

Agenda
City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, OR 97415
March 27, 2000
7:00pm



Spring showers
bring on
beautiful Brookings flowers

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
March 27, 2000
7:00 p.m.

- I. CALL TO ORDER - yellow
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
 - A. Announcements
 1. Special Recognition to Earl Breuer - Thank you for many years of service to the citizens of Brookings
 2. Presentation from Nature's Coastal Holiday
 - B. Appointments - green
 1. Planning Commission Position No. 2
 2. Planning Commission Position No. 3
- V. PUBLIC HEARING
- VI. SCHEDULED PUBLIC APPEARANCES
 - A. Lee Sparks - ODOT District 7/ Assistant District Manager
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
 - A. Committee and Liaison reports
 1. Chamber of Commerce
 2. Businesses for a Better Brookings
 3. Port of Brookings-Harbor
 4. Parks & Recreation Commission
 5. Planning Commission
 6. Council Liaisons
 - B. Unscheduled
- VIII. STAFF REPORTS
 - A. City Manager
 1. Council Procedures Ordinance No. 00-0-535 Final Review - blue

- B. Community Development Department
 - 1. ODOT Couplet Refinement Study - violet
 - 2. Amendment to Land Development Code to limit rental storage units to storage purposes only - creme
- C. Fire Department
 - 1. Upper Chetco Rural Fire Protection District Intergovernmental Agreement - cherry
 - 2. Rural EMS Grant application - pink

IX. CONSENT CALENDAR - white

- A. Approval of Council Meeting Minutes
 - 1. March 13, 2000, Regular Council Meeting
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. January 27, 2000, Regular Commission Meeting
 - 2. February 24, 2000, Regular Commission Meeting

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
 - 1. Approval of Ordinance No. OO-O-535, an ordinance outlining Council procedures- blue
 - 2. Approval of Ordinance OO-O-446.II, a ordinance restricting rental storage units to be used for storage purposes exclusively - creme
- B. Resolutions
 - 1. Resolution No. OO-R-670, in the matter of accepting the ODOT Couplet Refinement Study - violet
 - 2. Resolution No. OO-R-671, in the matter of entering into an Intergovernmental Agreement with Upper Chetco Rural Fire Protection District - cherry

XI. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
- B. Mayor

EXECUTIVE SESSION - ORS 192.660 (a) (i) - Performance Evaluation of Public Officers and Employees

Council action on items discussed during Executive Session

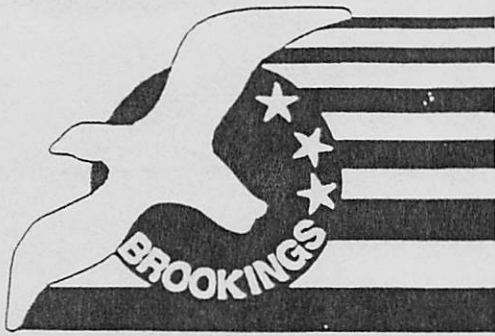
XII. ADJOURNMENT

APRIL 2000

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY												
						1												
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp	7:00pm CC-Planning Comm reg mtg/JBischoff	12:00pm Comnity Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-OSP/LEDS Town Hall Mtg/Bob Morris 503/378-2208														
Daylight Savings Begins	2	3	4	5	6	7												
	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg		8:00am CC-ODOT District 7 Budget Workshop/ America-332-5711 2:30pm FH-SafetyComMtg/ HThmpson	8:00am CC-ODOT District 7 Budget Workshop/ America-332-5711 8:15am CC-CmtyDevDpt Staff mtg/LLightle		8												
	9	10	11	12	13	14												
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp 11:00am CC-Municipal Court/ JdgHarper		7:00pm CC-Budget Committee Mtg 6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	8:15am CC-CmtyDevDpt Staff mtg/LLightle 3:30pm CC-HOPE Mtg/ TWeldon		15												
Palm Sunday	16	17	18	19	20	21												
	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg		7:00pm CC-2nd Bdgt Comm Mtg, if needed	8:15am CC-CmtyDevDpt Staff mtg/LLightle 7:00pm CC-Parks & Rec Comm/ CMickelson	Good Friday	22												
Easter	23	24	25	26	27	28												
			Secretaries Day			29												
			MARCH 2000			MAY 2000												
			S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	2	3	4				1	2	3	4	5	6
			5	6	7	8	9	10	11			7	8	9	10	11	12	13
			12	13	14	15	16	17	18			14	15	16	17	18	19	20
			19	20	21	22	23	24	25			21	22	23	24	25	26	27
			26	27	28	29	30	31				28	29	30	31			

MAY 2000

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	7:00pm FH-FireTrng/ChShrp	7:00pm CC-Planning Comm reg mtg/JBischoff	12:00pm Community Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle		National Nurses Week
	1	2	3	4	5	6
National Nurses Week						
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 10:00am CC-Voters' Ballot Drop Site/JDenney-247-7011 7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg	10:00am CC-Voters' Ballot Drop Site/JDenney-247-7011	(Day/Week?-See Barb Palicki) 10:00am CC-Voters' Ballot Drop Site/JDenney-247-7011 2:30pm FH-SafetyComMtg/HThmpson	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Voters' Ballot Drop Site/JDenney-247-7011	10:00am CC-Voters' Ballot Drop Site/JDenney-247-7011	
7	8	9	10	11	12	13
	10:00am CC-Voters' Ballot Drop Box/JDenney247-7011 7:00pm FH-FireTrng/ChShrp 11:00am CC-Municipal Court/ JdgHarper	8:00am CC-Voters' Ballot Drop Box/JDenney247-7011	6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	8:15am CC-CmtyDevDpt Staff mtg/LLightle 3:30pm CC-HOPE Mtg/TWeldon		
Mother's Day 14	15	16	17	18	19	20
	9:00am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg			8:15am CC-CmtyDevDpt Staff mtg/LLightle 6:30pm CC-Seatbelt Class-PD/ BPalicki 7:00pm FH-Parks & Rec Comm/ CMickelson	AZALEA FESTIVAL WEEKEND	
21	22	23	24	25	26	27
AZALEA FESTIVAL WEEKEND						
	7:00pm FH-FireTrng/ChShrp 8:00am City Hall CLOSED - Memorial Day Holiday					
28	Memorial Day 29	30	31			
APRIL 2000				JUNE 2000		
S M T W T F S				S M T W T F S		
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2 3 4 5 6 7 8				4 5 6 7 8 9 10		
9 10 11 12 13 14 15				11 12 13 14 15 16 17		
16 17 18 19 20 21 22				18 19 20 21 22 23 24		
23/30 24 25 26 27 28 29				25 26 27 28 29 30		



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive ♦ Brookings, OR 97415

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

Name: REX ATWELL Date: 8 MARCH 2000

Physical Address: 17169 PARKVIEW DRIVE

Mailing Address: BOX 6364 BROOKINGS Phone: 469-4663

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): _____

1. Resident of City of Brookings since: Month DEC. Year: 1981

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 FEEL OBLIGED TO GIVE BACK, TO RETURN
THE FAVORS AND SUPPORT THIS COMMUNITY

(Continued on back)

2. Continued: HAS SHARED WITH ME, BROOKINGS
HAS BEEN FAMILY TO ME.

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

CANADIAN ARMED FORCES ONTARIO CANADA
PSYCHOLOGICAL CURRICULUM TORONTO UNIVERSITY
UNITED STATES MILITARY SPECIAL FORCES
LOYOLA UNIVERSITY LAW CURRICULUM CALIFORNIA
OWNER OPERATOR: NATIONAL CREDIT BUREAU-CALIF.
DOWNEY CREDIT BUREAU-CALIF.
PENTAGON PURCHASE PLAN CALIF.
ASSOCIATES BOOK-KEEPING SVC. CALIF.
CALIFORNIA LICENSED REALTOR
OREGON LICENSED REAL ESTATE BROKER
OREGON LICENSED BUILDING CONTRACTOR

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>DON KERN</u>	<u>102 SCHOCNER BAY DR.</u>	<u>469-7186</u>
B. <u>PHILLIP COX</u>	<u>97939 N. CHETCO RD.</u>	<u>469-5729</u>
C. <u>MICHAEL ZORIECH</u>	<u>17108 STAFFORD</u>	<u>412-8012</u>

5. Ref attw ell
Signature

MARCH 9, 2000
Date



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive ♦ Brookings, OR 97415

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

Name: James E. Collis Date: 3/22/2000

Physical Address: 17346 Holmes Dr Brookings, OR 97415

Mailing Address: Same Phone: (541) 469-3678

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): _____

1. Resident of City of Brookings since: Month: June Year: 1986

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.) Wish to be involved in City affairs

10 years on Systems Development Charge Review Board, Previous
experience as Chair of neighborhood civic associations
in Brookings and in Virginia

(Continued on back)

2. Continued: _____

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

Born 1924 near Corral in Camas County Idaho, a small mountain
community southwest of Sun Valley. After high school joined Navy
and served for 23 years as a Line officer and Naval Aviator.
Retired in 1966; worked for a government contractor for 2 years
then went to work for the Navy Scientific & Technical Intelligence
Command as a Data Base Director. Retired from that position in
1986 and moved to Brookings. Ran a computer service business ~~for~~
from 1988 to 1993 (Creative Data Planning). Have been retired
and involved in City affairs and local politics since.

Education: BA from Texas A & I University 1966, MA from
American University 1969. Married Virginia Tomasso in 1950. We
have four children and seven grand grandchildren
4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>Nancy Brendlinger</u>	<u>885 Marina Hgts Rd</u>	<u>469-4944</u>
	<u>Brookings, OR</u>	
B. <u>Larry Curry</u>	<u>885 Midland Way</u>	<u>469-5783</u>
	<u>Brookings OR</u>	
C. <u>T-V Skinner</u>	<u>30412 Hillside Terrace</u>	<u>247-2628</u>
	<u>Gold Beach, OR</u>	

5.

James E. Colli
Signature

3/22/2000
Date

Memo



To: Mayor & Council
From: Tom Weldon, City Manager *tom*
Date: March 14, 200
Subject: Planning Commission vacancies

Mr. Alfred Howe has reapplied for a Planning Commission position. He first applied in November of 1999, and has asked that his application (attached) submitted at the time, be reconsidered for this current position.

pc: Mayor & Council

November 15, 1999

Dear Mayor Hagbom and City Council,

It has come to my attention that there is currently an opening on the Planning Commission. I would like to submit my name for consideration to the Commission. Commissioner Rick Dentino, whom I consider a friend has asked me to consider applying for the position.

By way of introduction my name is Alfred (Fred) J. Howe. My wife of 12 years, three children, and I moved to Brookings on 9/1/99, from Newberg, OR. We reside at 290 Tanbark Road. We moved to Brookings so that I could take a position with Curry Good Samaritan Center as the Social Worker.

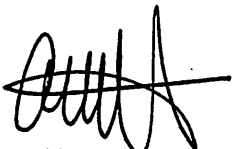
I have experience in municipal governance prior to moving to this community. I have had the honor and opportunity to serve on the Newberg City Council from January 1997 until I was forced to resign in August 1999 in order to facilitate our move here. I believe that I have acquired experience and understanding of the governance process through my tenure on the Council. I realize that the Commission's paramount function is to provide the City a mechanism where certain land-use, and other types of decisions may be reached without taking up the valuable time of the Council. It also serves as a recommending body to the Council for decisions which must be made by the Council.

My experience has been in a community similar to this one. A community which maintains an Urban Growth Boundary (UGB), and an Urban Reserve Area (URA). I was constantly engaged in decisions and discussions with the County related to Urban Area Management, and our over-riding agreements. I often found this agreement to be very limiting to the municipality in terms of hindering the kinds of development which we desired in the UGB, and enabling development which we did not desire. As a Council member I have also had the opportunity to render decisions on various land-use issues, zoning issues, and ordinance revisions. This experience will be invaluable to me as a Commission member, I am certain.

If selected by the Council, I understand that I will be working at the Council's pleasure. I will not hesitate to voice my opinions and express my vision for this community to the Council prior to their deliberations in matters of consequence. I will constantly strive to make sound decisions and informed choices.

If you would like to learn more about my prior community service, please feel free to contact Duane Cole - Newberg City Manager, Terry Mahr - Newberg City Attorney, and City of Newberg Mayor - Charles Cox at 503-538-9421. I look forward to hearing from you in the future. I may be contacted at the following numbers: Home 469-5039 Work 469-3111

Thank-you for your time and consideration,



Alfred J. Howe

COPY

100



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive ♦ Brookings, OR 97415

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

Name: ALFRED HOWE

Date: 11-15-99
1-3-99 ~~11/1~~

Physical Address: 290 TANBARK RD

Mailing Address: SAME

Phone: 541-484-3111

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): _____

1. Resident of City of Brookings since: Month: 9 Year: 99
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.) see ATTACHED STATEMENT

(Continued on back)

2. Continued: _____

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

See Attached Statement

4. Please list three references:

NAME:

ADDRESS:

PHONE:

A. See Attached Statement

B. _____

C. _____

5.

Signature



Date

11-15-99

TO: Mayor, City Council

FROM: Tom Weldon, City Manager

DATE: March 20, 2000

ISSUE: New ordinance governing
Council procedures

City of Brookings
Memorandum



- BACKGROUND:
1. You have reviewed this ordinance in two different formats.
 2. The ordinance proposed (enclosed) is exactly like the one you looked at your last meeting, with one exception:

When reviewing this ordinance I remembered our Charter has a requirement that the Council hold one regular session each month. This was not in the previous preliminary review ordinances. I have added the sentence, "The Council shall meet in regular session at least once a month" to the end of Section 1. Regular Council meeting dates.

3. Our Charter allows you to pass an ordinance by title only at one meeting if no Council member or member of the public requests that the ordinance be read in full, and if at least one week before the reading:
 - a. A copy of the ordinance is provided for each Councilor;
 - b. Three copies of the ordinance are available for public inspection in the office of the custodian of city records; (Finance Department)
 - c. Notice of their availability is given by written notice posted at city hall and two other public places in the city; and,
 - d. Notice of the proposed action is given to the local media for publication.

These conditions have all been met.

RECOMMENDATION: Council adopt this ordinance.

CITY OF BROOKINGS

898 Elk Drive
Brookings, Oregon 97415
Phone (541) 469-2163
Fax (541) 469-3650
cityhall@brookingsor.org

The Home of Winter Flowers



Public Notice

The Brookings City Manager is recommending to the Brookings City Council passage of Ordinance No. 00-O-535, "An Ordinance Governing the Procedures of the Brookings Common Council."

This notice is to inform the public that this ordinance is available for public inspection at the Finance Department at City Hall. This notice is being given so the Council, if they all wish, may pass this ordinance by title only, instead of publicly reading the ten (10) page proposed ordinance at their March 27, 2000, meeting

NEWS MEDIA: FOR IMMEDIATE RELEASE

For further information contact Linda Barker at Brookings City Hall at 469-2163, extension 203.

NOTICE SENT TO: Curry Coastal Pilot, KURY, KCRE, KPOD, KBSC-TV49,

Posted at City Hall, Chetco Public Library, Chetco Senior Center

Memorandum

TO: City Council
FROM: John Bischoff, Planning Director
THROUGH: Tom Weldon, City Manager
DATE: March 21, 2000



Issue: Acceptance of the Highway 101 Refinement Study.

Background:

1. The Refinement Study was undertaken through funding provided by the Oregon Department of Transportation (ODOT) to determine the feasibility of and potential alignment of creating a highway couplet through the city.
2. This study is complete and ODOT is requesting the city to either accept the conclusions of the study, accept them with changes or reject the them.
3. A copy of the Planning Commission Staff Report and Resolution 00-R-670 are attached.

Recommendation: The Planning Commission and staff are recommending the Council accept the study.

CITY OF BROOKINGS CITY COUNCIL
STAFF AGENDA REPORT

SUBJECT: Highway 101 Study
FILE NO: Highway 101 Refinement Study
HEARING DATE: March 27, 2000

REPORT DATE: February 28, 2000
ITEM NO: V.B

GENERAL INFORMATION

APPLICANT: Oregon Department of Transportation (ODOT)

REPRESENTATIVE: City Staff.

REQUEST: A request that the City Council accept and endorse on the proposed Highway 101 Couplet.

TOTAL LAND AREA: 4.4 acres of additional right-of-way to connect the existing highway right-of-way and the Railroad St. right-of-way.

LOCATION: The entire length of Railroad St. from Mill Beach Rd. to Oak St. and the required additional right-of-way to connect the north and south ends of Railroad St. and Highway 101.

ASSESSOR'S NUMBER: Various.

ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING: All within C-3 (General Commercial) Zone, except for a small portion in the R-MH (Mobile Home Residential) Zone on the west side of Mill Beach Rd.

PROPOSED: Same.

SURROUNDING: Commercial along the entire north side except between Pacific and Mill Sts. which is I-P (Industrial-Park); On south side—Commercial from Highway 101 to Fifield St.; R-MH from Fifield St. to Railroad St. Commercial from Mill Beach Rd. east to a point 390 feet west of Center St., then M-2 (General Industrial) to Center St. I-P from Center St. to Tanbark Rd. then R-3 (Multiple-Family Residential) from Tanbark Rd. to Oak St. and then C-3 back to the Highway.

COMP. PLAN: Corresponds with the zoning along each side of the proposed right-of-way.

LAND USE INFORMATION

EXISTING: Various commercial, industrial and residential uses within the existing zones along the right-of-way. Some residential use within the C-3 Zone.

PROPOSED: Same.

PUBLIC NOTICE: Published in local news paper.

BACKGROUND INFORMATION

Acceptance of the Refinement Study, conducted by the Oregon Department of Transportation (ODOT) to determine the feasibility of dividing Highway 101 through the city, is the last step the city must take in this process. The city is not required to adopt this document nor does it require amendment of any ordinances at this time. ODOT only needs to know if the city agrees with the conclusions within the document and will endorse them.

The Planning Commission, at its March 7, 2000 meeting considered this matter and is recommending that the Council accept the report.

See the attached copy of the Refinement Study and Planning Commission Staff Report. A Resolution accepting and endorsing the study is also attached.

The Planning Commission and Staff are recommending that the City Council ACCEPT the ODOT study.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Highway 101 Study
FILE NO: Highway 101 Refinement Study
HEARING DATE: March 7, 2000

REPORT DATE: February 28, 2000
ITEM NO: 8.3

GENERAL INFORMATION

APPLICANT: Oregon Department of Transportation (ODOT)

REPRESENTATIVE: City Staff.

REQUEST: A request that the Planning Commission make a favorable recommendation to the City Council on the proposed Highway 101 Couplet.

TOTAL LAND AREA: 4.4 acres of additional right-of-way to connect the existing highway right-of-way and the Railroad St. right-of-way.

LOCATION: The entire length of Railroad St. from Mill Beach Rd. to Oak St. and the required additional right-of-way to connect the north and south ends of Railroad St. and Highway 101.

ASSESSOR'S NUMBER: Various.

ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING: All within C-3 (General Commercial) Zone, except for a small portion in the R-MH (Mobile Home Residential) Zone on the west side of Mill Beach Rd.

PROPOSED: Same.

SURROUNDING: Commercial along the entire north side except between Pacific and Mill Sts. which is I-P (Industrial-Park); On south side—Commercial from Highway 101 to Fifield St.; R-MH from Fifield St. to Railroad St. Commercial from Mill Beach Rd. east to a point 390 feet west of Center St., then M-2 (General Industrial) to Center St. I-P from Center St. to Tanbark Rd. then R-3 (Multiple-Family Residential) from Tanbark Rd. to Oak St. and then C-3 back to the Highway.

COMP. PLAN: Corresponds with the zoning along each side of the proposed right-of-way.

LAND USE INFORMATION

EXISTING: Various commercial, industrial and residential uses within the existing zones along the right-of-way. Some residential use within the C-3 Zone.

PROPOSED: Same.

PUBLIC NOTICE: Published in local news paper.

BACKGROUND INFORMATION

The idea of dividing Highway 101 through the center of town has been discussed within the community for at least 20 years, however, because it was just an idea and not based on any proven need, it never proceeded beyond the discussion stage. In 1995 the city and county received a grant from the Oregon Department of Transportation (ODOT) to hire a consultant to study the transportation needs for the area from Cape Ferrello to the California Border. Called the South Coast Transportation Systems Study (SCTSS), this study was an out growth of the earlier corridor study undertaken by ODOT for the entire length of Highway 101 within Oregon. The SCTSS was a detailed examination of the exiting transportation systems within the study area, the existing deficiencies of these systems, and then looked 20 years into the future to project what transportation facilities would be needed at that time and what would be needed to meet those requirements.

One of the findings of the SCTSS was that the existing highway would not be sufficient to handle the traffic in an efficient manner in the year 2015. To mitigate this projected deficiency, the consultant looked at several alternatives, including widening the highway to provide six lanes of traffic through town, and several couplet concepts using Railroad St. as the south bound leg of the highway. The main difference in these couplet concepts were where and how the existing highway would be split to join Railroad. The concept of widening the exiting right-of-way through town was dropped due to cost to buy buildings and the disruption of the downtown business district. The preferred alternative was a couplet that split off the exiting highway at the Northgate building and rejoins the highway on the south side of the Dairy Queen building. This study served as the catalyst to bring the couplet concept to the attention of ODOT.

Within months of the completion of the SCTSS, ODOT hired a consultant, W&H Pacific, to undertake what is called a refinement study to determine the preferred alternative was indeed the best solution and the feasibility of dividing the highway and to more specifically locate any additional needed right-of-way. The refinement study determined that the couplet was the best solution and feasible. The following is a brief description of the finding of the refinement study.

1. Study Area. The study area extended from Crissey Circle on the north to about the mid point on the Chetco River Bridge. Because of the need to address intersection dynamics the study area also included the area from Easy St. to south of Railroad St. See Exhibit 1.
2. Traffic Analysis. The study reexamined the traffic analysis made during the SCTSS to determine the future traffic impacts on the highway.
3. Mitigation Alternatives. The study also reexamined the mitigation alternatives listed in the SCTSS to determine if the recommended alternative was the most feasible, in terms of cost, safety, parking, pedestrian movement, system continuity, and level of service.
 - a. Widen the right-of-way of the exiting highway alignment through the center of town to accommodate six lanes of traffic. Although less expensive this solution would not provide the level of service nor the level of safety of the other alternatives and it will remove all parking from the highway. Cost of this alternative was estimated in the SCTSS \$2,500,000 for construction.
 - b. A right turn onto Mill Beach Rd. and a left turn from Mill Beach Rd. to Railroad St. at the north end and a left turn from Railroad to Oak St. and then a short blend to the right back

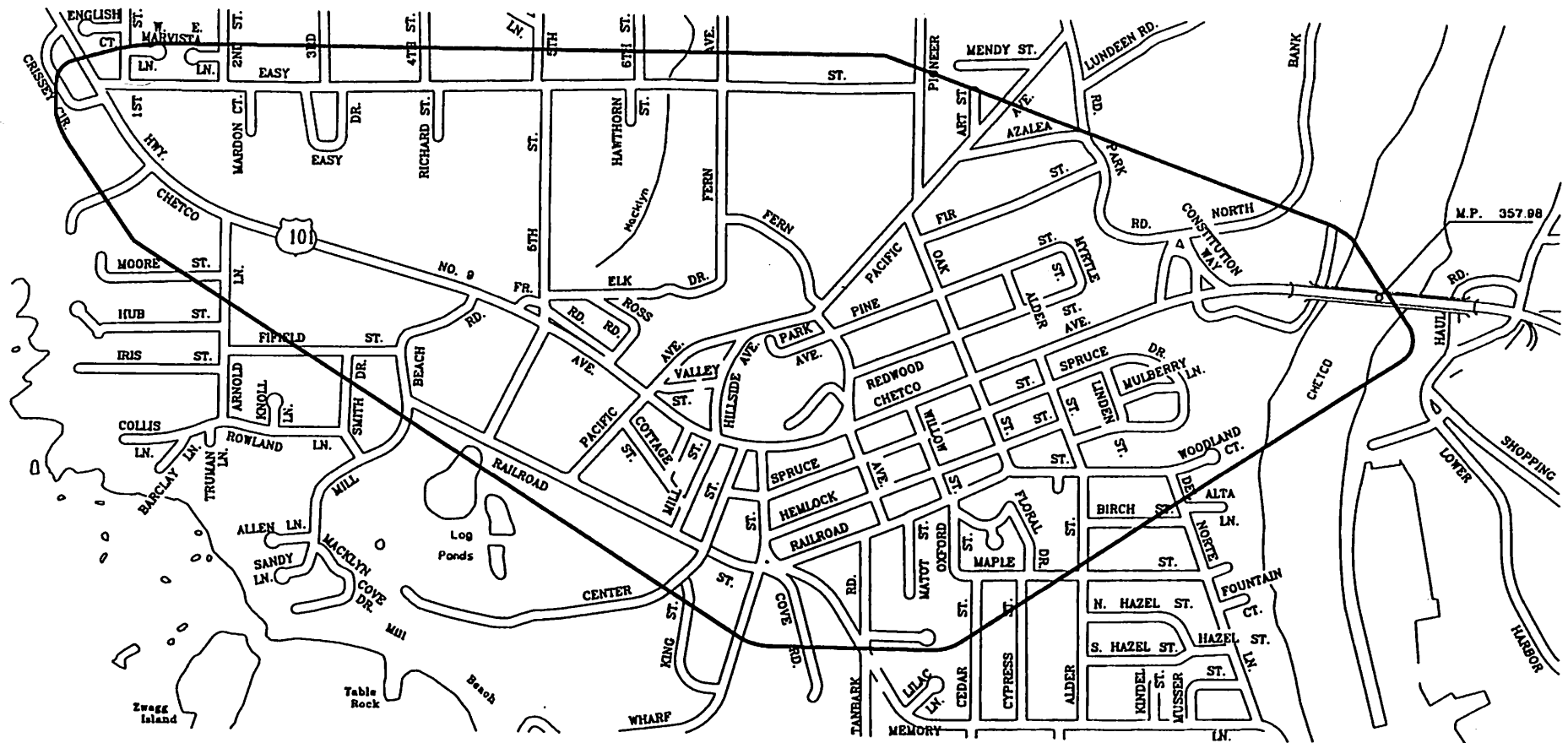


EXHIBIT 1

**CITY OF BROOKINGS
HIGHWAY 101
ONE-WAY COUPLET
ANALYSIS**

STUDY AREA

FIGURE 1

W&H PACIFIC
8405 SW NIMBUS AVE.
BEAVERTON, OR 97008
(503) 626-0455

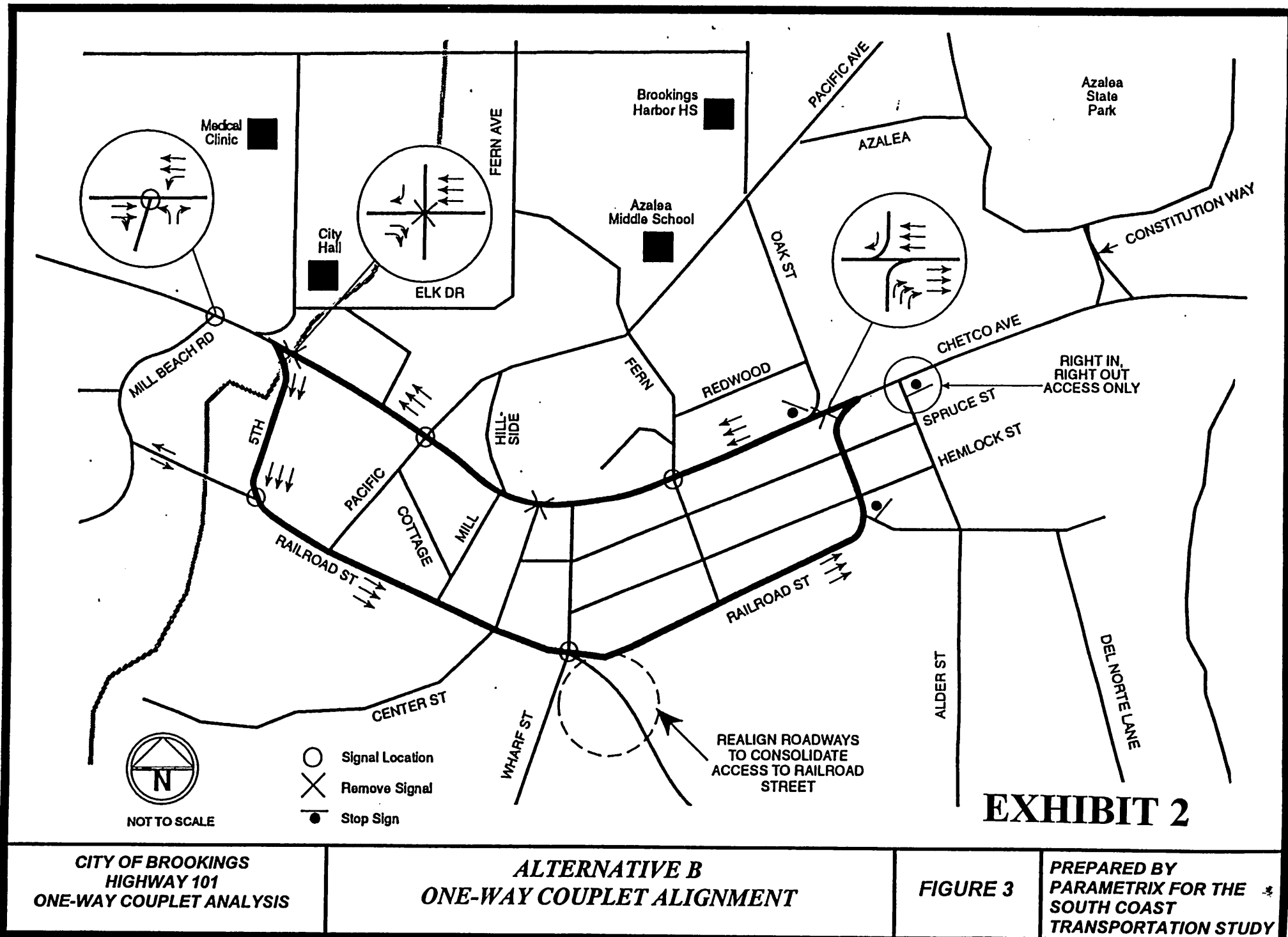
into the highway right-of-way. This alignment would probably cause the removal of the A&W Root Beer/Radio Shack store and the Dairy Queen. Although only slightly more expensive than alternative "a" above, it would not provide the same level of safety as the recommended alternative and, because of the number of 90° turns the system continuity is poor. The cost of this alternative was estimated in the SCTSS as \$2,700,000 for construction. See Exhibit 2.

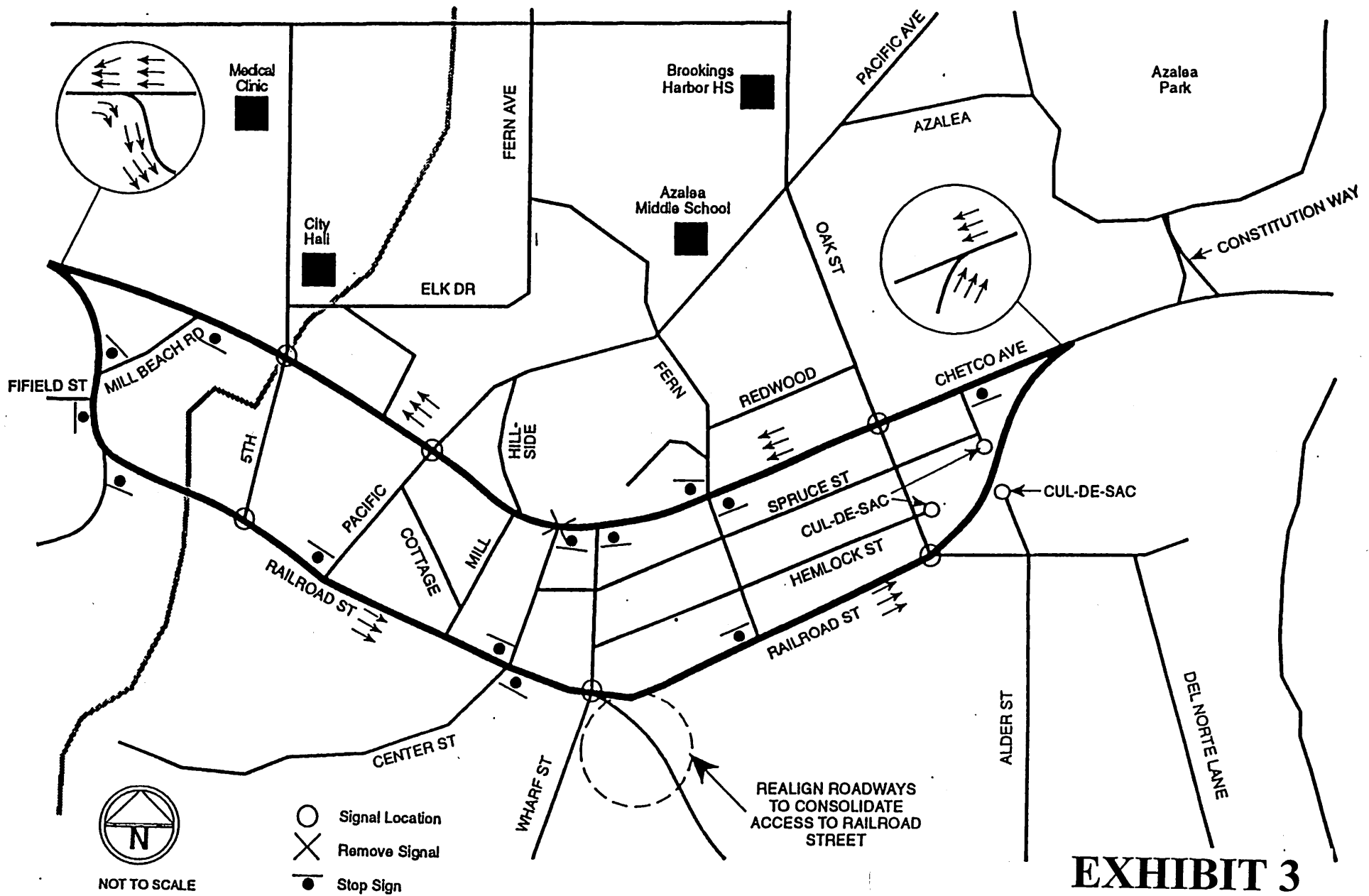
- c. During the refinement study, at a public meeting, another couplet alignment that would split the north end of the highway at Mill Beach Rd., through the Fred Meyer parking lot, across 5th street between Kentucky Fried and the U.S. Bank to Railroad. This suggestion was considered and rejected because of the disruption of Fifth St., particularly because there would now be two intersections with the highway which would be very close together. This alignment would present a confusing and thus unsafe condition that would probably result in the closing of Fifth St. as a through street beyond the north bound leg of the highway. This alternative does not take advantage of the entire length of Railroad St. One of the results of a couplet system is that more of the downtown area will gain exposure to the highway traffic and in this case the west end of Railroad would be left out of the loop.
- d. The recommended alternative would split from the highway just south of the Union service station (formally the BP station), proceed through the Northgate building, continuing to intersect Fifield St. just west of Mill Beach Rd. and then continue southerly slightly west of the existing alignment of Mill Beach Rd. to Railroad St. At the south end the Railroad St. leg would rejoin the original highway by turning north at Oak to go between the library and bowling alley, across Alder St., through the tanning salon and Dairy Queen to the highway. The only difference between the SCTSS version and the refinement study of this alternative is that the actual road surface is to the west of Mill Beach Rd. rather than corresponding with it. This alignment allows for a better or "looser" transition turn onto Railroad St. See Exhibit 3.

At its north end this alternative would displace the Northgate building the county health building, two commercial buildings near the intersection Fifield and Mill Beach Rd. and six manufactured houses on the west side of Mill Beach. At the south end the Dairy Queen and the building containing the tanning salon would be displaced. This alternative is the most expensive, with an estimated cost of \$7,325,000 for construction (the SCTSS estimated construction cost at \$5,000,000) and \$2,250,000 for right-of-way purchase, totaling \$9,575,000.

The refinement study agreed with the determination of the original SCTSS study that although the recommended alternative is the most expensive, it was the most feasible in terms of safety parking, pedestrian safety, system continuity, and level of service.

- 4. Design of the couplet system. Once the refinement study determined that the recommended alternative from SCTSS was the best way to go, the consultant prepared a computer retouched aerial photo to how the couplet would look from the air as if it exists today (See Exhibit 4). The consultant then examined the available right-of-way throughout each leg of the couplet to determine the right-of-way width, existing improvements and the configuration of intersections. From this information the consultant developed four street sections and created an exhibit of each section. The following is a description of each street section from north to south leg of the couplet.



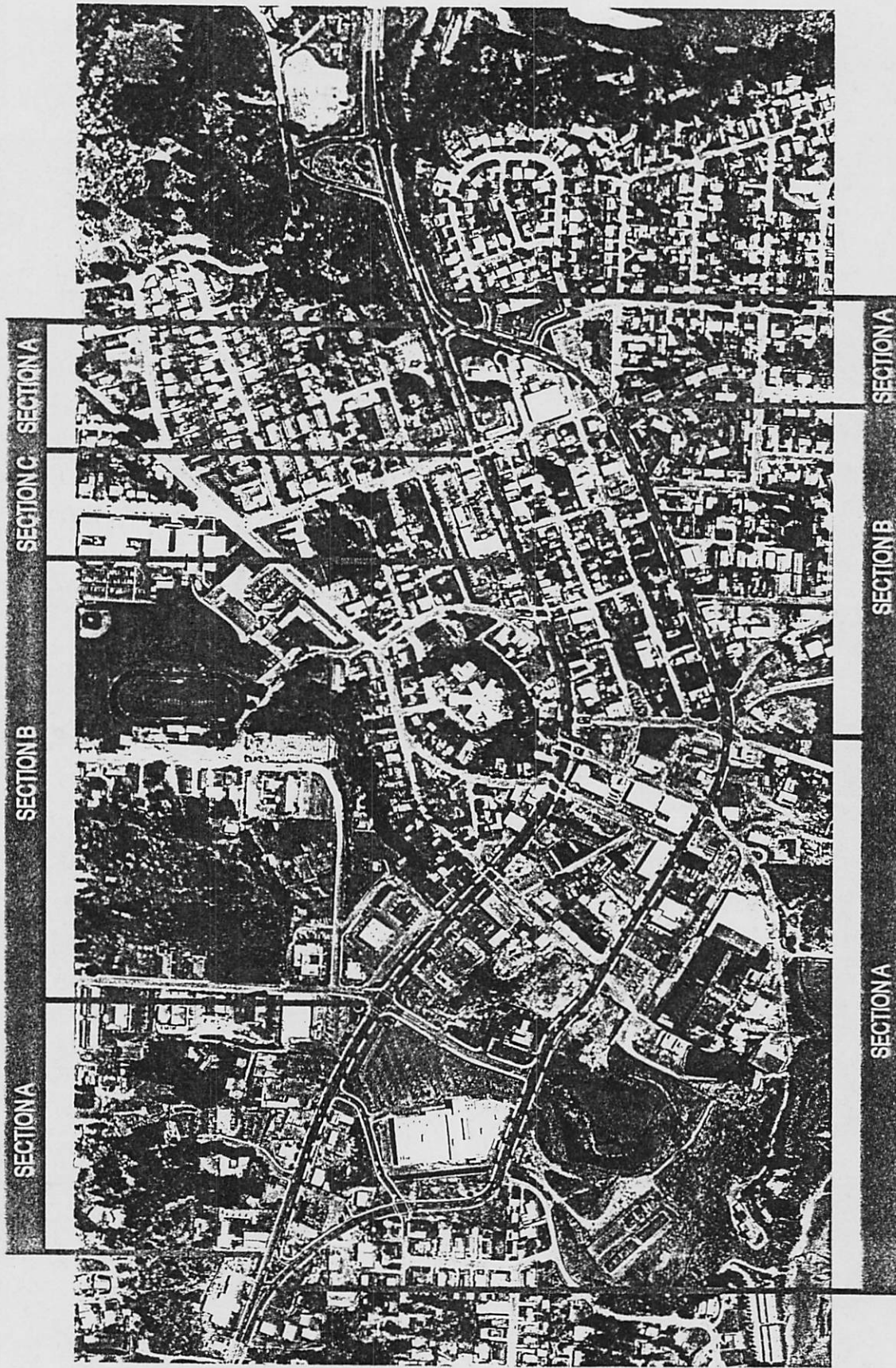


CITY OF BROOKINGS
HIGHWAY 101
ONE-WAY COUPLET ANALYSIS

ALTERNATIVE A
ONE-WAY COUPLET ALIGNMENT

FIGURE 2

PREPARED BY
PARAMETRIX FOR THE
SOUTH COAST
TRANSPORTATION STUDY



City of

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EXHIBIT 4

Index of Cross-Sections for Chetco/Railroad Avenue One-Way Couplet

Section A.

This section consists of three 12 foot travel lanes with no on street parking, 10 foot wide sidewalks and a 6 foot wide bike lane on the right side. On the northbound leg Section A extends from the Westward Motel to Fifth St. and from Oak St. to Alder St. On the southbound leg Section A extends from the Westward Motel to Wharf St. and from Oak St. to where the two leg rejoin on the southbound leg. See Exhibit 5

Section B.

This section consists of three 12 foot travel lanes, an 8 foot parking lane on each side, 8 foot wide sidewalks on each side and a 6 foot wide bike lane located on the right side, between the parking lane and travel lane. On the northbound leg Section B extends from Fifth St. to the east side of the Chevron Station. On the southbound leg Section B extends from Wharf St. to Oak St. See Exhibit 6 and 6A.

Section C.

This section consists of three 12 foot travel lanes, an 8 foot parking lane on the left side, 8 foot wide sidewalks, and a 6 foot wide bike lane on the right side. Section C extends from the Chevron Station to Oak St. on the northbound leg. The southbound leg does not have a cross section equivalent to Section C. See Exhibit 7.

Several intersections must be redesigned to accommodate the proposed couplet design. Most of those changes are along the Railroad St. Or southbound leg of the couplet as follows starting at the north end (See Exhibit 4):

Mill Beach Rd. Mill Beach Rd. will no longer extend from the existing highway to the ocean. The section of this street that extends south of the northbound leg of the couplet and intersects the southbound leg at Fifield St., could reasonably be renamed as Fifield. From the intersection of Railroad St., Mill Beach Rd. would remain Mill Beach Rd..

Cove Rd. and Memory Lane. The current configuration of this intersection is not satisfactory even as it is today let alone when the couplet goes in. This intersection will be redesigned in some manner to be determined when the actual engineering is done for the highway. On the retouched computer generated photo of the couplet alignment, Memory has been straightened to intersect Railroad at a right angle. It is possible that Cove will be realigned to intersect with Memory at some point south of the couplet.

Alder St. Alder St. will be realigned at a point just north of the library, to bend to the west and intersect the new section of the couplet just west of the medical center. The section of Alder St. north of the library will be closed.

Spruce St., Spruce Loop and Hemlock St. Spruce St and Hemlock street will not intersect the new section of the couplet. Each of these streets will terminate in a cul-de-sac on the west side of the couplet section. The north leg Spruce Loop, which currently intersects Alder St. opposite the intersection of Spruce St., will intersect the couplet with a slight realignment. The south end of Spruce Loop will intersect Alder St. in its current location.

SECTION 'A'

North End

Typical 70' R/W Section
No Parking

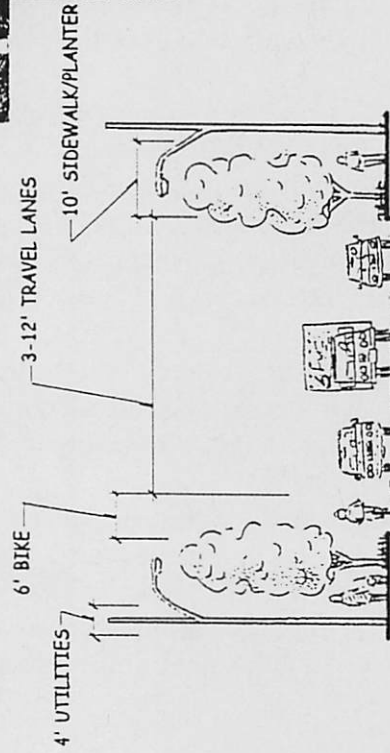


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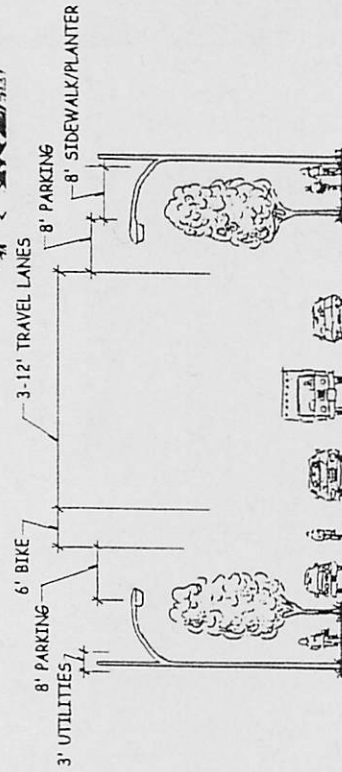
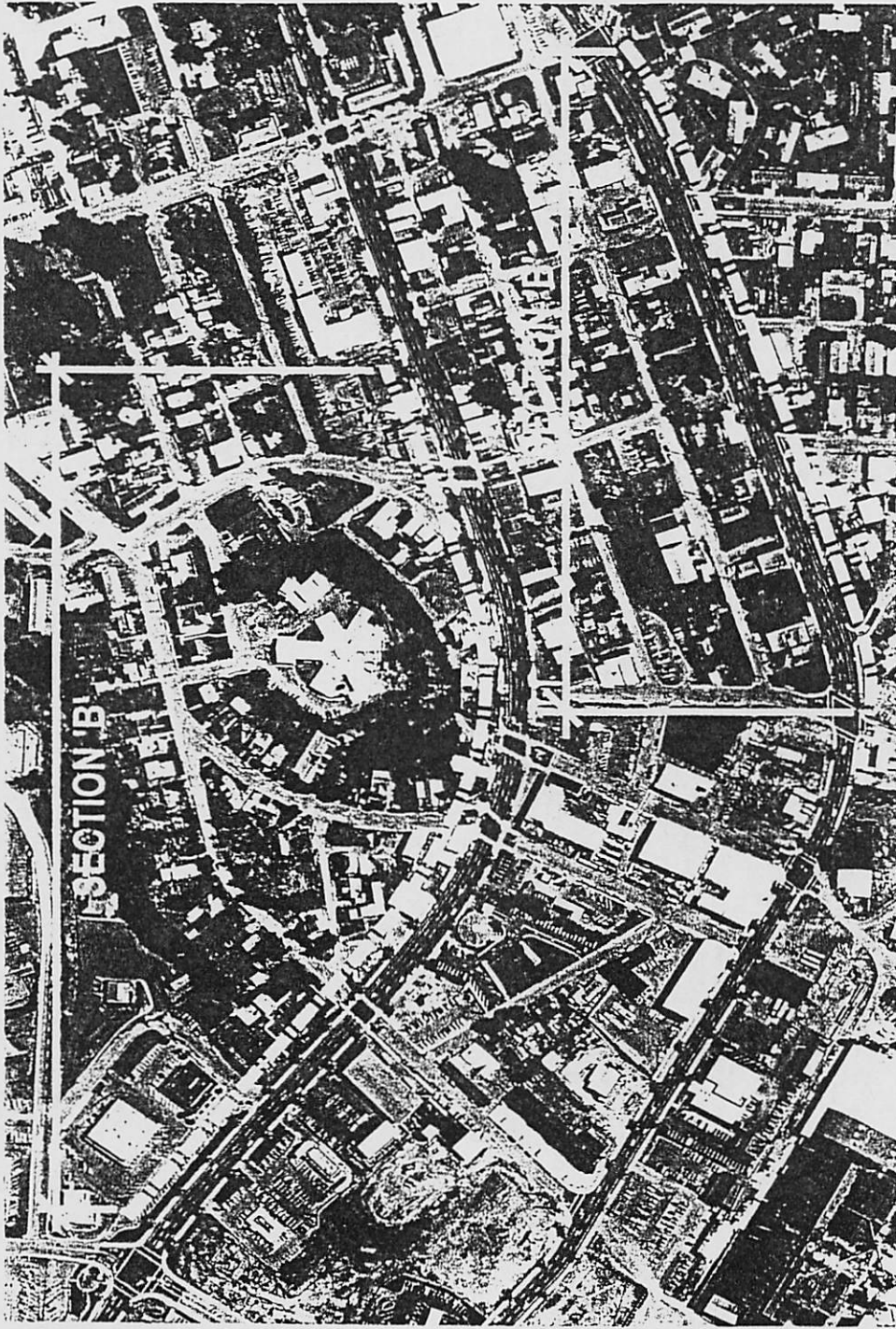
City of

EXHIBIT 5

On Chetco from west of Beach Road to Pacific Avenue
On Railroad from west of Beach Road to Wharf Street



SECTION A - 70' RIGHT OF WAY
NO PARKING SECTION



SECTION B - 80' RIGHT OF WAY
BOTH SIDE PARKING SECTION

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SECTION 'B'

Typical 80' R/W Section Parking Both Sides

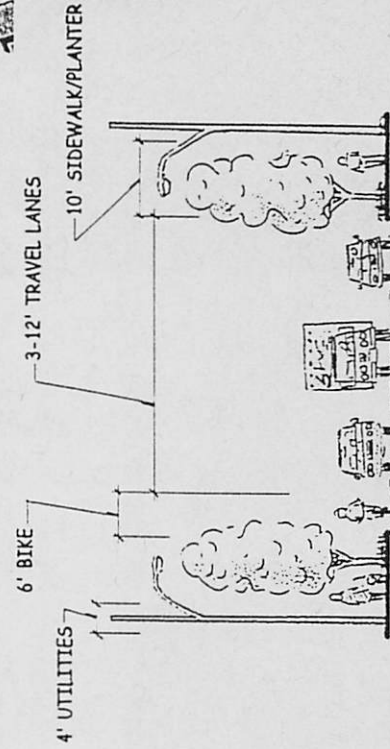
City of

EXHIBIT 6

On Chetco from Pacific Avenue to west of Willow Street

On Railroad from Wharf Street to Oak Street

SECTION 'A'
 South End
 Typical 70' R/W Section
 No Parking



SECTION A - 70' RIGHT OF WAY
 NO PARKING SECTION

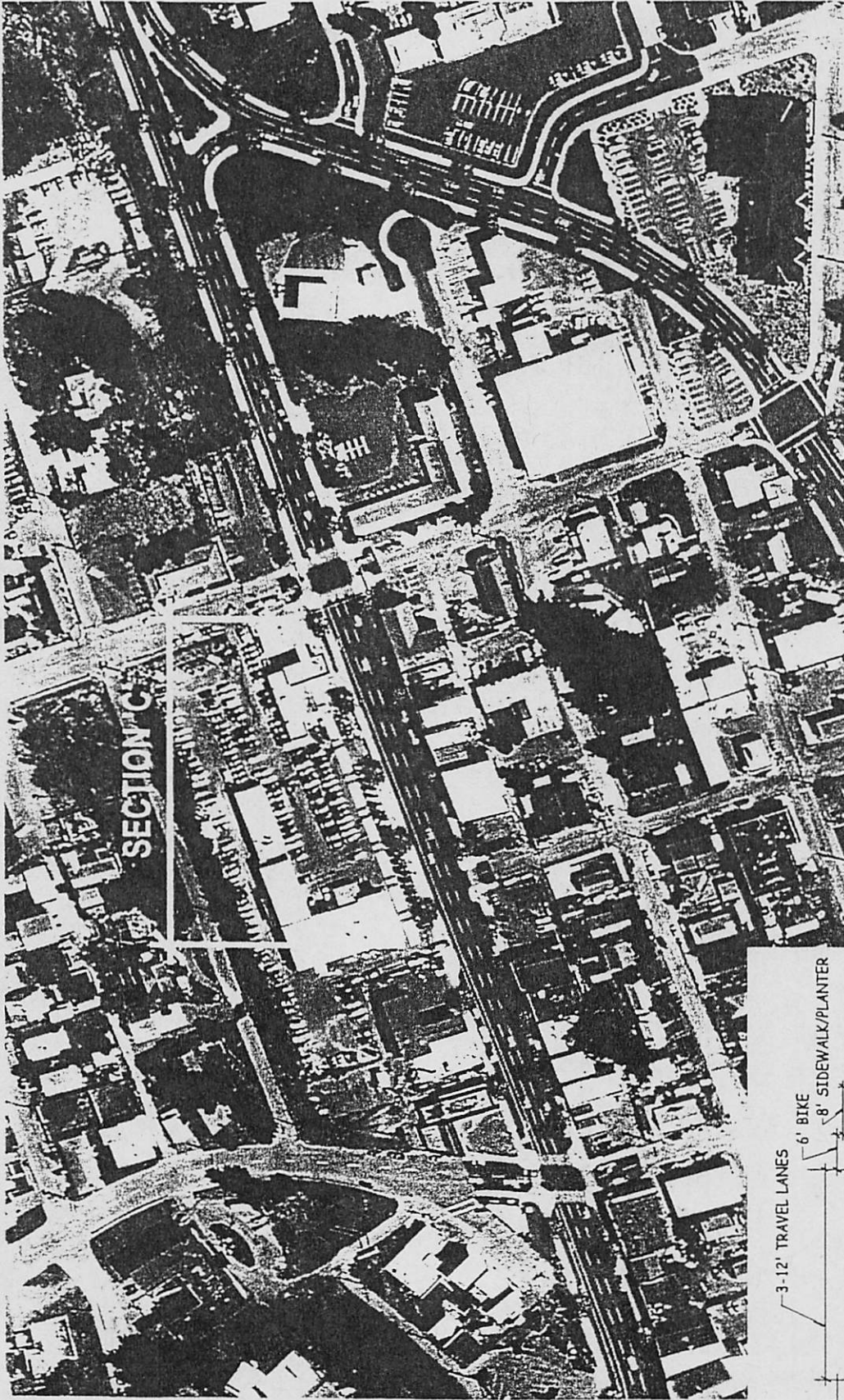


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City of

EXHIBIT 6A

On Chetco from Oak Street to west of Constitution Way
 On Railroad from Oak Street to west of Constitution Way



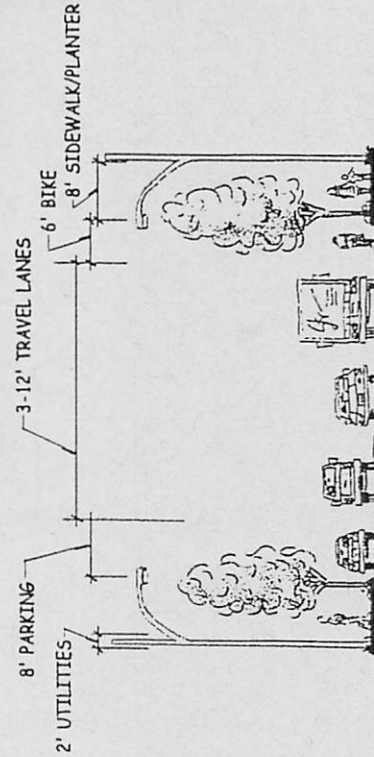
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SECTION 'C'
Typical 70' RW Section Parking One Side

City of

EXHIBIT 7

On Chetco from west of Willow Street to Oak Street



SECTION C - 70' RIGHT OF WAY
PARKING ONE SIDE

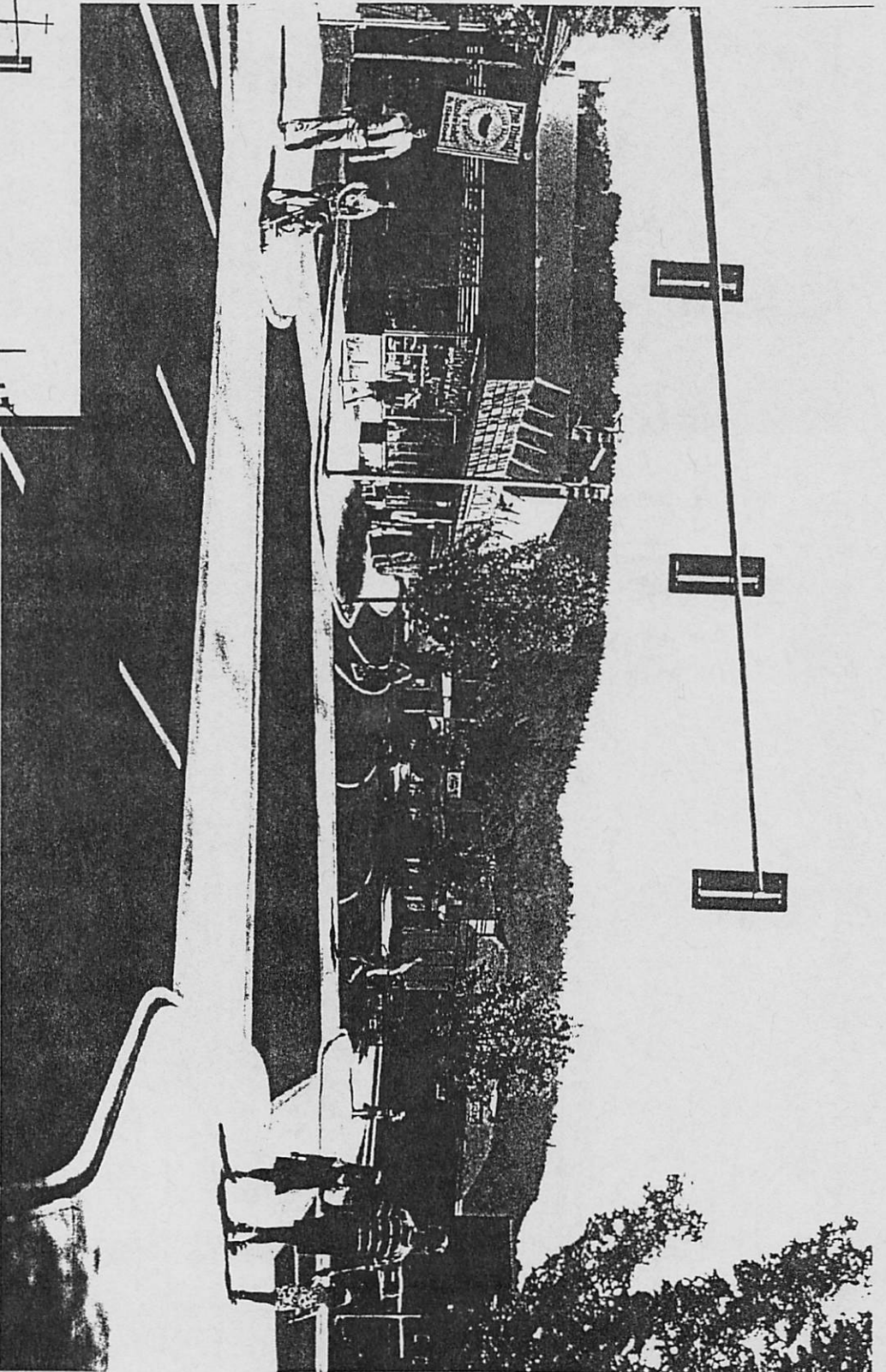
The only indicated intersection change on the northbound leg of the couplet will be to close the intersection of the angled section of Fern St. where it passes in front of the old city hall building.

5. Included in the report are a selection of street scape concepts prepared on a computer by touching up photographs of various sections of both Chetco Ave. and Railroad St. These photos show how the street would look if built to the standard of the street sections discussed above with trees and other amenities added.

Since this is essentially an ODOT document, prepared through community involvement, the city is asked to either accept it, accept it with suggested changes or reject it. The city is not required to adopt this report into the Comprehensive Plan, however, the couplet is a key element of the city's Transportation Plan which will be adopted into the Comprehensive Plan.

RECOMMENDATION

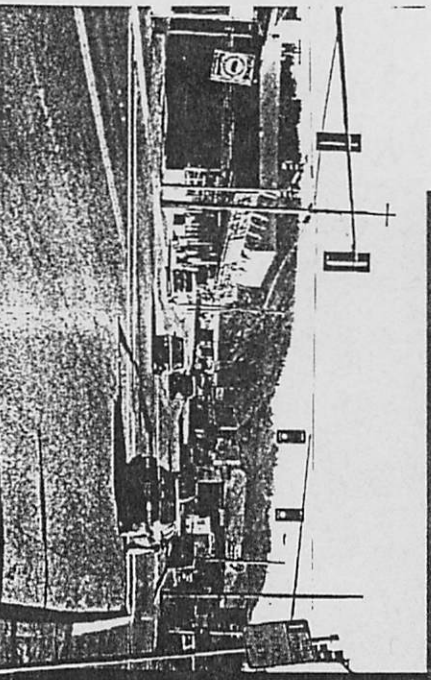
Staff recommends **ACCEPTANCE** of Case File No. Highway 101 Study, and a similar recommendation from the Commission to the City Council



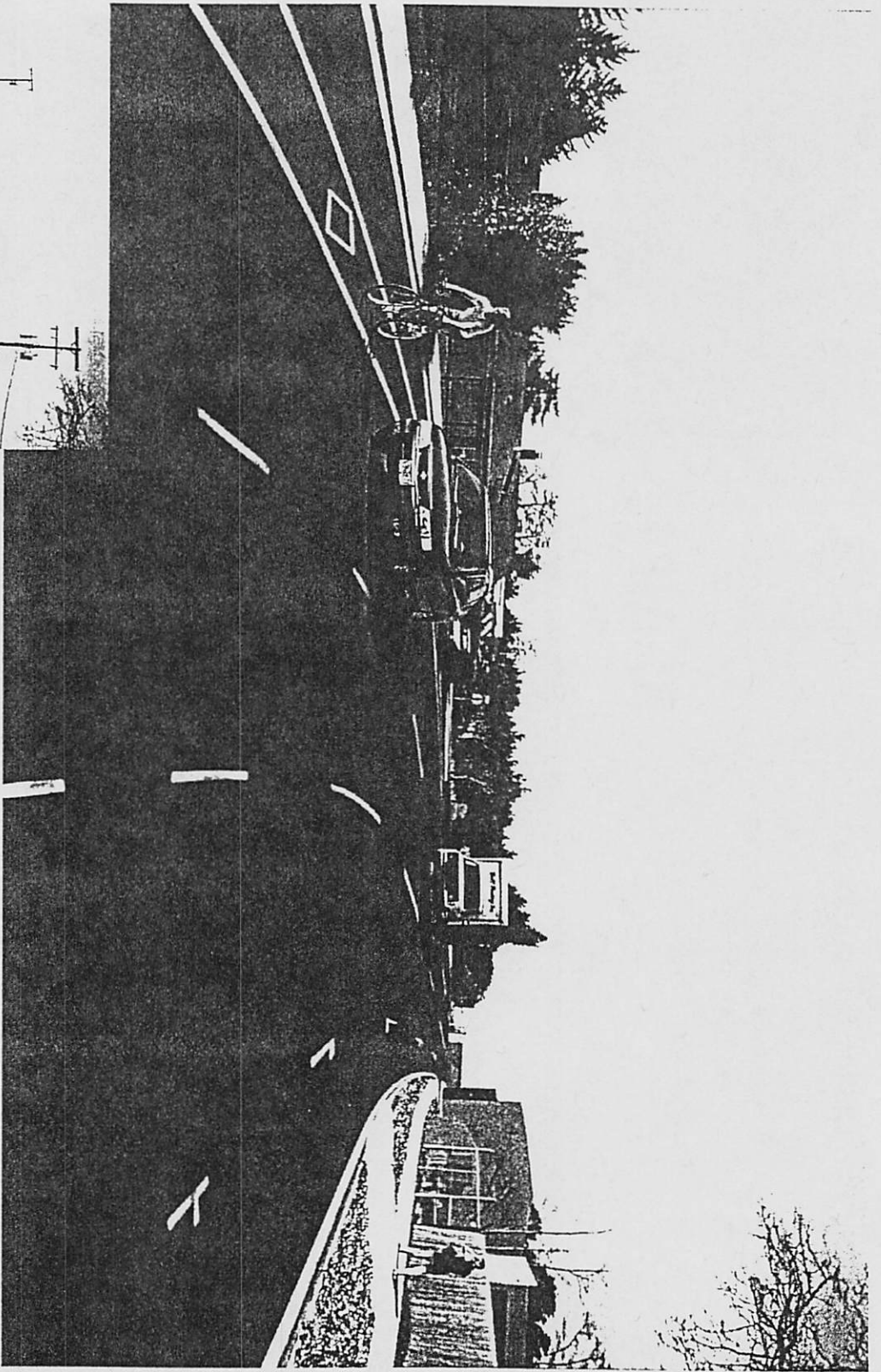
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City of

Photo simulation illustrating one-way couplet on Chetco Avenue

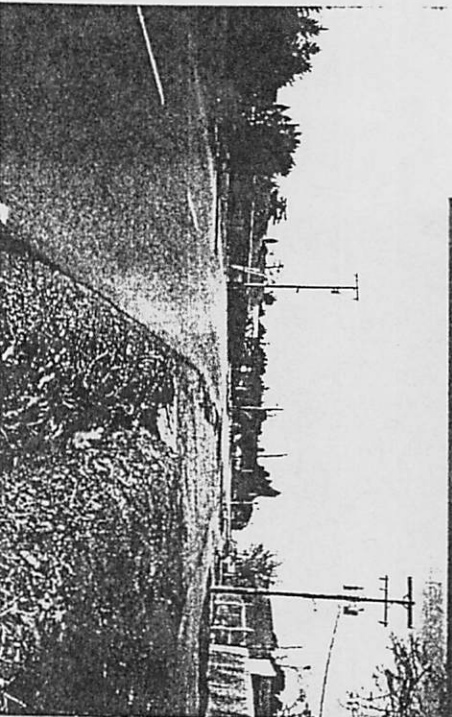


Existing conditions, looking south on Chetco Avenue



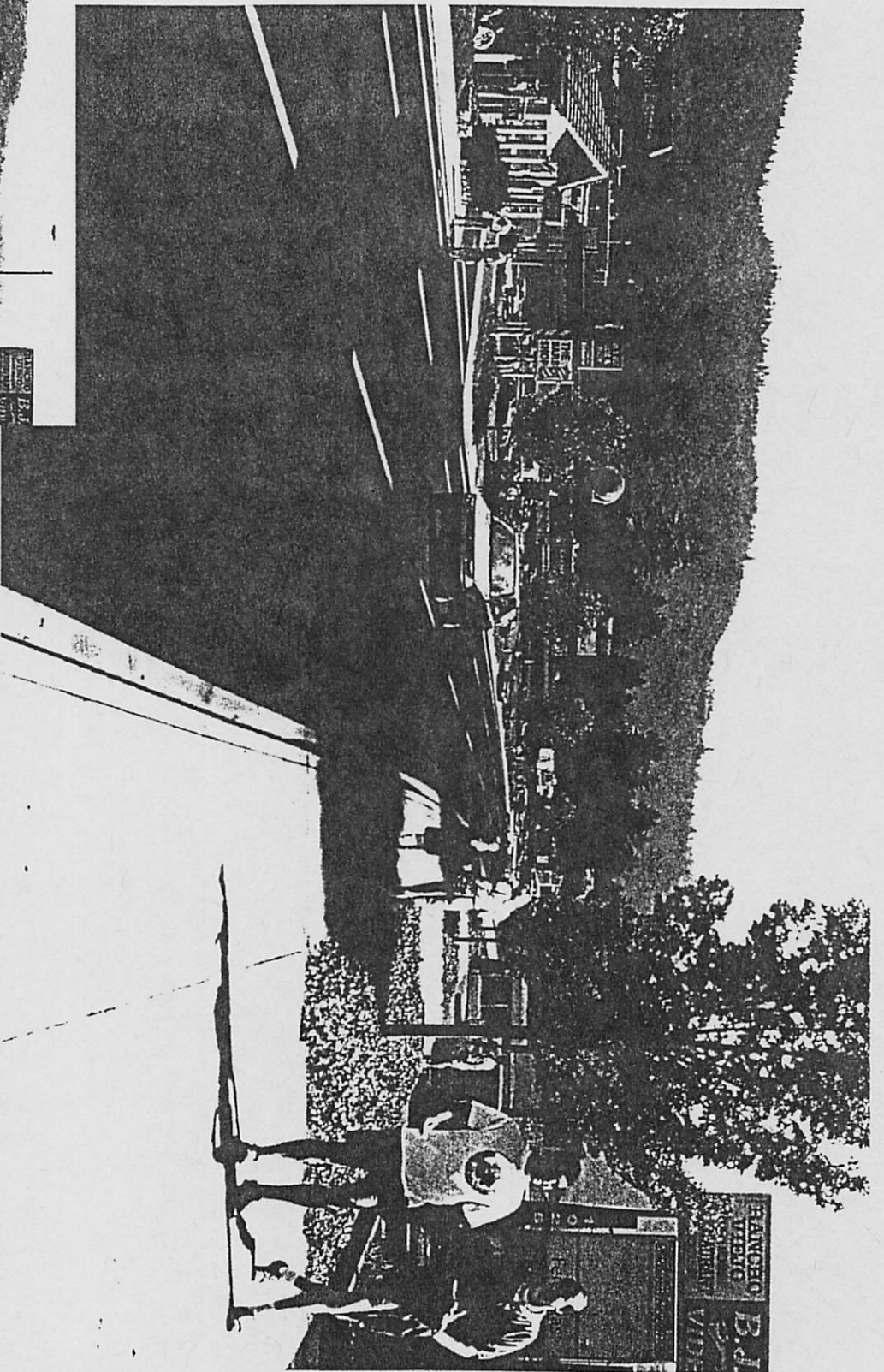
digital imaging by: w&h pacific © 1997

City of



Existing conditions, looking north on Railroad Avenue

Photo simulation illustrating one-way couplet on Railroad Avenue

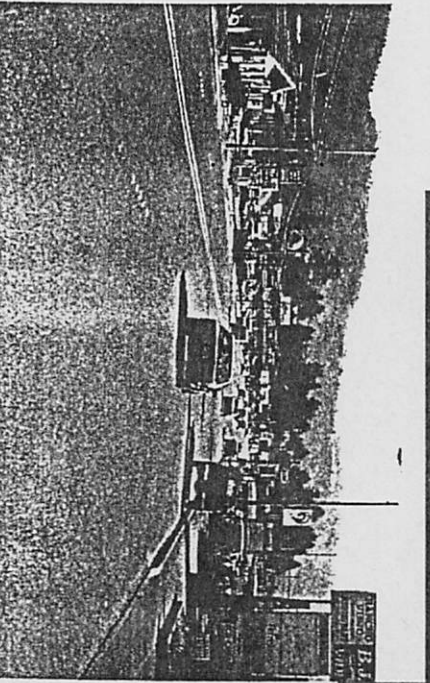


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City of

Photo simulation illustrating one-way couplet on Chetco Avenue

Existing conditions, looking south on Chetco Avenue



Memorandum

TO: City Council
FROM: John Bischoff, Planning Director
THROUGH: Tom Weldon, City Manager
DATE: March 21, 2000



Issue: Recommended change to the Land Development Code.

Background:

1. Since there are a number of rental storage units in the Harbor area that are being used to conduct businesses, and
2. A recent telephone call indicated that the caller wanted to establish a business out of one the storage rental unit on Wharf St.
3. Staff believes that it would be wise to strengthen the city's position that there will be no businesses conducted from a rental storage unit and is therefore recommending that the term "....provided they are used exclusively for storage purposes" be added to each zone allowing rental storage units as a permitted or conditional use. See the attached staff report and ordinance.
4. A copy of the Planning Commission Staff report and ordinance effecting the change are attached.

Recommendation: The Planning Commission and staff are recommending the Council adopt the proposed ordinance change.

CITY OF BROOKINGS CITY COUNCIL
STAFF AGENDA REPORT

SUBJECT: Land Development Code Change
FILE NO: LDC-1-00
HEARING DATE: March 27, 2000

REPORT DATE: February 25, 2000
ITEM NO: V.A

GENERAL INFORMATION

APPLICANT: City Initiated.

REPRESENTATIVE: City Staff.

REQUEST: An amendment to the City's Land Development Code Section 52, General Commercial (C-3) District; Section 54, Tourist Commercial (C-4) District and Section 64 Industrial Park (I-P) District, to add the phrase "....provided they are used exclusively for storage purposes" to the permitted or conditional use of "rental storage units".

TOTAL LAND AREA: City Wide.

PUBLIC NOTICE: Published in local news paper.

=====

BACKGROUND INFORMATION

Currently the C-3 (General Commercial) and C-4 (Tourist Commercial) zones allow mini storage units as a conditional use and I-P (Industrial-Park) zone allows these as a permitted use. The wording used in the C-3 and C-4 zones is "Rental storage units" and in the I-P zone the wording is "Rental storage units and similar type storage areas". In these cases the word storage indicates that this is the sole purpose of this type development, however, to strengthen and clarify the intent, staff is recommending that the phrase "....provided they are used exclusively for storage purposes" be added to each.

The reason for this recommendation is two fold. First in the Harbor area there are a number of rental storage units that have businesses operating from individual units. Secondly, staff recently received a telephone call from a person asking about ordinance requirements for noise. During the conversation, it became clear that the caller intended to rent one of the individual units on Wharf St. for business purposes. The proposed amendment acts to clarify and give the city a stronger grip on any use other than storage from these units.

RECOMMENDATION

The Planning Commission recommends APPROVAL of Case File No. LDC-1-00.

Memorandum

TO: Mayor, City Council

FROM: William J. Sharp, Fire Chief *WJS*

THROUGH: Tom Weldon, City Manager *TW*

DATE: 3-22-2000



Issue: Fire Protection Agreement - Upper Chetco Rural Fire Protection District

Recommendation

Council approve the attached resolution concerning the Intergovernmental Agreement between the Upper Chetco Rural Fire Protection District and the City of Brookings.

Background

Some time ago the Council authorized the City Manager and I to negotiate with this District to put together an agreement as they approached the City requesting we provide fire protection. I have met with their Board and discussed mutual concerns and researched their assets. I also discussed this proposal with the Harbor Fire Chief and he assures me that this agreement will not affect our current mutual aid agreement with them. The responsibility of covering this area for fire protection and assuming responsibility for their equipment was also thoroughly evaluated before getting to this recommendation. Some areas of comparison are:

City of Brookings	Upper Chetco RFPD
Population - 5,620	Population - Approx 400
# of square miles - 4	# of square miles - 3.5
# of Volunteers - 33	# of Volunteers - 8
# of calls for service 1999 - 300	# of calls for service 1999 - 3
# & type of trucks - 2 Pumpers, 1 Water Tender, 1 Quick Attack, 1 Rescue Vehicle	# & type of trucks - 1 Pumper, 1 Water Tender, 1 Brush Vehicle
Dept budget -FY 1999/2000 - \$182,015.00	District budget -FY 1999/2000 - \$16,923
Tax rate for Fire Dept. - \$.35	Tax rate for District - \$. 71
Assessed value FY 1999/2000 - \$ 36,247,540	Assessed value FY 1999/2000 \$12,229,460

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT, between the CITY OF BROOKINGS, a duly organized Oregon municipal corporation, hereafter referred to as the "CITY" and the UPPER CHETCO RURAL FIRE PROTECTION DISTRICT, a duly organized rural fire protection district, hereafter referred to as the "DISTRICT" as authorized by ORS 190.010.

The parties agree as follows:

- I. Term and Termination: The term of this Agreement is approximately ten years beginning on the first day of July 1, 2000 and ending on the 30th day of June, 2010. The Agreement may be evaluated at the end of each 12 month period. Following the evaluation either the CITY or the DISTRICT may cancel this Agreement by the giving of a one year written notice of termination.
- II. The CITY'S Obligations.
 - A. The CITY agrees to provide fire protection to the DISTRICT, including the use of available pumpers, tankers and sufficient personnel to operate that apparatus. If the demands of the DISTRICT exceed the available apparatus and personnel which the CITY can provide, the CITY agrees to invoke any current mutual and automatic aid agreements as may be necessary to provide fire protection to the DISTRICT. The CITY shall have the right to determine priority for providing fire suppression and/or other emergency service to the DISTRICT and that determination shall be the responsibility of the commanding officer. Further, the commanding officer may, in the exercise of best judgment and discretion, decline to commit apparatus or personnel to a position which would dangerously imperil such resources or negatively impact to an unacceptable level, the ability of the CITY to provide service for its patrons.
 - B. The CITY shall provide fire protection throughout the DISTRICT and at all times conduct its operations under this Agreement in a safe and professional manner.
 - C. The CITY may through the County Building Inspector review building and construction plans within the DISTRICT.

- D. The CITY shall investigate all fires within the DISTRICT.
 - E. The CITY shall use its most current operating procedures to maintain fire protection within the DISTRICT, thereby assisting the DISTRICT in retaining or upgrading its present insurance class rating.
 - F. The CITY shall provide fire protection in the DISTRICT, twenty four (24) hours per day, seven (7) days per week, subject to the condition, that sufficient apparatus and personnel be available to assure adequate fire protection to the CITY. The CITY shall not be liable to the DISTRICT for interruption or failure of service cause by circumstances beyond the control of the CITY.
 - G. The CITY shall take all reasonable steps to maintain the trucks and equipment acquired from the DISTRICT.
- III. Compensation. The DISTRICT shall pay the CITY each year during the term of this agreement an annual fee equal to 90% of the property taxes collected for the Upper Chetco Rural Fire Protection District.
- A. If the DISTRICT'S net property tax rate drops below \$.7125 per \$1,000 of assessed value, the CITY may terminate this Agreement and its duties and obligations hereunder upon ten (10) days written notice thereof to the DISTRICT.
 - B. The annual fee shall be due by January 31st of each year for the taxes received through January. Any additional taxes received subsequent to January 31st shall be paid no later than June 30th. If the annual fee is not paid promptly when due, according to the terms of this Agreement, the CITY may terminate this Agreement and its duties and obligations hereunder upon ten(10) days written notice thereof to The DISTRICT.
 - C. The annual fee paid on or before January 31st of each year is considered compensation for fire protection services for that

calendar year. Should the contract begin or terminate on a date other than January 1st, the annual fee paid will be prorated based upon the number of months fire protection is provided by the CITY.

IV. The DISTRICT'S Obligations.

- A. The DISTRICT shall transfer clear title to all vehicles and equipment listed in the inventory attached as Exhibit "A" to this Agreement.

With the execution of this contract, the CITY assumes ownership of the current structure located on the leased property. The CITY agrees to maintain the building in a condition that will allow continued use and assure good working order within the constraints of normal wear and tear.

- B. The inventory listing incorporated as Exhibit "A" shall list each item of equipment and all vehicles transferred to the CITY. For each item listed there shall be a value assigned and an estimate of remaining useful life. Should either party terminate the agreement prior to the expiration of the remaining useful life for any item noted on Exhibit "A", the CITY will return all assets listed on Exhibit "A". For items listed on Exhibit "A" but not available to be returned to the DISTRICT, the DISTRICT shall receive a monetary payment equal to the percentage of useful life remaining multiplied by the asset value as defined on Exhibit "A". If the term of the agreement is greater than the useful life of any assets, no monetary payment will be due the DISTRICT and any and all assets still held by the CITY will remain the property of the CITY.
- C. The DISTRICT shall provide the CITY with all necessary documents to bring about the assignment of the DISTRICT'S lease of real property with improvements to the CITY.
- D. The DISTRICT shall provide the CITY with evidence that the DISTRICT'S board of directors has taken all necessary steps to approve and carry out this Agreement.

V. Hold Harmless. The parties agree that neither the CITY nor any of the

CITY'S officers, agents, representatives, employees or volunteers shall be liable to the DISTRICT, or any other person, for any claim for injury, damage, loss or expense growing out of or resulting directly or indirectly from the performance of this Agreement, including, but not limited to, a claim for alleged failure to afford firefighting or fire protection apparatus or services, court costs and attorneys fees. Nothing in this Agreement, including any provisions for hold harmless, is intended to create any liability or obligations to pay claims on any single incident in excess of the amounts set forth in the Oregon Tort Act. Specifically as to actions to which the Tort Claims Act would apply, the CITY, by this Agreement, is assuming no contractual liability in any form in excess of those limitations.

CITY OF BROOKINGS, an Oregon Municipal Corporation

By _____
Bob Hagbom, Mayor
Date: _____

By _____
William J. Sharp, Fire Chief
Date: _____

Board Representative - UPPER CHETCO RURAL FIRE DISTRICT

By _____
Mike Rupert, Board Chairman
Date: _____

Exhibit "A" Inventory.

1971 Seagrave Pumper/ 500 Gal. tank , 750 GPM \$35,000

Estimate of remaining useful life-10 years

All other equipment remaining useful life-5 years

Equipment on truck:

4 - Round point shovels	@ \$7.50 =	\$30.00
2 - Scoop shovels	@ \$7.50 =	\$15.00
4 - Double head axe	@ \$6.25 =	\$25.00
1 - Entry saw		\$30.00
2 - Tarps	@ \$5.00 =	\$10.00
1 - Electric exhaust fan		\$20.00
4 - Streamlight light packs	@ \$60.00 =	\$240.00
4 - Breathing Apparatus- Scotts	@ \$520.00 =	\$2080.00
4 - Breathing Apparatus - Survivair	@ \$400.00 =	\$1600.00
11 - Extra air bottles for Breathing Apparatus	@ \$30.00 =	\$330.00
8 - Lifeguard 1 st alert	@ \$50.00	\$400.00
2 - Darley crash axes	@ \$20.00 =	\$40.00
2 - Wheel Chocks	@ \$20.00 =	\$40.00
1 - 2 ½" fire nozzle		\$50.00
5 - 1 ½" fire nozzle	@ \$30.00 =	\$150.00
1 - hose hammer		\$30.00
2 - 2 ½" double male hose adapters	@ \$25.00 =	\$50.00
1 - 2 ½" X 1 ½" hose adapters		\$40.00
1 - 1 ½" double female hose adapter		\$20.00
1 - 1 ½" male hose adapter		\$20.00
1 - Homelite 1500 Watt Generator		\$200.00
2 - Spot lights	@ \$10.00 =	\$20.00
1 - 100' , 12 gauge electrical cord		\$20.00
1 - Portable GFI outlet		\$10.00
1 - 2 ½" X 1 ½" gated Y hose adapter		\$50.00
1 - 1000 Gal. Porta tank		\$150.00
2 - 5 Gal. pails of foam	@ \$50.00 =	\$100.00
1 - 12' extension ladder		\$200.00
1 - 12' roof ladder		\$150.00
1 - Bolt cutter		\$25.00

Equipment on truck: (Continued)

2 - Crow bars (entry tools)	@\$25.00 =	\$50.00
24 - 2 1/2" X 50' fire hose	@\$40.00 =	\$960.00
6 - 1 1/2" X 50' fire hose	@\$20.00 =	\$120.00
2 - 2 1/2" Hard suction hose	@\$50.00 =	\$100.00
2 - Pike poles	@\$40.00 =	\$80.00

1985 3/4 ton Chevrolet Pickup (Federal Surplus) \$850.00

Estimate of remaining useful life-5 years

Equipment on truck:

5 - 1 1/2" X 50' fire hose	@\$20.00 =	\$100.00
1 - 1 1/2" nozzle		\$150.00
1 - 200 Gal. tank/ pump & foam applicator		\$500.00
1 - 10' Section 1 1/2" suction hose		\$40.00
2 - Extendapole lights	@\$75.00 =	\$150.00
2 - Wheel Chocks	@\$20.00 =	\$40.00
1 - Hydrant wrench		\$10.00
1 - 2 1/2" X 1 1/2" hose adapter		\$40.00
1 - Homelight 4000 watt generator		\$400.00
1 - 50' Extention cord		\$15.00
1 - Portable GFI outlet box		\$10.00
1 - Shovel		\$7.50
1 - Polaski tool		\$15.00
1 - Brush hook		\$20.00
3 - hoes	@\$8.00 =	\$24.00
4 - Blankets	@\$8.00 =	\$32.00

1972 GMC Tractor/ Water tender \$40,000.

Estimate of remaining useful life-10 years

Equipment on Truck:

1 - 2000 Gal. water tank / PTO pump		\$8000.00
5 - 1 1/2" X 50' hose	@\$20.00 =	\$100.00
1 - 1 1/2" nozzle		\$150.00
1 - Pike pole		\$40.00
2 - Wheel chocks	@\$20.00 =	\$40.00
3 - 2 1/2" X 50' hose	@\$40.00 =	\$120.00
1 - 2 1/2" nozzle		\$50.00
1 - 2 1/2" X 20' Hardsuction hose		\$50.00
1 - Shovel		\$7.50
1 - 1000 Gal. porta tank		\$150.00

Equipment on GMC tractor/water tender: (Continued)

1 - Hydrant wrench	\$10.00
1 - Spanner wrench	\$10.00
1 - 1 1/2" Double female hose adapter	\$20.00

Building - Fire Station

\$50,000

Contents of the building:

1 - Honda 3" transfer pump		\$200.00
1 - 200' hose reel / 1" hose		\$200.00
1 - 14' ladder		\$40.00
11- Sets of turn-out (fire cloths)	@\$18.00 =	\$198.00
11- Fire helmets	@\$80.00 =	\$880.00
11- Fire bunker boots	@\$50.00 =	\$550.00
2 - new fire helmets	@\$125.00 =	\$250.00
6 - Pagers and chargers	@\$200.00 =	\$1200.00
1 - Nomex hood		\$30.00
2 - 5 Gal pails of foam	@\$50.00 =	\$100.00
2 - Mechanics creepers	@\$40.00 =	\$80.00
1 - Siren		\$100.00
1 - Microwave oven		\$100.00
1 - Coffee pot		\$20.00
1 - TV		\$50.00
1 - VCR		\$100.00
2 - Kitchen tables	@\$30.00 =	\$60.00
7 - Long folding tables	@\$60.00 =	\$420.00
1 - Refrigerator		\$100.00
1 - Stove		\$100.00
1 - Tool box		\$40.00
1 - Set of training manuals		\$50.00
1 - Oxyquip oxygen kit / case		\$100.00
4 - Drawer filling cabinet	@\$7.50 =	\$30.00
11 - Video training tapes	@\$13.00 =	\$141.00
1 - Computer monitor/ key board		\$100.00
1 - 6000 Gal water tank		\$900.00
1 - 4000 Gal water tank		\$600.00
1 - 3000 Gal water tank		\$400.00

This listing is as of March 27, 2000. If any equipment is added or deleted from use by the Upper Chetco Rural Fire District between this date and the effective date of this contract, the Upper Chetco Rural Fire District Fire Chief will notify the City of Brookings and cause Attachment "A" to be updated with those changes.

Memorandum

TO: Mayor, Council
FROM: William J. Sharp, Fire Chief *WJS*
THROUGH: Tom Weldon, City Manager *TW*
DATE: 3-22-2000



Issue: Rural EMS Grant Application

We recently received a letter from the Office of Rural Health advising us that funds are available for purchase of emergency medical equipment or improvement to existing systems. Our Department is recognized as a EMS provider by the State of Oregon and thus would be eligible to apply to for such a grant. We would like to apply for a \$9000 grant to purchase the Hydraulic Ram that would be part of our "Jaws of life" equipment available for extrication and rescue of accident victims.

This grant that will fund the full amount needed for the Hydraulic Ram, no contribution of funds by us will be necessary.

Recommendation

Council authorize Fire Department to submit grant application for \$9000 for purchasing a hydraulic ram.

CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
March 13, 2000
7:00PM

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:00PM.

II. PLEDGE OF ALLEGIANCE

Led by Frances Johns

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, Keith Pepper, Frances Johns, George Ciapusci, and Student Ex-Officios Shiloh Thom and Cindi Peterson, a quorum present.

Council Absent: None

Staff Present: City Manager Tom Weldon, City Attorney John Trew, City Planner John Bischoff, Fire Chief William Sharp, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen, and President Richard Gyuro, Augie Kofoet-Vice President Businesses for a Better Brookings, Connie Wilson from the League of Women Voters, approximately 12 Brookings Volunteer Firefighters and other citizens.

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Proclamations

1. Brookings Fire Fighters Appreciation Week

Mayor Hagbom recognized Fire Chief William Sharp and his Brookings Volunteer Firefighters Association members and announced March 12th through March 18th, 2000, as Brookings Firefighters Association Week, in

recognition of their thousands of hours of time donated to insure the safety of the residents of our City.

V. PUBLIC HEARING

Mayor Hagbom called for the public hearing at 7:04PM, and reviewed the procedure to be followed for this hearing, identified the applicable criteria and announced a public hearing in the matter of Planning Commission File No. CZ-1-00, an application for approval of a change of zone from the existing R-2 (Two Family Residential) to R-3 (multiple-Family Residential) for a 0.30 acre parcel of land located on the north side of Easy Street approximately 100 feet west of the intersection of Easy Street and Pioneer Road; Anthony and Shirley Ardagna, applicants.

- A. In the matter of Planning Commission File No. CZ-1-00, Application for approval of a change of zone from the existing R-2 (Two-Family Residential) to R-3 (multiple-Family Residential) for a 0.30 acre parcel of land located on the north side of Easy Street approximately 100 feet west of the intersection of Easy Street and Pioneer Road; Anthony and Shirley Ardagna, applicants.*

Mayor Hagbom asked if any Council member had ex parte contact, including site visits, they wish to declare. Councilor Curry advised the applicant, early in the process, had contacted him regarding the property purchase and that he would be building on the property. Curry felt no conflict. Councilors Ciapusci, Johns, and Pepper had site visits.

Hagbom asked if anyone in the audience wanted to question the Council members about the substance of their contact. There was no response.

Hagbom asked if any Council members have any actual personal bias or personal interest that would preclude participation in this hearing? Johns stated she knew the applicants, but that would not bias her opinion. Mayor Hagbom then asked if anyone in the audience would object to the jurisdiction of the Council to hear this matter. There was no objections.

Mayor Hagbom proceeded with the hearing by asking City Planner John Bischoff to present the staff report and exhibits for the record.

Planning Director Bischoff advised the Council he and staff recommended approval of the zone change by the Council. Discussion ensued, including ExOfficio Peterson's questions about the increased traffic on Easy Street by the schools. Bischoff and Hagbom confirmed most of traffic to the location would be before and after school hours and this should not a problem.

Tony Ardagna, 810 Midland Way, Brookings, Oregon, presented his application for the zone change. There was no discussion.

Mayor Hagbom asked for any supporters of the proposal. There were none. He asked for any opponents. There were none. However, City Manager Tom Weldon made a reference to an ODOT letter, which Bischoff indicated had been in the original Planning Commission file. Hagbom asked if there were any other interested parties or representatives of public agencies wishing to testify. There were none. He asked if there were any further comments from the Planning Department. There were none.

Mayor Hagbom asked Tony Ardagna, the applicant, if he wished additional time to submit additional written information. Ardagna stated he was willing to waive his option of submitting additional information and have a decision made this evening.

The Mayor closed the public testimony on Planning Commission File No. CZ-1-00, at 7:25 p.m. He then asked if there was any Council discussion and decision. There was no discussion.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve the Final Order and Findings of Fact in the matter of Planning Commission File No. CZ-1-00; application for approval of a change of zone from R-2 (Two Family Residential) to R-3 (Multiple-Family residential) on a 0.30 acre lot located on the north side of Easy Street, approximately 100 feet west of Pioneer Ln, Anthony and Shirley Ardagna, applicant.

Councilor Johns moved, Councilor Pepper seconded, and the Council voted unanimously to have the ordinance read in its entirety.

City Attorney John Trew read Ordinance No. 00-O-534 in its entirety.

Councilor Pepper moved, Councilor Ciapusci seconded, and the Council voted unanimously to have the ordinance read by title only.

City Attorney John Trew read Ordinance No. 00-O-534 by title only

Councilor Pepper moved, Councilor Ciapusci seconded, and the Council voted unanimously to approve Ordinance No. 00-O-534, in the matter of an ordinance amending the zoning map of the City of Brookings by rezoning from R-2 (two family residential) to R-3 (multiple-family residential) on that certain property described as 0.30 acres of property located on the north side of Easy Street, Assessor's Map No. 41-13-5BB, Tax Lot 4502..

VI. SCHEDULED PUBLIC APPEARANCES

None

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. *Committee and Liaison reports*

**1. *Chamber of Commerce -
Azalea Festival Requests***

Executive Director Les Cohen presented eight requests in anticipation of the 61st Azalea Festival, scheduled for the Memorial Day Weekend, May 26th through the 29th, 2000:

- a. Closure of Frontage road in the area bordering US 101 Hwy, in front of Chetco Pharmacy, Video and More and Western Bank from 5:00Pm, Friday May 26th to 7:00PM, Monday, May 29, 2000.
- b. Closure of Ross Lane - area between Mory's and the entrance to Chetco Pharmacy and Gifts for the same time frame as in request #1.
- c. Request for sufficient number of city barricades for both closures.
- d. Waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1, to allow merchants along Chetco Avenue to create an atmosphere of interest and festivity, have more foot traffic generated with retail and restaurant sales benefitting.
- e. Waiving requirement for the need for a Brookings Business License for Azalea Festival Street and Crafts Fair participants.
- f. Waving the fee for the use of the Azalea Park Garden Area on Friday, May 26, 2000, for the Azalea Festival Mixer, and "Stage Under the Stars" for the Park Program component of the festival on Saturday, May 27, 2000.
- g. Declare "No Parking" on Chetco Avenue during the hours of 8:00AM through Noon, on Saturday, May 27, 2000, to coincide with the parade.
- h. Use of parking area south of City Hall (between City Hall and the Elks Lodge), for use by non-profit organizations, to set up booths to

promote their organization as an expansion of the Street Fair. Access for emergency vehicles maintained.

There was no discussion. City Manager Weldon recommended the Council approve all requests. ExOfficio Peterson commented on the continued success of the Azalea Festival weekend and how the teens of our community looked forward to the event each year.

Councilor Ciapusci moved, Councilor Johns seconded, and the Council voted unanimously to approve all eight requests from the Chamber of Commerce regarding the Azalea Festival Weekend.

2. *Businesses for a Better Brookings*
There was no report.

3. *Port of Brookings-Harbor*
There was no report.

4. *Planning Commission*
There was no report.

5. *Council Liaisons*
Councilor Ciapusci attended the Planning Commission meeting on March 7, 2000. He reviewed the agenda items, which included hearing a request for a minor partition to divide a parent lot into two parcels. The Commission also considered a City initiated request to amend Section 52 - General Commercial C-3, Section 54, Tourist Commercial C-4, and Section 64, Industrial park Districts of the Land Development Code to add the phrase "... provided they are used exclusively for storage purposes" to the permitted or conditional use of "rental storage units". The Commission voted unanimously to recommend this amendment to the City Council. They also considered making a recommendation to the City Council on the proposed Highway 101 Couplet to either accept, accept with changes or reject the provisions of the document titled Highway 101 Refinement Study Implementation Report. The Commission voted 5 to 2 to recommend acceptance of the Implementation Report as submitted. Ciapusci noted City Planner Bischoff provided his first quarter report to the Commission. A copy of that report will accompany the copy of the Minutes of the March 7, 2000, meeting, which will be forwarded to the Council following approval by the Commission.

Councilor Curry attended the new "Curry Governments" meeting in Gold Beach this week and complimented the new link between our communities being provided by Curry Public Transit. Curry knows first hand, how important this service is because CPT provided bus transportation for Council members attending the "Curry Governments" meeting in Gold Beach.

Councilor Johns attended a Rotary meeting last week and made a presentation for the Census 2000. She discussed briefly some issues with the Census taking.

Councilor Pepper attended a LOC legal advocacy meeting in Keizer which proved to be interesting.

Mayor Hagbom reminded the Council and citizens in the audience of the Census 2000 Count, and that all forms are confidential. He reported one out of six residences will receive a long form, and that Census employees are sworn to confidentiality. City Manager Weldon explained some of the procedures and the possible successful results from the "count".

B. Unscheduled

At 7:47PM, Mayor Hagbom acknowledged Vidal Soberon, of 214 Cypress Street, Brookings. Soberon thanked Council President Curry, Councilor Pepper, and Mayor Hagbom for their attention and professionalism regarding the letter that he sent previously to the City Council. However, he stated he was disappointed with the answers, because there was no apology for the rudeness of City employees. He continued to ask for an apology. Mayor Hagbom advised Soberon, the Water Department would be sending him a refund of his red tag fee of \$25.00.

Don Nuss, of 808 Pioneer, Brookings asked the City Council for documents he claims the City has failed to provide him as requested, and referenced a recent letter from the City Manager declaring certain records had been purged. He provided a written statement to the Mayor and a copy to City Attorney John Trew. Hagbom and Trew stated they will review the request.

Stan Funk, resident at 95990 Eggers Road, Brookings, expressed concerned over the Mayor's investigation and procedures regarding the Soberon allegations. He continued by stating he was disappointed in the investigation and alleged the City Manager was continuing with his alleged repeated improper behavior.

Eleana Moore, resident at 95990 Eggers Road, Brookings referred to her previous comments made at an earlier in the year meeting on freedom and human rights, arguing and chastising the Mayor for his position regarding audience participation

from non-Brookings residences. Mayor Hagbom stated no one has ever been refused time to speak at Council meetings— resident or non-resident.

Augie Kofoet, of 787 Ransom, Brookings, questioned the purging reference made by Nuss. City Attorney John Trew reminded Kofoet, he had stated he would check into the matter.

VIII.

STAFF REPORTS

A. City Manager

1. Council Procedures Ordinance Review

City Manager Weldon presented the redline copy of an ordinance rewrite of the existing Ordinance No. 91-O-474. He recommended a new ordinance instead of amending the old one for a 4th time. After discussion he said he would come back at next council meeting with a final proposed ordinance with these changes. With one clarification, there were no further comments. It was decided to have the ordinance presented in two weeks.

B. Community Development Department

1. Awarding contract for the service body and crane for the new Ford pickup for the Treatment Plant Divisions.

City Manager Weldon presented the staff recommendation authorizing awarding the purchase of a new service body and crane for a Treatment Plants Division pickup truck to Northside Truck Body and Equipment in the amount of \$7,562. Weldon noted both the body and crane were within this year's budget, and that the price included delivery to Brookings.

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to award the purchase of a new service body and crane for a Treatment Plants Division pickup truck to Northside Truck Body and Equipment in the amount of \$7,562.00.

2. Bio-solids Management Plan/Contract amendment with Brown & Caldwell

City Manager Weldon informed the Council the City of Brookings is required to submit to the Oregon Department of Environmental Quality a Biosolids Management Plan. Brown and Caldwell have been working with the City's plan and design of sludge removal and sludge storage as part of the treatment plant expansion (sludge is now called biosolids). Because of the work done and information that Brown and Caldwell has regarding the biosolids of the

City of Brookings, it makes sense to have them write the Biosolids Management Plan as it is a natural extension of their previous work. Brown and Caldwell will provide the final plan in writing as well as on computer disk so that we can update the plan in the future. The cost for this project is \$5,000. Weldon recommended the Council amend the Engineering Contract with Brown and Caldwell to include a Brookings Biosolids Management Plan.

Councilor Johns moved, Councilor Ciapusci seconded, and the Council voted unanimously to amend the City's Engineering Contract with Brown and Caldwell to include a Brookings Biosolids Management Plan, which would cost \$5,000.

IX. CONSENT CALENDAR

- A. *Approval of Council Meeting Minutes*
 - 1. *Minutes of February 23, 2000, Council Study Session*
 - 2. *Minutes of February 28, 2000, Regular Council Meeting*
- B. *Approval of Planning Commission Meeting Minutes*
 - 1. *Minutes of February 1, 2000, Regular Commission Meeting*
- C. *Approval of Vouchers (\$365,466.97)*

(end Consent Calendar)

Mayor Hagbom asked City Attorney John Trew for clarification on Council members abstaining from voting on minutes in which they did not attend the meeting. Trew advised it was wise to abstain if you have not been at a particular meeting, however there are no rules regarding the matter. This would not apply to the "acceptance" of various City Commission minutes, because they have already been approved by their specific commission members and the Council only accepts them into their records.

Councilor Johns moved, Councilor Ciapusci seconded, and the Council voted unanimously to remove Agenda Item No. IX. A. 1.-Minutes of February 23, 2000, Council Study Session, from the consent calendar.

Councilor Ciapusci moved, Councilor Johns seconded, and the Council voted to approve the February 23, 2000, Council Study Session Minutes

on the Consent Calendar by three yes votes, and two abstentions (Curry and Pepper,) as they did not attend that meeting.

Councilor Pepper moved, Councilor Ciapusci seconded, and the Council voted to approve the February 28, 2000, Regular Common Council Meeting, to accept the regular meeting of the Planning Commission minutes of February 1, 2000, and to approve the vouchers list in the amount of \$365,466.97, by four yes votes, and one abstention due to Councilor Johns not being present.

X. FINAL ORDERS/ORDINANCES/RESOLUTIONS

A. *Final Orders*

1. *Final Order for the matter of Planning Commission File No. CZ-1-00; application for approval of a change of zone; Anthony and Shirley Ardagna, applicant.*

Approved previously under Agenda Item No. V. A - Public Hearings

B. *Ordinances*

1. *Approval of Ordinance No.00-O-534, for application of approval of an amendment to the zoning map of the City of Brookings by rezoning from R-2 (Two Family Residential) to R-3 (Multiple-Family Residential) for a 0.30 acre parcel of land located on the north side of Easy Street approximately 100 feet west of the intersection of Easy Street and Pioneer Road*

Approved previously under Agenda Item No. V.A. - Public Hearings

XI. REMARKS FROM MAYOR AND COUNCILORS

A. *Council*

Student ExOfficio Shiloh Thom reported on the "Mr. BHHS" Pageant held at the high school last Thursday. The project was a fund raiser for the Dornbush Children's Hospital, raising \$606. Thom noted there were five contestants, competing in talent and style shows. Alex Rosenberg was the winner. She thanked everyone that attended for their support in spirit and dollars.

Student ExOfficio Cindi Peterson advised the Council of a "Car Bash" held last Sunday to raise funds for the National Honor Society. With the exception of some by-passers thinking it was a "real thing", the event was successful. Peterson also noted tomorrow, March 14th, was the first game of the season for boys baseball and girls softball. The Senior Prom is set for April 1, 2000.

B. Mayor
None

Mayor Hagbom called for a five minute recess at 8:28PM, so as to proceed with the following executive session, as read by Mayor Hagbom.

EXECUTIVE SESSION - ORS 192.660 (a) (i) - Performance Evaluation of Public Officers and Employees

The Executive Session convened at 8:36PM, and adjourned at 8:50PM..

The regular session of the Common Council meeting reconvened at 8:50PM.

Council action on items discussed during Executive Session

Mayor Hagbom stated the Council completed it's performance evaluation of the city attorney, noting remarks from staff and City Council members regarding the overall evaluation as being excellent. Hagbom said, "the City Attorney is doing a fine job for us and we are really pleased with the fast response time from Trew and his office staff on a daily basis."

XII. ADJOURNMENT

Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to adjourn the meeting at 8:53 PM.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST:

Gail L. Hedding
Finance Director/Recorder

PARK AND RECREATION COMMISSION MEETING

January 27, 2000

ROLL CALL

Present: Mickelson, Higginson, Prevanus, Kofoet, Williams, Canfield, Nowlin, Weldon. Excused absence: Fritz.

MINUTES

Minutes of November 18, 1999 amended to read under Park Master Plan: D Higginson made the suggestion that rather than a Parks Master Plan, the project should be a comprehensive plan with each park unit receiving a master plan.

STOUT PARK

C. Mickelson stated he knew of nothing new to report.

CHETCO POINT PARK

D. Higginson reported most of the trails have been rocked. There is one small area of trail to rock which should only take several hours to complete. The benches should be installed shortly.

SOFTBALL/SOCCOR FIELDS

P. Prevanus stated that he had spoken with D. Erb who told him that a game was scheduled to be played on the upper field. Some discussion followed on what type of games that were to be played on each field. The fields were for softball and soccer only.

PARK MASTER PLAN

C. Mickelson stated he had nothing new to report. In the coming year there would be some new goals and a continuation of work to complete the master plan.

SKATE PARK

T. Weldon reported that the local Elk's chapter had passed a motion to donate a portion of their land for the skate board project. Now the issue needs to be passed by the national Elk's headquarters.

SWIMMING POOL

A. Kofoet reported that the project is in a holding pattern. An architect needs to come and give the swimming pool committee some cost factors for the upgrading. At the present time maintaining the status quo is being done. D. Higginson said that he thinks that the state Park and Recreation Board has some grant money available for swimming pool projects.

LIAISON REPORTS

L. Williams reported that on Saturday 1/22/00, a small group of dedicated volunteers, in the pouring rain, planted over 2000 tulip bulbs in Azalea Park. The bulbs had been donated by Fred Meyers.

PARK SIGNING

An excellent presentation by 3BHHS students, Joe Knapp, Shannon Mello and Erin Gardiner was given. They handed out and then explain to the committee a well prepared brochure with illustrations of various park and direction signs. After the students's presentation, the committee had a discussion in which several issues were raised, namely type of coloring medium, size of print on directional signs being smaller than park name signs, difficulty of seeing the lettering on the city logo, need of additional directional signs to assist visitors to return to their starting points, how and who will install signs, and the costs factors. The P & R committee felt that there was enough input to present the project to the City Council in order to get some funds to proceed with the project. (M,S,P), was passed 7-0.

STAFF ANNOUNCEMENTS

C. Mickelson directed the committee's attention to the handout with the 2000 meeting dates. Because of a

scheduling conflict, the 3/24, 5/25 and 11/16 meetings will be in the Brookings Fire Hall rather than in the City Council chambers, unless otherwise notified.

COMMISSIONER COMMENTS

L. Williams brought up the issue of what takes priority in the P & R agenda. T. Weldon stated that he would have this material for the next P & R committee meeting.

Motion to adjourn: passed

Respectfully submitted- N. Canfield

PARK AND RECREATION COMMISSION MEETING

February 24, 2000

ROLL CALL

Present: Higginson, Williams, Canfield, Kofoet, Prevanus, Nowlin, Weldon. Excused absence: Fritz, Mickelson. Higginson acting chair.

MINUTES

Minutes of January 27, 2000 amended to read as follows: Skate Park: that the local Elk's chapter have NOT passed a motion to donate a portion of their property---project. Commissioner comments: L. Williams brought up the issue of what SHOULD take priority in the P & R agenda FOR THE COMING YEAR 2000? M,S, P 6-0.

STOUT PARK

Nothing to report.

CHETCO POINT PARK

D. Higginson stated that rain has prevented the final trail rocking to be completed and he stated that hopefully this should be completed by the end of April.

SOFTBALL/SOCCER FIELDS

Mr. Weldon said that the first game has been played on the softball field and some repair work needs to be done to repair damage done during the first game.

PARKS MASTER PLAN

Mr. Weldon said the City Council has made the completion of the Parks Master Plan a goal.

SKATE PARK

Mr Weldon said that a group of city official will be attending a meeting with the local Elk's chapter to make the formal request for the Elk's portion of the property for the skate board program.

LIAISON REPORT

L. Williams reported that volunteers had a weeding party on 2/12/00 at Azalea Park and a lot of vines and ferns around the azaleas and rhodies were removed. A new liaison person to the Azalea Park Foundation was discussed and L. Williams was appointed. M,S,P 6-0.

STAFF ANNOUNCEMENTS

Mr. Weldon said that the swimming pool project will also be a goal of the City Council and a budget for it would be in July 2000 city budget.

Motion to adjourn: passed.

Respectly submitted.--N. Canfield

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

In the Matter of an Ordinance Governing)	
the Procedures of the Brookings Common)	<i>ORDINANCE NO.00-O-535</i>
Council)	

Sections:

- | | |
|-------------|-------------------------------------------------------|
| Section 1. | Regular monthly council meeting date. |
| Section 2. | Study sessions. |
| Section 3. | Special meetings. |
| Section 4. | Continuance of meeting. |
| Section 5. | Quorum. |
| Section 6. | Public notice required for meetings. |
| Section 7. | Written minutes required. |
| Section 8. | Agenda. |
| Section 9. | Regular or special meetings to be public. |
| Section 10. | Executive sessions permitted on certain matters. |
| Section 11. | Presiding officer at council meetings. |
| Section 12. | Order of business of council. |
| Section 13. | Consent calendar. |
| Section 14. | Council debate. |
| Section 15. | Addressing council. |
| Section 16. | Voting by council. |
| Section 17. | Conflicts of interest. |
| Section 18. | Council-administration relations. |
| Section 19. | Boards and commissions. |
| Section 20. | Appointments to boards, commissions, and committees. |
| Section 21. | Maintenance of order and decorum of council meetings. |
| Section 22. | Orientation of new council members. |
| Section 23. | Council member communications. |
| Section 24. | Evaluation of council appointive officers. |
| Section 25. | Employees attendance at meetings. |
| Section 26. | Severability. |

The city of Brookings ordains as follows:

Section 1. **Regular council meeting dates.** The common council of the city of Brookings shall have as its regular meeting dates the second and fourth Mondays of each month of the calendar year and further, said meetings shall be held within the council chambers of the Brookings city hall, 898 Elk Drive, Brookings, Curry County, Oregon; EXCEPTING, however, any regular meeting of the common council may be canceled or rescheduled by a majority vote of the council members. The council shall meet in regular session at least once a month.

Section 2. **Study sessions.** Upon legal notice duly given, the Brookings common council shall have the power to schedule study sessions of the common council of the city of Brookings pursuant to Section 13 of the City Charter, which study sessions may be called by the mayor or a majority of the members of the council. Each study session shall be devoted exclusively to matters regarding which the interchange of information preliminary to taking action thereon is deemed to be essential. At a study session no formal vote shall be taken on any matter under discussion, nor shall any member enter into a commitment with another respecting a vote to be taken subsequently in a formal meeting.

Section 3. **Special meetings.** Upon legal notice duly given, the city council shall have and retain all due powers to set other dates and times for special meetings of the common council of the city of Brookings pursuant to Section 13 of the Brookings Charter.

Section 4. **Continuance of meetings.** Any meetings of the city council may be continued from day to day, or for more than one day, but no continuance shall extend beyond the next regular meeting.

Section 5. **Quorum.** For the transaction of business by the city council, there shall be present a majority of the members of the council currently holding office. If a quorum is not present, the council clerk shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the council to proceed. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

Section 6. **Public notice required for meetings.** Public notice of the time, place, and the principal subjects anticipated to be covered at the council's regular or special meetings, including those for executive session only shall be provided as required in ORS 192. Interested persons and the news media which have stipulated in writing that they wish to be notified of every meeting must be so

notified. Such persons, other than those representing the news media, shall be required to express an interest in remaining on the notification list every six (6) months.

Section 7. **Written minutes.** The council shall provide for the taking of written minutes of all its meetings under the provisions of ORS 192. A summary report of all actions taken by the city council at each of its meetings shall be prepared by the city manager as soon after each meeting as is practicable and shall be distributed to such interested parties as may be determined by the council.

Section 8. **Agenda.** The city manager shall prepare an agenda of the business to be presented at a regular council meeting, which shall be published in the Curry Coastal Pilot prior to the meeting. Council members shall be given copies of this agenda within 48 hours of the day it is delivered to the newspaper. Additions to the published agenda are not encouraged but may be permitted based on proven need. Non-agenda items brought before the council during a meeting shall normally be for informational purposes only. Unanimous approval of all council members present is a prerequisite for any non-agenda item to be added to the agenda and considered for action.

Section 9. **Regular or special meetings to be public.** All regular or special meetings and all study sessions of the city council shall be public meetings and open to the public and all persons shall be permitted to attend any meeting.

Section 10. **Executive sessions permitted on certain matters.** The city council may conduct an executive session during a regular, special or emergency meeting, or study session as long as appropriate statutory limitations are met.

Section 11. **Presiding officer at council meetings; calling of roll.** The mayor, or in his/her absence, the council president, shall take the chair of city council meetings at the hour appointed and shall immediately call the council to order. The roll shall then be called by the council clerk who shall enter in the minutes of the meeting the names of the councilors present. In the absence of the mayor and the council president, the council clerk shall call the council to order whereupon a temporary presiding officer shall be elected by the members of the council present. Upon arrival of the mayor at the meeting, the council president, if then presiding, shall relinquish the chair upon the conclusion of the business immediately before the council. If a temporary presiding officer is presiding he/she shall relinquish the chair upon the conclusion of the business immediately before the council to the mayor or council president upon the arrival of either.

The council has an obligation to be clear and simple in its procedures and the

consideration of the questions coming before it. It should avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience and of the citizens of the city in general.

Section 12. **Order of business of council.** The order of business at regular council meetings shall be as follows except the city manager may delete items IV, V, VI, VIII, IX, and X if there is no specific business under that item and the presiding officer may revise the order of business.

- I. Call to order
- II. Pledge of allegiance
- III. Roll call
- IV. Ceremonies/Appointments/Announcements
- V. Public hearings
- VI Scheduled public appearances
- VII. Oral requests and communications from the audience
- VIII. Staff reports
- IX. Consent Calendar
- X. Ordinances/Resolutions/Final Orders
- XI. Committee reports
- XII. Remarks from mayor and councilors
- XIII. Adjournment

Section 13. **Consent calendar.** To make more efficient use of meeting time, the city manager shall place all items which are routine in nature and when no debate is expected on a "Consent Calendar" to be considered at the council's regular meetings. Any item placed on the consent calendar shall be removed at the request of the mayor or a councilor prior to the time a vote is taken on the Consent Calendar items. All remaining items on the Consent Calendar shall be disposed of by a single motion "to adopt the Consent Calendar", which shall not be debatable. Adoption of the Consent Calendar shall be by the affirmative vote of all councilors present at the time the vote is taken and shall have the same effect as a separate vote for each item. If there are dissenting votes, each item shall be voted on separately in the usual manner.

Section 14. **Council debate.** Debate by the city council shall be conducted as follows:

- A. The mayor, or such other member of council as may be presiding, may move, second and debate from the chair, subject only to such limitations of debate as

are by these rules imposed on all members and the presiding officer shall not be deprived of any privileges of a councilor by reason of his/her acting as the presiding officer.

B. Every councilor desiring to speak shall address the chair and upon recognition by the presiding officer, shall confine him/herself to the question under debate.

C. A councilor, once recognized, shall not be interrupted while speaking unless it be to call him/her to order or as herein otherwise provided. If a member of the council, while speaking, be called to order, he/she shall cease speaking on the point until the question of order be determined and if in order, he/she shall be permitted to proceed.

D. The mayor or any councilor shall have the privilege of having an abstract of his/her statement on any subject under consideration by the council entered in the minutes.

Section 15. Addressing council.

A. Administrative staff and city employees addressing council or public. Members of the city's administrative staff and other city employees desiring to address the council or members of the public shall first be recognized by the presiding officer and shall address such remarks to the presiding officer. The staff may respond to questions or comments by the council or members of the public with permission of the presiding officer, but shall always do so in a polite, tactful manner.

B. Public members addressing the council,

1. Any public member desiring to address the council shall wait to be recognized by the presiding officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the presiding officer and not to any individual councilor, staff member or other person. No person shall enter into any discussion without being recognized by the presiding officer.

2. Any public member addressing the council shall be limited to five minutes unless further time is granted by the presiding officer. No public member shall be allowed to speak more than once upon any one subject until every other public member choosing to speak thereon has spoken.

3. After a motion has been made or after a public hearing has been closed, no public member shall address the council without securing permission from the majority of the council.

Section 16. **Voting by council.** Voting by the council on all matters shall be as follows:

A. The council clerk shall call the name of each councilor in attendance and the "aye" or "nay" of each shall be recorded in the minutes of the records of the council proceedings. Any member may change his/her vote prior to the next order of business.

B. Except as otherwise provided in the charter of the city of Brookings, Oregon, a motion shall be deemed carried if a quorum is present and a majority of those voting vote "aye".

C. Every member of the council, when present, has a responsibility to vote upon all matters before the council. Should a council member abstain from voting on a particular matter, he or she shall give a clear and concise reason for the abstention which shall be listed in the written minutes of the meeting.

D. Any member who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent of the council.

Section 17. **Conflicts of interest.** Members of the council and all other persons who serve the city in any capacity (e.g., officer, employee, agent, or otherwise) shall perform their duties in accordance with Oregon's ethics laws as provided in ORS Chapter 244.

A. During a regular council meeting in the month of April each year the city attorney shall review the latest edition of the Ethics Guide for Public Officials with council and staff.

B. Each newly elected or appointed member of the council shall be given a copy of the latest edition of the Ethics Guide for Public Officials prior to the member's participation in any decision making process. It shall be the duty of the city manager, to distribute the guide in a timely manner.

C. Elected officials, appointed officers or employees of the city who have a potential or actual conflict as deemed by ORS 244.020(1) and (7) relative to any

matter or ordinance coming before the city council shall declare such conflict immediately upon introduction of the item to the city council by the presiding officer. Disclosure of such potential or actual conflict shall be made a part of the record of the proceedings. Nothing in this section authorizes a public official to vote if the official is otherwise prohibited from doing so.

Section 18. **Council-administration relations.** Members of the council shall have the authority to closely scrutinize, by questions and personal observations, all aspects of city government operations so as to obtain independent information to assist the members in the formulation of sound policies to be considered by the council. Members shall have the authority to discuss any aspect of city government with city officers or employees, however, members are not authorized to issue orders or directives to city officers and employees because the supervision of said officers and employees is the responsibility of the city manager under Ordinance No. 89-0-457. In order to assist the manager in coordinating efforts of all city departments so as to achieve the greatest possible savings through the most efficient and sound means available, recommendations for improvement in city government operations should be made to and through the city manager.

Section 19. **Boards and Commissions.** The council may establish boards and commissions and provide for their powers and duties, and the council may consolidate, merge, or abolish any of the said boards or commissions. The establishment, consolidation, merger, or abolishment of any boards or commissions shall be accomplished only by ordinance. Unless otherwise required by law or the city charter, all board and commission members shall be appointed by the mayor with the approval of the council. Initial appointments shall specify the term of office of each individual in order to achieve overlapping tenure. All members shall be subject to removal by the appointing authority. Appointments to fill vacancies for unexpired terms shall also be made by the mayor with the approval of the council. Except as otherwise provided in this ordinance, each board and commission shall choose its own chair and vice-chair from its members and operate in accordance with the rules of procedures set forth in this ordinance, unless inconsistent with the provisions of the ordinance establishing the board or commission.

Section 20. **Appointments to boards, commissions, and committees.**

A. All appointments to city boards, commissions and lay committees shall be made in accordance with the Oregon Revised Statutes, the city charter and Section 19 of this ordinance. Appointees shall not be appointed to more than one board or commission at a time.

B. Upon the expiration of the term of office for any board, commission or lay committee member, public notice of that expiration of term shall be made in

the media. The person whose term of office has so expired may, if he/she chooses, apply for reappointment.

C. Upon the start of each calendar year the city manager shall provide to all members of the city council a listing of all board, commission and committee terms due to expire in that year. The city manager shall further give written notice to all members of the city council of the expiration of the term of office of all members of boards, commissions and lay committees appointed by the mayor or council at least thirty (30) days prior to expiration date of said term of office. All appointments shall be presented by the mayor and confirmed by a majority vote of the councilors present and voting. In all appointments the mayor shall endeavor to submit to the council the names of persons nominated for appointment as far in advance as practicable to the date of the meeting wherein said appointment shall be considered.

Section 21. Maintenance of order and decorum of council meetings.

It shall be the duty of the presiding officer to maintain order during council meetings. Harsh or abusive language shall not be permitted. In the event of circumstances beyond the ability of the presiding officer to control, that officer is empowered to instruct the police department to preserve order.

Section 22. Orientation of new council members. To ensure an orderly transition or continuance of legislative authority, all newly elected or appointed council members shall be formally advised of current council affairs and procedures.

A. Immediately upon election or appointment to the council, new members shall thenceforth be given copies of all printed materials which are distributed to other members of the council.

B. Within 7 days of election or upon appointment to the council of any new member, the city manager, shall schedule the necessary study sessions for the sole purpose of the orientation of the new member.

C. Within 7 days of election or upon appointment to the council, new members shall be given:

1. The City Charter
2. Ethics Guide for Public Officials
3. Brookings Comprehensive Plan and Land Development Code
4. Selected ordinances and resolutions

5. L.O.C. Handbook for Oregon City Councilors
6. Current city budget and the most recent audit
7. Land Use Planning in Oregon, Rohse
8. Roster of city officials and standing committees

Section 23. Council Member Communications. Unless authorized by a majority vote of the city council to speak on their behalf, any written or oral communication by the mayor or any city council member which could be interpreted as being representative of a position of the city council in general, must contain a disclosure that the communication is solely that of the sender.

Section 24. Evaluation of Council Appointive Officers. Council appointed officers of the city shall have their job performance evaluated at regular intervals. The results of each evaluation shall be reviewed and discussed with the officer and shall be filed in the officer's personnel record.

A. City Manager. The city manager shall be evaluated by the city council using council adopted criteria at least annually. Upon initial employment the manager may be evaluated after his/her third and sixth months of service.

B. Municipal Judge and City Attorney. An annual evaluation of these offices shall be performed by the council in the month of March.

C. City Recorder. The recorder shall be evaluated by the city manager annually and the results of these evaluations shall be presented to the council.

Section 25. Employee Attendance at Meetings.

A. City Manager. The city manager shall attend all meetings of the council unless excused by the mayor or the council. The manager may take part in all discussions concerning the welfare of the city. He/she shall have the authority to make recommendations to the council and when doing so shall present all reasonable alternatives for council consideration.

B. City Attorney. The city attorney, either in person or by deputy, shall attend at least one regular monthly meeting of the council unless excused by the mayor or the council and shall attend all other special meetings, study sessions and events as may be directed by the city manager, mayor or the council.

C. Officers and Employees. Any member of the council may request that the

city manager direct any employee to attend any regular, special or executive meeting to confer with the council on matters relating to the city.

Section 26. **Severability clause.** If any provisions, part or parts of this ordinance shall be held to be unconstitutional, invalid or otherwise inoperative, such invalidity shall not effect other provisions hereof which can be given effect without the invalid provision, the remainder hereof shall remain in full force and effect as a valid and subsisting ordinance until repealed, and to this end the provisions of this ordinance are declared to be severable.

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this ____ day of _____, 2000.

Bob Hagbom
Mayor

ATTEST:

Gail L. Hedding,
Finance Director/Recorder

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

In the Matter of an Ordinance)
amending Sections 52, General)
Commercial (C-3) District; 56, Tourist) *ORDINANCE No. 00-O-446.II*
Commercial (C-4) District; and 64)
Industrial Park (I-P) District; to add the)
phrase "...provided they are used)
exclusively for storage purposes" to the)
permitted or conditional use of "rental)
storage units.")

Sections:

- Section 1. Ordinance identified.
- Section 2. Amendment to Section 52
- Section 3. Amendment to Section 56
- Section 4. Amendment to Section 64

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Ordinance No. 89-O-446, enacted April 10, 1989 entitled, the Land Development Code.

Section 2. Amendment to Section 52. Section 52 of Ordinance No. 89-O-446 is hearby amended to read:

52.040 Conditional uses. The following conditional uses may be permitted subject to a conditional use permit.

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

Section 3. Amendment to Section 56. Section 56 of Ordinance No. 89-O-446 is hearby amended to read:

56.040 Conditional uses. The following conditional uses may be permitted subject to a conditional use permit.

- E. Rental storage units, provided they are used exclusively for storage purposes.

Section 4. Amendment to Section 64. Section 64 of Ordinance No. 89-O-446 is hereby amended to read:

64.020 Permitted uses. The following uses are permitted

T. Rental storage units and similar type storage areas, provided they are used exclusively for storage purposes.

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this _____ day of _____, 2000.

Bob Hagbom, Mayor

ATTEST:

Gail L. Hedding,
Finance Director/Recorder

IN AND FOR THE CITY OF BOOKINGS
STATE OF OREGON

*In the Matter of a Resolution endorsing the)
Oregon Department of Transportation's)
refinement study for the Highway 101) Resolution No. 00-R-670
couplet)
)*

WHEREAS, the City of Brookings and Curry County initiated a South Coast Transportation Systems Study funded by a grant from the Oregon Department of Transportation; and

WHEREAS, one of the findings of this study was that the existing alignment of Highway 101 through the center of Brookings would not accommodate the projected amount of traffic in the year 2015 at an acceptable level of service; and

WHEREAS, the preferred mitigation alternative described in the study was to create a highway couplet using Railroad Street as the south bound lanes; and

WHEREAS, the Oregon Department of Transportation funded and completed a feasibility study titled "Highway 101 Refinement Study" to determine the feasibility of creating a highway couplet and the best alignment for such a couplet; and

WHEREAS, the Brookings City Council wishes to accept and endorse the findings of the refinement study:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS THAT:

The Brookings City Council does endorse the findings of the Highway 101 Refinement Study and supports further action of the Department of Transportation in the development of the couplet system.

PASSED by the Brookings Common Council and signed by the Mayor this
_____ day of March, 2000.

Bob Hagbom
Mayor

ATTEST:

Gail Hedding
Finance Director/Recorder

IN AND FOR THE CITY OF BROOKINGS
IN THE COUNTY OF CURRY
STATE OF OREGON

In the Matter of a Resolution to enter into)
an Intergovernmental Agreement to provide)
fire protection to the Upper Chetco Rural) Resolution No.671
Fire Protection District, also known as the)
Upper Chetco Volunteer Fire Department)

WHEREAS, the City of Brookings, desires to enter into an Intergovernmental Agreement with the Upper Chetco Rural Fire Protection District, also known as the Upper Chetco Volunteer Fire Department, to provide fire protection to the District; and

WHEREAS, the City, as part of that Intergovernmental Agreement desires to accept certain assets of the District which will no longer be needed for a public purpose by the District, as described in attached Exhibit A; and

WHEREAS, the City, as part of that Intergovernmental Agreement desires to accept the District's assignment of its rights under a Lease entered into on January 1, 1987 which will no longer be needed for a public purpose by the District, as described in attached Exhibit B,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKINGS, THAT:

1. The City enter into an Intergovernmental Agreement with the Board of Directors of the Upper Chetco Rural Fire Protection District, also known as the Upper Chetco Volunteer Fire Department, to provide fire protection to the District, effective July 1, 2000.
2. Certain assets as described in Exhibits A and B be transferred to the City of Brookings.
3. The Mayor and Fire Chief of the City of Brookings, are authorized to sign all necessary documents required to fulfil the objectives of this Resolution.

PASSED by the Brookings City Council, and signed by the Mayor this _____ day
of _____, 2000.

Bob, Hagbom
Mayor

ATTEST:

Gail Hedding
Finance Director/Recorder

added To Council agenda Tom
T

City of Brookings

Memorandum



TO: Mayor, City Council

FROM: Tom Weldon, City Manager *Tom*

DATE: March 27, 2000

SUBJECT: Request from Businesses for a Better Brookings

ISSUE:

1. Attached are two letters from this group regarding putting "Welcome" flags up in downtown Brookings. I received the second letter after the agenda for this meeting had already gone to the Pilot for publication in last Saturday's newspaper.
2. The Council may discuss and take action on this item at this meeting if you vote unanimously to add it to the agenda.
3. Our Land Development Code prohibits "signs" on sidewalks or other public property.
4. I have reviewed this request with the Community Development Director, Planning Director and Police Chief. None of them have concerns significant enough to warrant a negative recommendation to you.
5. Our concerns center around liability issues such as what if someone gets hit in the eye by one of the flags or opens a car door and hits a flag pole and sustains damage to their car. While not trivial these are unlikely occurrences and other cities accept these risks. Another concern is these flags may obstruct view of motorists.

I think items like this only add to visual clutter downtown but think it reasonable to give this idea a "test" and let the merchants tell us if these flags (signs) help them.

6. Apparently at some time in the past these restrictions were considered reasonable and acceptable, by many different people, and that's why they were written into the code.

RECOMMENDATION: Temporarily waive Section 88.050.F.5 allowing a "test" of "welcome" flags on a certain section of Chetco Avenue subject to the following conditions:

1. President of Businesses for a Better Brookings sign an agreement with the following conditions.

Memo to Mayor, City Council

RE: Request from Businesses for a Better Brookings-Welcome Flags

March 27, 2000 Page 2 of 2

2. "Test" would be from May 1 to September 1.
3. "Welcome" flag would be a standard red, white and blue 3' X 5' flag on a wooden flagpole inserted in the holes in the sidewalks currently used to display American flags on national holidays.
4. Flags only displayed during business hours—that is when the adjacent business is open to the public.
5. Flags will be kept in good repair.
6. Merchants displaying flags are only those listed on Businesses for a Better Brookings proposal (attached). Numbers of flags allowed per business are those shown on the proposal.
7. Businesses for a Better Brookings perform an informal "poll" of those participating merchants and report the results to the Council. Reporting the results would include providing Council with a copy of every survey returned by a participating merchant.
8. If there are problems or complaints about any particular flag or flags City Manager may required that flag or flags be removed for the duration of the test.



P.O. Box 1500, Brookings, OR 97415 www.B4BB.org

Mayor Hagbom and Council
898 Elk Drive
Brookings, OR 97415

March 15, 2000

Dear Mayor and Councilpersons,

Some of the merchants along Chetco Avenue would like to request permission of the city council to allow a test program for the display of welcome flags.

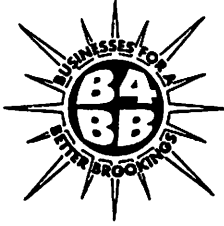
The welcome flag would be a standard red, white & blue 3'x5' flag on a wooden pole and inserted in the holes in the sidewalks currently used for the Avenue of Flags project.

B4BB is willing to communicate with the participants that the flags can only be displayed during business hours and should be kept in good repair.

We hope you will allow this temporary project to 'Welcome' visitors to our Brookings-Harbor community. Thank you in advance for your consideration.

Respectfully,

Vikki Nuss,
President



P.O. Box 1500, Brookings, OR 97415 www.B4BB.org

**Mayor Bob Hagbom
898 Elk Drive
Brookings, OR 97415**

March 22, 2000

Dear Mayor,

Thank you for your timely response to my inquiry concerning the test program for welcome flags.

I have attached a list of merchants and the suggested quantity of flags in front of their businesses. Businesses would like to test this program from May to September. After the initial test we will perform an informal 'poll' with the merchants for feedback concerning (1) whether or not they felt the flags increased foot traffic, (2) any negative or positive feedback from customers, and (3) if they wish to pursue a change in the ordinance. We will communicate the results of the survey to the council.

I appreciate any concern over a perceived overkill of welcome flags. The merchants I have communicated with feel that the welcome flags should not be as dramatic as the Avenue of Flags project.

If you have further questions, please do not hesitate to contact me. As you know our visitor season is approaching. Thank you for your prompt attention to this matter.

Respectfully,


**Vikki Nuss,
President**

**Businesses along Chetco Avenue interested in participating in the
Welcome Flag test:**

Business	Number of Flags
Curry Coastal Pilot	1
Judy's Resale	1
At Home by the sea	1
Coast Auto	2
Brookings Hearth & Home	1
Loring's Lighthouse Sporting Goods	1
Los Amigos	1
Visitor Center	1
Old Town Collectibles	1
Old Fashion Fantasies	2
Harborside	1
Redwood Theater	1
Brookings Sports Unlimited	1
Chetco Eye Center	1
Banana Belt Trading	1
Market Place	1
Coastal Copiers Sales & Leasing	1
Coldwell Banker	1
Treasure Trove	1
Kerr Ace	1