russo Viola, and Jan Willms, Secretary.

*Staff Present:* Public Works Supervisor John Cowan, and Jan Krick, Interim Recording Secretary.

*Media Present:* Brian Bullock, *Curry Coastal Pilot*.

There were two members of the public in the audience.

**IV. APPROVAL OF MINUTES**

A. Minutes of February 24, 2005 were approved as written; Commissioner Willms stated that the date of the Oregon Beach Cleanup was Saturday, March 19<sup>th</sup> not the 23<sup>rd</sup>.

B. Minutes of March 16, 2005 were approved with one correction: (Page 4 of 5) Commissioner Parrish asked that "...he liked the idea of an art facility" be changed to "...he liked that idea of a facility for the arts." The motion to approve the minutes for the two meetings was made by Commissioner Willms and seconded by Commissioner Hartmann.

**V. PUBLIC APPEARANCES**

John Cowan, board member of *Nature's Coastal Holiday*, approached the podium to report on the success of the 2004 season. The event boasted 12,000 visitors from twenty-four states and eight countries. The best evening was Christmas Eve, when 1,283 were in attendance. Cowan recommended that the Commission consider his recommendation to spend \$6000-\$8000 of proceeds from the event to install underground electrical system in Azalea Park that would run inconspicuously in the ground around the flower beds. Additionally, underground power for lights could be installed from the lower park to the bandshell area to make that area safely illuminated which would draw larger crowds. Commissioner Willms asked how disruptive the installation would be to existing flora. Cowan indicated that the area would be backhoed, but not trenched, so that minimal damage would occur, adding that lights will benefit other park activities, such as weddings and concerts.

Commissioner Viola expressed concern regarding vandalism; Cowan said the system would be inconspicuous and have a locking system. Tree roots would not be damaged. Commissioners agreed that this falls into the area of maintenance, and not a new project. A motion was made by Commissioner Gothard and seconded, to approve *Nature's Coastal Holiday's* expenditure of funds of \$6000 to \$8000 for power pedestals and underground conduit for lights and power at Azalea Park. The motion carried unanimously.

Craig Mickelson of 738 Third Street, Brookings addressed the Commission regarding the Salmon Run Golf Course summer junior golfers program. Mickelson announced that the program's goal is to increase their commitment to young golfers this year. The program will begin June 18 and be offered every Saturday for eight weeks, excluding the July 4 weekend, ending August 18, at a cost per student of \$25, with scholarships available based on need. Classes will run all day and children will be grouped according to age and ability to handle equipment. Instructors will volunteer and clubs will be provided. Mickelson requested the Commission to allow the instruction to be included in the City's Summer Recreation program. Concern was expressed by Parrish that other golfers would not want the course tied up on Saturdays this way and suggested other days for the youth program. Mickelson responded that the group will primarily use the driving range. The motion was made by Commissioner Farr to include Junior Golf in the Summer Recreation Program. The motion carried by a 6-1 vote (Parrish voted against the motion).

#### **VI. STAFF ANNOUNCEMENTS/CONCERNS/FOLLOWUPS**

City Manager Leroy Blodgett was unable to attend and there was no discussion on this agenda item.

#### **VII. COMMISSIONER COMMENTS**

Commissioner April Gothard commented on the pursuit of the plan for a community center, encouraging the Commission to invite the public into the process, to include leaving the final 45 minutes of meetings open for community input. Chair Farmer said that appointing a separate subcommittee doesn't make sense; agreeing that meetings regarding a community center should be open to the public. Commissioner Farr wondered if the Commission would then meet twice a month. Commissioner Viola suggested that one meeting per month be devoted strictly to the community center. Farmer asked if a piece of property had been identified for the community center; Mayor Sherman said that the City is looking for an appropriate site. Discussion of various sites ensued. Farmer added that the theater group will create additional revenue for the project. Gothard encouraged the Commission to study the *Gresham Plan*. Farr and Farmer suggested dividing the preliminary tasks among smaller groups within the commission. Farmer will talk to Representative Wayne Krieger regarding the Visitors' Center as a possible site. Gothard mentioned that the commission already has a list of interested volunteers; Farmer indicated that trips to Gresham and Florence to visit other centers is in order; Viola will visit Gresham. Farr suggested a fundraiser for travel to community centers, and for funds to invite those key persons here. The need for a step by step plan was discussed; it was suggested to contact Pauline Olsen and Elmo Williams, instrumental in planning the Chetco Public Library, for their help. It was agreed that a trip in mid-May was in

order to see community centers in Gresham and Florence. Gothard suggested adding a regular item to the agenda devoted to progress on the community center. Farr suggested a subcommittee meeting meet before the next regular Parks and Recreation Commission meeting on April 28<sup>th</sup>. Mayor Sherman reminded the commission that a notice must be publicized before a subcommittee meets or a trip is taken. Farr proposed a subcommittee meeting for April 19<sup>th</sup>; she will talk with the City's administrative secretary about scheduling the chambers and advise commissioners.

Commissioner Farmer asked Dave Lentz, Parks and Recreation Foreman, for an update on the BMS track; Lentz replied that the issue is inactive at this time.

Commissioner Parrish announced that he has joined the Lions Club as a liaison with the commission.

## **VII. Adjournment**

Having no further business, the Parks and Recreation Commission adjourned at 8:02 pm.

Respectfully submitted,

Jan Krick  
Interim Recording Secretary

Approved by the Parks and Recreation Commission

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**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
**Regular Meeting**  
**April 5, 2005**

Vice Chair Nishioka called the meeting of the Brookings Planning Commission to order at 7:00 p.m. in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

*Commissioners Present:*

Jim Collis	Randy Gorman
Rick Dentino	Ron Hedenskog
Bill Dundom	Bruce Nishioka

*Commissioners Absent:*

Bill Smith and *Ex Officio Student* Emily Parada

*Staff Present:*

John Bischoff, City Planner  
Diane Snow, Senior Planner  
Cathie Mahon, Community Development Secretary

*Media:*

Curry Coastal Pilot reporter, Brian Bullock

*Other:*

Councilor Craig Mickelson,  
Approximately 12 citizens in the audience.

**CHAIRPERSON ANNOUNCEMENTS**

Vice-Chair Nishioka welcomed Commissioner Hedenskog who was appointed by City Council for a four-year term.

**ELECTION OF OFFICERS**

Commissioner Gorman nominated Commissioner Nishioka for Chairman. Commissioner Dundom nominated Commissioner Collis as Vice-Chair. Nominations were closed and by a voice vote the commissioners unanimously approved the motions. Commissioners Nishioka and Collis will serve for a one year term.

**MINUTES**

By a 5-0-1 vote (Motion: Commissioner Dentino; Commissioner Hedenskog abstained due to not being present at the last meeting) the Planning Commission approved the minutes of March 1, 2005, as amended. The word "mandamus" was incorrectly spelled.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATION**

None.

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

1. By a 6-0 vote (motion: Commissioner Dentino) the Planning Commission voted to removed Case No. ANX-1-05 from the agenda.
2. By a 5-1 vote (motion: Commissioner Collis; Commissioners Collis, Dentino, Dundom, Hedenskog, and Nishioka voted in the affirmative; Commissioner Gorman voted against the motion) the Planning Commission voted to approve File No. **SUB-1-05/PUD/CUP**, a request for a subdivision and Planned Unit Development, to be known as *Chetco Terrace Estates*, to divide a 4.91 acre parcel consisting of 7 parcels to create 18 residential lots; R-1-6, (6,000 square foot minimum lot size) zone; Assessor's Map 41-13-5CA, Tax Lots 1300, 1600, 6100, 6101, 6120, 6180, and 6190; Ross Walton, applicant.

The motion was amended to include the following three (3) additional conditions:

- *#17) Prior to any construction of the storm drain system, the applicant shall obtain and present to the City all Federal, State, and local permits required to place storm water into the Chetco River.*
- *#27) A sight obscuring fence at least five (5) feet high shall be placed along the side property lines of the lot containing the entrance street and the area between the new street and the fence shall be landscaped and provisions in the CC&R's shall require the homeowners association to maintain the fence and the landscaping.*
- *#28A) The septic system to the existing house shall be disconnected from the house, pumped out and filled with sand or other suitable material. The house shall then be connected to the domestic sewer system.*

Commissioners Dentino, Collis, Hedenskog, and Gorman declared ex parte contact due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

This action was taken following questions and comments regarding the request from the following:

Jim Capp, Western Land Use Service,	P. O. Box 2937	Harbor, OR 97415
Don Hoag, Project Engineer	Mountain Drive	Brookings, OR 97415
Margie Hoagland	344 Del Monte	Brookings, OR 97415
Harley Simmonds	P. O. Box 91	Brookings, OR 97415

The applicant waived his right to seven (7) days in which to submit written argument.

3. By a 6-0 vote (motion: Commissioner Dentino) the Planning Commission approved the Final ORDER and Findings of Fact for File No. **SUB-1-05/PUD/CAP**.

## **UNSCHEDULED PUBLIC APPEARANCES**

None.

## **MESSAGES AND PAPER FROM THE MAYOR**

Councilor Mickelson invited the Commission to a joint meeting with City Council on April 19<sup>th</sup>, at 7:00 p.m. He explained the session will be an exchange of ideas plus discuss City Council's interest in reviewing current ordinances.

## **PLANNING STAFF COMMENTS**

Senior Planner Snow referred to the memo included in the packet regarding "Duties and Responsibilities" of the Planning Commission. The 5-page outline reviewed the duties of the commission, their responsibility when making a decision, and how appropriate steps and wording of a motion.

## **PROPOSITIONS AND COMMISSIONERS COMMENTS**

Discussion occurred regarding street parking and safety concerns brought up during the hearing by residents affected by the new subdivision, *Chetco Terrace Estates*. It was suggested that any issues or questions be directed to the Traffic Committee. It was suggested a memo could be written with a recommendation and forwarded to that committee.

## **ADJOURNMENT:**

With no further business before the Planning Commission, the meeting was adjourned at 10:50p.m.

Respectfully submitted,

**BROOKINGS PLANNING COMMISSION**

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Bruce Nishioka, Chairperson