

REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF BROOKINGS
August 3, 1965

The meeting was called to order at 8:10 P.M. by Vice Chairman Jack Holt.

Members present: Harley Nissen
Ed Thornton
Roy Brimm
Ed Orr
George Dreizus
Cal Gorte

Reporters present: Marge Barrett
Dick Keusink
Jean Nulf

The minutes of the previous meetings were read by the Secretary and approved as read.

First on the agenda was the election of a new chairman and a motion was made by Ed Thornton, seconded by Roy Brimm that Harley Nissen be elected to the post. Motion was carried and Chairman Nissen took over the chair from Mr. Holt.

Ordinance No. 36, an ordinance creating the Planning Commission and duties thereof was read by Chairman Harley Nissen for the benefit of the new commissioners. Following discussions and deliberations regarding the duties of the Planning Commission it was agreed upon by all concerned that it was the duty of the Planning Commission to all work together and not against one another. Further that all officials of the City be present at the meetings of the Commission and work with them and that their recommendations be supported. Also it was the suggestion that the Commission or at least one representative attend the City Council meetings.

A motion was made by Roy Brimm that a letter of recommendation be sent to the Council regarding the possibility of a change in the day of the Planning Commission meeting in order that the City Attorney might attend the meetings of the Commission, motion seconded by Jack Holt. Motion carried with one negative vote of George Dreizus.

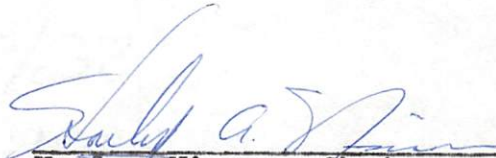
Building report for the month of July was given by the Building Inspector Lee Fountain with building permits at a value of \$42,125.00 at a fee of \$152.00 being issued.

A letter from the Bureau of Municipal Research from the University of Oregon was read by the Secretary and after discussion of the same and that also of the possibility of zoning, a motion was made by Roy Brimm and seconded by Ed Thornton that the letter and recommendation be made to the Council. Motion carried and a copy of this letter attached hereto.

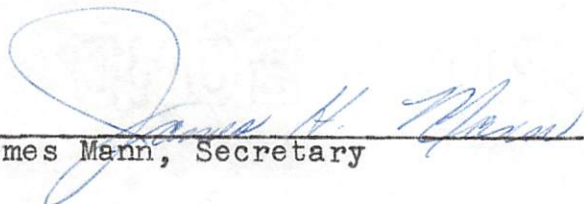
A letter from the Ferguson Oil Company was read by the Secretary and explained by Lee Fountain. It was brought out by Mr. Fountain that the plans and specification as submitted by the firm did meet and comply with the building codes and the same had the approval of the State Fire Marshal and further, it was in the M1 zone which was zoned for this type of gas and diesel oil installation. It was the consensus of opinion that there should be further study of this proposed project with the possibility of underground tanks, completely enclosed area and a possible beautification of the area. A motion was made by Jack Holt, seconded by Ed Orr that the above be deferred to the City Council. Motion carried.

In other matters, again it was brought up about the problem in the alley behind the Sears store. After many pros and cons of the possibility of widening the alley, reversing the traffic or making this an unloading zone only, it was the consensus of opinion that the stores come up with a specific desire and present it to the City for consideration. At present this has never been done.

Being no other matters to come before the Planning Commission a motion was made by Ed Orr and seconded by Roy Brimm that the meeting be adjourned. Motion carried and meeting adjourned at 9:30 P.M.

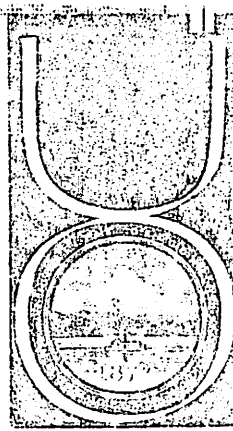


Harley Nissen, Chairman



James Mann, Secretary

UNIVERSITY OF OREGON



BUREAU OF
MUNICIPAL RESEARCH AND SERVICE
P. O. BOX 5477
COLLEGE OF LIBERAL ARTS

EGGENT, OREGON 97403
telephone code (503) 342-1411

July 27, 1965

Mayor and Council
City of Brookings
City Hall
Brookings, Oregon

Dear Sirs:

In accordance with your request at the joint council and planning commission meeting on July 21, I am preparing this letter to summarize our discussion regarding the planning assistance program and to outline a possible planning program for your area.

There are several items regarding the planning assistance grant program that might be well to review first. The federal grant program is administered by the Housing and Home Finance Agency as provided for under Section 701 of the Housing Act of 1954, as amended. The Act provides that the federal government would grant two-thirds of the cost of the planning assistance work. The local jurisdictions would furnish the remaining one-third. According to the Act:

"Planning assisted under this section shall, to the maximum extent feasible, cover entire urban areas having common or related urban development problems. The Administrator shall encourage cooperation in preparing and carrying out plans among all interested municipalities, political subdivisions, public agencies, and other parties in order to achieve coordinated development of entire areas."

In Oregon this federal planning assistance program is administered by the State Board of Higher Education through the Bureau of Municipal Research and Service of the University of Oregon. If your city decides to go ahead with a program, we will furnish you with a form which you may use to request the assistance. The city's one-third of the total cost of the work is payable to the University upon receipt of the federal grant; although partial payments may be made over a longer time period, if this is desired. Costs may not be incurred until the grant is made. During the past year or so, we have received approval of federal grants varying from four to ten months after the requests were made.

Mayor and Council
City of Brookings

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The attached outline of a possible planning project for the Brookings area covers the items that were discussed at the July 21 meeting. The scope of the project, and the tentative cost estimates, could change depending on the extent and detail of the work that you decide should be undertaken. For example, it might be desirable to include the preparation of a subdivision ordinance as part of this project. In the attached outline, I have tried to gear the scope of the program to the items that were discussed at the July 21 meeting. The outline as shown provides for preparation of reports and maps, travel to Brookings, and attendance at meetings. The maps, plans, and reports prepared would be turned over to the city at completion of the project.

Please let me know if you have any questions or suggestions regarding the program.

Very truly yours,

Donald N. Johnson

Donald N. Johnson
Associate Director

DNJ:jb

Suggested Planning Program

Brookings Area, Oregon

| <u>Item</u> | <u>Explanation</u> | <u>Tentative Cost Estimate</u> |
|---|--|--------------------------------|
| Mapping | Determine boundaries of planning areas and prepare a base map for the area at a scale suitable for use in presentation of planning information and for reduction to smaller scale. | \$ 300 |
| Land Use Survey | Collect land use information for all land within the planning area. Prepare tabulations, maps, and analyses of existing land uses. | 1,200 |
| Economic and Population Analysis | Analyze past trends and prepare forecast of employment and population levels in 1985 based on such factors as trends in recreation, lumber and wood products industry, and development of the Port of Brookings. | 1,300 |
| Population and Employment Distribution | Estimate future distribution of forecasted employment and housing units within planning area based on such factors as topography, availability of land suitable for industry, etc. | 1,200 |
| Public Land Use | Analyze requirements for schools, parks and public buildings. | 900 |
| Street Analysis | Analyze general locational requirements for local streets to serve future housing units, commercial and industrial activities, etc. | 900 |
| Plan Preparation | Based on above information, prepare a plan showing the suggested use of land for residential areas, commercial and industrial areas, schools, parks, and other uses. | 1,700 |
| Capital Improvement Program | Prepare a suggested capital improvement program for the city of Brookings. | 2,000 |
| Zoning Ordinance | Prepare a suggested zoning ordinance for the city of Brookings. | 2,500 |
| Estimated total cost of above items . . . | | \$ 12,000 |
| | 2/3 federal grant . . . | \$ 8,000 |
| | 1/3 local contribution . . . | \$ 4,000 |

PLANNING COMMISSION
REGULAR MEETING
JULY 6, 1965

Members Present; Virgil Goldsberry, Jack Holte, George Drezius
Calvin Gorte

Reporters Present; Marge Barrett Dick Kuesink

Being that there were not enough members present to make a quorum, the meeting was held open for thirty minutes in which time Horace Ganty presented to the commission through the Building Inspector, Lee Fountain, plans and specifications for his anticipated building that will replace the one lost in the December flood.

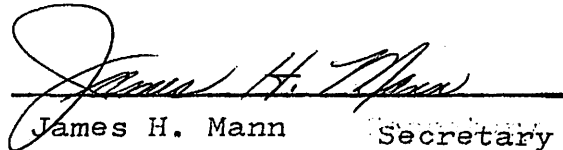
Mr. Fountain stated that the plans comply with the ordinances and building code with the exception of a needed one hour-fire wall on one side.

Being that no official decisions could be made, the commission only stated in opinion that if a fire wall was constructed that would meet with standards there would be no reason a permit could not be issued. It was brought out that a 4 x 8 x $\frac{1}{4}$ flex board would qualify and the applicant stated that he would construct the same to comply.

The resignation of Chairman Virgil Goldsberry was accepted by the Secretary for presentation to the City Council.

Building permits for the month of June was in the amount of \$ 313,415.00 at a fee of 108.00.

Being that there was no business transacted the meeting stood adjourned at 9:00 P.M.


James H. Mann Secretary

PLANNING COMMISSION
REGULAR MEETING
JUNE 1, 1965

Meeting called to order at 8:15 P. M. by Chairman Virgil Goldsberry.

Members present: Glendale Holte, Ed Oar and Calvin Gorte.

Reporters present: Marge Barrett and Ruth Brewer

The minutes were read by the Secretary and approved as read.

Building permits for the month of May that were issued amounted to \$97,760.00 at a fee of \$294.75. Nine permits issued.

Mr. Harley Nissen is anticipating building a home on Tanbark Circle. In order to build on this piece of property a variance in set back would have to be considered.

Planners suggested that Mr. Nissen contact the property owners abutting his property and get there approval of his building plans. If they are agreeable then report back to the Planning Commission and they will give there recommendation to the Council.

Building Inspector reported that he had contacted Harris Used Car Lot and ^{was} informed as soon as rock can be delivered on this property a planter box will be built to improve the appearance.

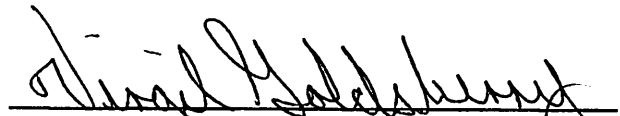
Planners gave permission for a request to apply for a building permit for a 4 unit apartment house in C-2 zone located back of the Bowling Alley.


Ed Electric's request for building a second story above his garage was denied. It does not conform with the Uniform Building Code.

Clifton Jacques, Frank Tygart and Julius Koehler are to be contacted for there approval to be members of the Planning Commission. If they are interested in accepting an appointment there names will be put on the Agenda for next regular Council meeting on June 8th for appointment.

A workshop ^{possible} meeting has been scheduled for June 15th next on the building and zoning ordinance.

Meeting adjourned at 9:00 P. M.


Virgil Goldsberry, Chairman


Marjorie McKernan, Secretary