

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, June 10, 2019, 7:00pm

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

The City Council will meet in Executive Session at 6:30 PM, in the City's Manager's office, under the authority of ORS 192.660(2)(d) "To conduct deliberations with persons designated by the governing body to carry on labor negotiations".

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Americanism Week Proclamation [Pg. 3]
2. Reappoint of Matthew Honeycutt to TPAC Committee [Pg. 4]
3. Reappoint of Barbara Ciaramella to TPAC Committee [Pg. 7]
4. Yard of the Month - May
 - a. Best Residential – Wayne and Marie Miller, 1010 Brooke Lane
 - b. Best Commercial – Chetco Community Library, 405 Alder Street

E. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. June Podesta, Mill Beach

F. Oral Requests and Communications from the audience

(Public Comments on non-agenda items – 5 minute limit per person.*)

G. Consent Calendar

1. Approve Council minutes for May 28, 2019 [Pg. 10]
2. Accept Parks and Recreation Committee minutes for March 28, 2019 [Pg. 15]
3. Accept Planning Commission minutes for May 7, 2019 [Pg. 16]
4. Resignation of Jennifer Feliciano from Budget Committee

H. Staff Reports/Resolutions

1. Increase Building Department permit fees and update Building Department Fee Schedule, 19-R-1161 [Building, Pg. 17]
 - a. Resolution 19-R-1161 [Pg. 18]
 - b. 2019 Building Department Fee Schedule [Pg. 19]
2. Master Fee Schedule Update, 19-R-1160 [City Manager, Pg. 24]
 - a. Resolution 19-R-1160 [Pg. 26]
 - b. 2018 Master Fee Schedule with propose 2019 revisions [Pg. 27]

I. Informational Non-Action Items

1. May Vouchers [Pg. 35]
2. Committee Vacancies [Pg. 39]

J. Remarks from Mayor and Councilors

K. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

City of Brookings

Proclamation

Whereas, strengthening the Unity of the United States of America is vital and there is a need to strengthen the American Heart of Emblem, the beliefs of each individual and each Club; and

Whereas, in these interests, it seems appropriate at this time to restate our Citizen Principles by pledging to bear true allegiance to the Constitution of the United States of America, and to the Flag which is the Emblem of our Country; and

Whereas, in keeping with our pledge, the Supreme Emblem Club of the United States of America has adopted the Flag of our Country as our Order's Emblem and the name "Emblem" by which our organization is known throughout the land; and

Whereas, we are Citizens dedicated to the belief that the United States shall be sustained, preserved and perpetuated; and

Whereas, in keeping with our principles, it seems obligatory that we act to more forcefully display these beliefs; that each club create an Americanism Committee and originate and participate with others in patriotic community endeavors; that each Emblem member complete a patriotic deed each day and engage in assisting the Americanism Program of the Benevolent and Protective Order of Elks on every occasion we are invited to participate; and that each club and club member actively work to fulfill our dedicated purpose of bearing true allegiance to the Constitution and Flag of the United States of America.

Now, Therefore, Be it Resolved, I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim the week of June 10th through June 14th, 2019, as

SUPREME AMERICANISM WEEK.

In Witness Whereof, I, Mayor Jake Piper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 10th day of June, 2019.

Mayor Jake Piper



RECEIVED
MAY 28 2019
CITY OF BROOKINGS

City of Brookings
898 Elk Drive, Brookings, OR 97415
Phone: 541- 469-2163 Fax: 541-469-3650
www.brookings.or.us

**APPLICATION TO SERVE ON A
COMMISSION OR COMMITTEE**

PART I Contact Information:

Applicant Name: Matthew Honeycutt
Physical Address: 817 Kevin Pl, Brookings, Or
Mailing Address: SAME
Email Address: mhcutt@gmail.com Phone: 209.596.5202

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|---|--------------------------|------------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input checked="" type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? _____ years 10 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☐ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? _____ years _____ months
4. What is your current occupation? Realtor

NOTES:

(i) **Membership requirements:**

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) **Term:** Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) **Other restrictions:**

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: *(Attach additional pages if needed)*

1. List your related experience and/or background to the position you are applying for:

Marketing

Networking

Media

Public Service

Business Management

Problem Solving

2. List any unrelated work history, educational background, and volunteer experience you may have:

Coaching sports

CCBR SAC rep

Church work

PBSP SERT/CRT Tactical team

PBSP T for T

3. Briefly describe your interest in this position and what you hope to accomplish:

I love Brookings and want to help with TPAC. I will bring my ideas, strengths, positive attitude, problem solving skills and outlook on how to better assist the community with the designated funds.

PART IV Volunteer Agreement: *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Matthew Honeycutt

Applicant (print name)

Applicant's Signature

Date

**Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf. Official forms provided by OGE.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - lziemer@brookings.or.us
- Budget Committee: 541-469-1123 - jhoward@brookings.or.us
- Parks and Recreation Commission: 541-469-1103 - lziemer@brookings.or.us
- Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us



City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541-469-2163 Fax: 541-469-3650

www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Barbara J. Ciaramella
Physical Address: 98825 Pleasant Hill Dr. #10
Mailing Address: P.O. Box 1103, Brookings, OR 97415
Email Address: redIVA2012@gmail.com Phone: 541-661-2117

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|---|--------------------------|------------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input checked="" type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 8 years months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☐ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? 1 years 6 months
4. What is your current occupation? owner - Visitor Center / Realtor

NOTES:

(i) Membership requirements:

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) Other restrictions:

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- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

Have years in the travel & tourism (business). Have worked for major airlines, was a travel agent for years, Was manager of Chrissy Field and now run the Brooklyn Harbor Visitor & Tour Center. Was a charter member of TPAC.

2. List any unrelated work history, educational background, and volunteer experience you may have:

I'm very involved in tourism in our area and our major events. Working close with other big event promoters in town. Would like to see the city promote 4 events a year to a certain standard. Offer equal advertising opportunities for all businesses and leave it that simple.

3. Briefly describe your interest in this position and what you hope to accomplish:

I work with our Brooklyn Harbor Visitors on a on going basis. I feel I can bring my experience to the table and give feed back on local attractions and events.

PART IV Volunteer Agreement: *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Barbara J. Ciaramella

Applicant (print name)

Barbara J. Ciaramella

Applicant's Signature

5/30/19

Date

****Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at [http://www.oregon.gov/ogec/docs/sei/sei-11 form sample only for website.pdf](http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf). Official forms provided by OGE.**

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- Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us

City of Brookings CITY COUNCIL MEETING MINUTES

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

Tuesday, May 28, 2019

Call to Order

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

Roll Call

Council Present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, Ron Hedenskog, and John McKinney; a quorum present.

Staff present: City Manager Janell Howard, City Attorney Martha Rice, Public Works and Development Services Director Tony Baron, Public Works and Development Services Deputy Director Jay Trost, Public Safety Director Kelby McCrae, Finance and Human Service Deputy Director Lu Ehlers and Deputy Recorder Rita Ritz.

Media Present: Boyd Allen of Curry Pilot

Others Present: Approximately five audience members

Appointments

Appointment of Lex Rau to Parks and Recreation Committee

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to appoint Lex Rau to Parks and Recreation Committee.

Appointment of Alonzo Nalls to Parks and Recreation Committee

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to appoint Alonzo Nalls to Parks and Recreation Committee.

Oral Requests and Communications from the audience

- No audience members addressed Council on non-agenda items.

Consent Calendar

1. Approve Council minutes for May 13, 2019
2. Accept TPAC minutes for April 11, 2019
3. Receive monthly financial report for April 2019

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to approve the Consent Calendar.

Staff Reports/Public Hearings/Ordinances/Resolutions

Curry Transfer and Recycling Rate Increase

City Manager Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and council voted unanimously to approve a new rate schedule to be effective July 1, 2019 for refuse collection and recycling services provided by Curry Transfer and Recycling, such schedule being as proposed in Exhibit A attached to the CTR letter dated May 20, 2019.

Letter of Support for Allcare Health

City Manager Howard presented the staff report.

Councilor McKinney moved, Councilor Hedenskog seconded and Council voted unanimously to authorize the Mayor to sign a letter of support to the Oregon Health Authority for Allcare Health's application to continue as a Coordinated Care Organization (CCO).

Letter of support for South West Area Commission on Transportation (SWACT)

City Manager Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to authorize the Mayor to sign a letter to the Oregon Transportation Commission (OTC) supporting SWACT decision regarding the Hooskanaden Slide.

Letter of Support for Senate Bill (SB) 941 appropriating grant funding for Curry Health District's expansion of emergency medical care in Brookings

City Manager Howard presented the staff report.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously to authorize the Mayor to sign a support letter for Senate Bill (SB) 941, appropriation grant funding for Curry Health District's expansion of emergency medical care in Brookings.

Park Use Fee waivers for Brookings Harbor Community Theater for two summer Movie in the Park nights

Public Works and Development Services Director Baron presented the staff report.

Councilor McKinney moved, Councilor Hodges seconded and Council voted unanimously to waive the park use fees totaling \$252 for the Brookings Harbor Community Theater summer Movie in the Park nights.

Quasi-Judicial public hearing on VAC-1-19, Ordinance 19-O-778, Uncodified

Ordinance Vacating a Portion of Oak and Railroad right of Way

The public hearing was opened at 7:14 PM and Public Works and Development Services Director Baron presented the staff report and reported that no written objection or remonstrance was received.

The hearing was closed at 7:18 PM.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve the vacation under File VAC-1-19 and proceed to the adoption of Ordinance.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to do a first reading of Ordinance 19-O-778 by title only.

Mayor Pieper read the title.

Councilor Hamilton moved, Councilor Hedenskog seconded and Council voted unanimously to do a second reading of Ordinance 19-O-778 by title only.

Mayor Pieper read the title.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adopt Ordinance 19-O-778, an uncodified ordinance vacation a portion of Oak and Railroad right of way.

Ordinance 19-O-779, amendment to Brookings Municipal Code Chapter 12.40, Alcohol Regulations for City Premise

Public Safety Director McCrae presented the staff report.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to do a first reading of Ordinance 19-O-779 by title only.

Mayor Pieper read the title.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to do a second reading of Ordinance 19-O-779 by title only.

Mayor Pieper read the title.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Ordinance 19-O-779, amending chapter 12.40, Alcohol Regulations for City Premises, of Brookings Municipal Code.

Public hearing and receive State Revenue Sharing for 2019-20, Fiscal Year Budget

Finance & Human Resources Deputy Director Ehlers presented the staff report.

Mayor Pieper opened the Public Hearing regarding the City's election to receive state revenues for 2019-20 at 7:30 p.m.

With no one present to address Council on the matter, Mayor Pieper closed the Public Hearing at 7:30 p.m.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adopt Resolution 19-R-1154, declaring the City's election to receive state revenues for 2019-20 fiscal year.

Public hearing and approval of appropriations for the 2019-20, Fiscal Year Budget

Finance & Human Resources Deputy Director Ehlers presented the staff report.

Mayor Pieper opened the Public Hearing regarding adoption of the budget and making appropriations for fiscal year 2019-20 at 7:33 p.m.

With no one present to address Council on the matter, Mayor Pieper closed the Public Hearing at 7:33 p.m.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously to adopt Resolution 19-R-1155, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2019-20 fiscal year, and to categorize the levy.

Approval of Water and Sewer Rates and System Replacement Fees for Fiscal Year 2019-20

Finance & Human Resources Deputy Director Ehlers presented the staff report.

Councilor McKinney moved, Councilor Hodges seconded and Council voted unanimously to adopt Resolution 19-R-1156, adopting Water rates for 2019-20.

Councilor McKinney moved, Councilor Hamilton seconded and Council voted unanimously to adopt Resolution 19-R-1157, adopting Sewer rates for 2019-20.

Councilor McKinney moved, Councilor Hedenskog seconded and Council voted unanimously to adopt Resolution 19-R-1158, adopting System Replacement Fees for 2019-20.

Remarks from Mayor and Councilors

Councilor Hamilton expressed sympathy for all of the families who have been impacted due to the extreme weather on the East Coast.

Councilor Hodges remarked how well the Chamber of Commerce stepped up for the 80th Azalea Festival this year.

Mayor Pieper commented how he participated in the Azalea Pageant at Azalea Park and for the first time he had the opportunity to meet several of the older Azalea Queens.

Adjournment

Councilor Hedenskog moved, Council Hodges seconded and all Councilors in favor.

Mayor Pieper adjourned the meeting at 7:40 p.m.

Respectfully submitted:

ATTESTED:
this 10th day of June 2019:

Jake Pieper, Mayor

Janell K Howard, City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
March 28, 2019

CALL TO ORDER

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

ROLL CALL - Introduction of new Commissioner Brad Alcorn

Present: Commissioners Brad Alcorn, Patt Brown, Holly Beyer and Chair Trace Kather

Also present: Deputy PWDS Director Jay Trost

APPROVAL OF MINUTES

Motion made by Commissioner Beyer to approve the minutes of January 24, 2019; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.

COMMISSION BUSINESS

Commissioner Beyer announced she will be resigning her position after this meeting.

Commission Elections - Motion made by Trace Kather to nominate Patt Brown as Chair, motion seconded by Brad Alcorn. Patt Brown accepted the nomination; **the Commission voted and the motion carried unanimously 4-0.** **Motion made by Patt Brown to nominate Trace Kather as Vice Chair, motion seconded by Holly Beyer.** Trace Kather accepted the nomination; **the Commission voted and the motion carried unanimously 4-0.**

PUBLIC APPEARANCES – None

REGULAR AGENDA - None

INFORMATION UPDATES/DISCUSSION ITEMS

A. Parks Update – Jay Trost advised:

- An ORPD grant was submitted for the Azalea Park North Bank parking lot paving project and he will be presenting the project in June in Salem with Leslie Wilkinson of Natures Coastal Holiday (NCH). NCH has partnered with the City on the project and has committed to contribute \$50,000. Community partnering is looked upon as highly favorable in the grant award process. If awarded project will begin August 1st.
- Little League and softball season is starting so Parks crew and Little League volunteers are working to get the ballfields back in shape after the Slippery Banana softball tournament. The tournament weekend was very rainy and left the fields in very poor condition.
- Wet weather caused some water drainage issues at the golf course that are being repaired. The Occasion Hall is under construction and progress is moving along.
- The Azalea Park Trail project has been completed and it now goes around Azalea Park and across to the Botanical Gardens.
- Swimming Pool maintenance is being done in preparation for the pool opening in late May.
- Chetco Point Trail ribbon cutting was well attended and the paved trail is being well used.

B. Park Master Plan Update – Master Plan input is still needed from Seniors and is scheduled to obtain. The next step is to sit down and determine the projects for the next five years. As recent major long term projects like the ballfields and Chetco Point are now finishing, maintenance, smaller and lower cost projects will probably be on the list. Some ideas include: Chetco Point Dog Park, replace Azalea Park volleyball court with basketball courts, trail outdoor fitness stations, and outdoor covered picnic shelters.

COMMISSIONER REPORTS/COMMENTS

Commissioner Beyer suggested more doggie bag stations in Azalea Park.

ADJOURNMENT

Next meeting scheduled for May 23, 2019. With no further business, meeting adjourned at 7:45 pm.

Respectfully submitted,



Patt Brown, Chair

(Approved at May 23, 2019 meeting)

BROOKINGS PLANNING COMMISSION MINUTES

May 7, 2019

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Commissioners Present: Skip Hunter, Clayton Malmberg, Cheryl McMahan, Gerry Wulkowicz

Commissioners Absent: Tim Hartzell

Staff Present: PWDS Director Tony Baron, Planning Tech Lauri Ziemer

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None

PUBLIC HEARINGS

- 4.1 In the matter of File No. CUP-4-19, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 222 Del Norte Lane, #21.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:04 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant Birte Haakansson was present and available for questions. No one spoke in opposition and the participant did not request additional time to submit materials. The public hearing was closed at 7:10 pm.

The Commission deliberated on the matter. Commissioners reviewed the stairway access and felt the access way was sufficient to accommodate tenants and residents. **Motion made by Commissioner McMahan to authorize a Conditional Use Permit to operate a Short Term Rental facility at 222 Del Norte Lane, #21, a .26 acre parcel located on Assessor's Map No. 41-13-31CD; Tax Lot 99001, zoned R-3, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded by Commissioner Malmberg. By a 5-0 vote the motion carried.**

Motion made by Chair Wulkowicz to approve the Final Order as presented; motion seconded by Commissioner McMahan. By a 5-0 vote the motion carried.

MINUTES FOR APPROVAL

- 5.1 Minutes of regular Planning Commission meeting of March 5, 2019. **Motion made by Commissioner McMahan to approve the minutes as presented; motion seconded by Commissioner Malmberg. By a 5-0 vote the motion carried.**

UNSCHEDULED PUBLIC APPEARANCES - None

REPORT FROM THE PLANNING STAFF – Tony Baron advised that the Riparian Ordinance was approved by the City Council on April 22, 2019. He also advised he would like to schedule a joint workshop with the City Council and Planning Commission to discuss the increase of Conditional Use Permits for Short Term Rentals.

COMMISSION FINAL COMMENTS - None

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7: 20 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commissioner


Approved at the June 4, 2019 meeting


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 10, 2019

Originating Dept: PWDS&D


Signature (submitted by)


City Manager Approval

Subject:

Increase Building Department permit fees and update the Building Department Fee Schedule.

Recommended Motion:

Adopt Resolution 19-R-1161, increasing Building Department permit fees and adopting the new fee schedule, effective July 1, 2019.

Financial Impact:

Increased building permit fees. Estimated annual increase of \$15,000 based on the annual average building permit total for the last two years.

Background/Discussion:

In May 2018, Council approved rate increases and committed to getting those rates to a level that covers costs. At the April 2019 Council Workshop, we presented the methodology to allow us to implement the State ePermitting process. Council direction was to proceed and bring the finalized schedule to City Council meeting for adoption.

The current building department fee structure is simplified into a base permit amount without a way to recover costs associated with more complex building needs such as phased plan review, phased permitting and deferred submittals. A detailed fee schedule will incorporate the additional expenses and will bring the City in line with the State fee schedule.

The State requests that the City change the methodology of the structural and commercial permit fees to integrate with the ePermitting software. The State also recommends that any fee increase be addressed at the same time as the methodology change.

Attachment(s):

- a. Resolution 19-R-1161
- b. 2019 Building Department Fee Schedule

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 19-R-1161

A RESOLUTION OF THE CITY OF BROOKINGS ADOPTING A BUILDING DEPARTMENT FEE SCHEDULE, A RATE INCREASE FOR BUILDING PERMITS AND REPEALING 18-R-1130.

WHEREAS, Oregon Revised Statute 455.020 and 455.210 provides authority for adoption of rates, fees and charges to the City of Brookings Building Division; *and*

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the City of Brookings Building Division; and

WHEREAS, the City Council desires to have the building permit charges for the City of Brookings Building Division cover the related costs of the department; and

WHEREAS, the City Council understands that an increase is necessary to balance resources; and

WHEREAS, the City Council understands that adopting a fee schedule is required to comply with state regulations; and

WHEREAS, the adoption of the fee schedule will allow the City to use ePermitting software; and

WHEREAS, the City Council desires to keep manufactured dwelling permit fees current on an annual basis:

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that the 2019 Brookings Building Department fee Schedule, Attached herein as Exhibit A, is hereby adopted:

BE IT FURTHER RESOLVED, that Resolution 18-R-1130 is repealed in its entirety.

Passed by the City Council June 10, 2019, and made effective July 1, 2019.

Attest:

Mayor Jake Pieper

City Recorder Janell K Howard

City of Brookings – Building Department Fee Schedule

City of Brookings Building Department required fees schedule

A. Structural Permit Fees

Structural Permit Fee table	
Valuation	Fee
\$1 - \$500	\$50.00
\$501 - \$2000	\$50.00 for the first \$500 plus \$5.00 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$50000	\$125.00 for the first \$2000 plus \$9.00 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$557.00 for the first \$50000 plus \$6.00 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$857.00 for the first \$100000 plus \$5.00 for each additional \$1000 or fraction thereof
<i>Retaining Walls, Decks >30" above ground, Fences >7ft, Accessory Structures, etc – require Structural Permit by valuation</i>	
Other Structural Fees	
Structural Plan Review (when applicable)	65% of structural permit fee
Additional Plan Review (when applicable) - hourly	\$45.00, minimum one hour
Fire Life Safety Plan Review (when applicable)	25% of structural permit fee
Reinspection – per each	\$45.00
Each additional inspection, above allowable – per each	\$45.00
Inspections for which no fee is specifically indicated (as required) - hourly	\$45.00, minimum one hour
Inspection outside of normal business hours - hourly	\$68.00, minimum 2 hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$90 minimum
Phased Project Plan Review Fee – in addition to project plan review fees	\$272.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase
Structural demolition – complete demolition, not subject to State Surcharge	\$40.00
Structural alteration (<u>not</u> demo) – partial, soft, interior	Fee as per Structural Permit Fee table by valuation, incurs State Surcharge
Structural Minimum Permit Fee	\$50.00
Phased Application Fee	\$50.00

Exhibit A

Residential Fire Suppression – Standalone System 13R, fee includes plan review <i>[See Curry County Building Dept. for Plumbing Fee for Continuous Loop/Multipurpose System 13D]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$100.00
2001 – 3600 sq ft	\$150.00
3601 - 7200 sq ft	\$225.00
7201 sq ft and greater	\$325.00
Commercial Fire Suppression	Fee as per Structural Permit Fee table by valuation
Solar Structural Installation Permits – <i>separate Electrical Permit application is required</i>	
Solar Permit – Prescriptive Path System, fee includes plan review	\$135.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
Investigation Fees - <i>actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.</i>	
Investigation Fee – at cost	actual cost as per the above
Investigation Fee – hourly	\$100.00/hour, minimum one hour
All structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, when applicable as per OAR 918-050-0000 & OAR 918-309-0020 thru -0070	

B. Manufactured Dwelling Placement Permit Fees

Manufactured Dwelling Placement Fee *	\$405.00
State (Cabana) Fee	\$30.00
<i>* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.</i>	
-- See Structural schedule by valuation for non-dwelling modular placements	

C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to the Structural Permit Fee table included in this schedule.

D. Mechanical Permit Fees

Residential	Fee – per each appliance
Air conditioner	\$20.00
Air handling unit of up to 10000 cfm	\$20.00
Air handling unit 10001 cfm and over	\$20.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$20.00
Attic or crawl space fans	\$20.00
Chimney/liner/flue/vent	\$20.00
Clothes dryer exhaust	\$20.00
Decorative gas fireplace	\$50.00
Evaporative cooler other than portable	\$20.00
Floor furnace, including vent	\$20.00
Flue vent for water heater or gas fireplace	\$20.00
Furnace – greater than 100000 BTU	\$50.00
Furnace – up to 100000 BTU	\$50.00
Furnace/burner including duct work/vent/liner	\$50.00
Gas or wood fireplace/insert	\$50.00
Gas fuel piping outlets	\$20.00
Heat pump	\$20.00
Hood served by mechanical exhaust, including ducts for hood	\$20.00
Hydronic hot water system	\$20.00
Installation or relocation domestic/type incinerator	\$20.00
Mini split system	\$20.00
Oil tank/gas diesel generators	\$50.00
Pool or spa heater, kiln	\$20.00
Range hood/other kitchen equipment	\$50.00
Repair, alteration, or addition to mechanical appliance including installation of controls	
Suspended heater, recessed wall heater, or floor mounted heater	\$20.00
Ventilation fan connected to single duct	\$20.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$20.00
Water heater	\$20.00
Wood/pellet stove	\$50.00

Exhibit A

Other heating/cooling	\$20.00
Other fuel appliance	\$50.00
Other environment exhaust/ventilation	\$20.00
Radon Mitigation System	\$20.00
Commercial Mechanical Fees	
Valuation	Fee
\$0 - \$5000	\$100.00
\$5001 - \$10000	\$100.00 for first \$5000 plus \$10.00 for each additional \$1000 or fraction thereof, to and including \$10000
\$10001 - \$100000	\$150.00 for first \$10000 plus \$5.00 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$600.00 for first \$100000 plus \$2.00 for each additional \$1000 or fraction thereof
Other Mechanical Fees	
Mechanical Plan Review (when applicable)	25% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$45.00, minimum one hour
Reinspection – per each	\$45.00
Each additional inspection, above allowable – per each	\$45.00
Inspections for which no fee is specifically – per each indicated (as required)	\$45.00, minimum one hour
Inspection outside of normal business hours	\$88.00, minimum 2 hours
Investigation fee - Mechanical	See Structural – Investigation Fees
Mechanical Minimum Permit Fee	\$84.00

Miscellaneous Fees

Permit Reinstatement fee – to renew already expired permit, as eligible; subject to State Surcharge	50% percentage based
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$20.00
Copy fees	See Current City Fee Schedule Prices
Returned Check fee (NSF)	\$35.00
Master Plans – Structural – setup fee	\$150 (initial review at standard plan review rate)
Master Plans – Structural – second and subsequent reviews	50% of initial plan review fee
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	1% of building permit fee

Exhibit A

Refund processing fee – not subject to State Surcharge	\$25.00
Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources	\$67.50 hourly with 2 hour minimum
Site Development Fee	\$20.00
Temporary Certificate of Occupancy	\$20.00
Moved building Fee	\$405.00

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 10, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Master Fee Schedule Update

Recommended Motion:

Adopt Resolution 19-R-1160, updating the Master Fee Schedule and repealing Resolution 18-R-1129.

Financial Impact:

Increase of 1.5% in revenues of specific fee categories per occurrence

Background/Discussion:

To determine where changes are appropriate, staff has reviewed the 2018 Master Fee Schedule which Council adopted on June 1, 2018 pursuant to Resolution 18-R-1129.

The attached fee schedule for 2019 uses Consumer Price Index (CPI-U) of February 2019 to increase fees by 1.5%. Increases that resulted in less than a \$1.00 change are not proposed and those fees will remain the same as in 2018. Recommended changes to the 2018 proposed Master Fee Schedule, attached here as 'Attachment a,' are indicated in red.

Following is a summary of proposed changes to the Master Fee Schedule:

- Any fee in the column entitled "New Fee" which is presented in red ink is a 1.5% increase to the existing 2018 fee pursuant to CPI-U February 2019 and is rounded to the nearest whole dollar.

Administrative General

- Business license temporary 90 day to \$30 or 1/4 annual fee. This has not changed in at least 10 years.
- Records Search increased to \$44 to correlate to actual staff time cost

Park Facility/Daily Use Fees/Other Park Facilities

- Add fee for Soft Ball Field Lights at \$60/per hour
- Add fee for Recreational Sports (Soft Ball, Kick Ball, Soccer) at \$25/per game/per team

Police

- Add Incidental Reports at \$5
- Digital Media Duplication at \$30

Attachment(s):

- a. Resolution 19-R-1160
- b. 2018 Master Fee Schedule with proposed 2019 revisions

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 19-R-1160

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE EFFECTIVE JULY 1, 2019, AND REPEALING RESOLUTION 18-R-1129.

WHEREAS, the City Council adopted the Brookings Master Fee Schedule under Resolution 09-R-910; and

WHEREAS, Resolution 09-R-910 established the method of updating the Brookings Master Fee Schedule (Fee Schedule) by Resolution, recognizing that the establishment of certain fees from time to time is necessary to recover the true cost of providing services; and

WHEREAS, Resolution 09-R-910 also provides that the City Council may apply an annual CPI adjustment to the Fee Schedule; and

WHEREAS, the last update to the Fee Schedule was in June 2018;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2019 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 18-R-1129 is repealed.

BE IT FURTHER RESOLVED, that the 2019 Brookings Master Fee Schedule will become effective on July 1, 2019.

Passed by the City Council _____, 2019 ; effective _____.

Attest:

Mayor Jake Pieper

City Recorder Janell K Howard

ADMINISTRATIVE - GENERAL		2018 FEE	2019 FEE
Building Code Violation Appeal Fee (16)		\$162.00	\$164.00
Business Licenses			
Annual fee based on total number of employees reported on Form 132			
0-10		\$67.00	\$68.00
11-25		\$109.00	\$111.00
26-50		\$164.00	\$166.00
51-75		\$326.00	\$331.00
76-100		\$648.00	\$658.00
101-200		\$1,077.00	\$1,093.00
>200		\$1,641.00	\$1,666.00
Annual fee for businesses located outside City limits		\$82.00	\$83.00
Carnival and circus/per day		\$37.00	\$38.00
Temporary 90-Day		\$25.00 or 1/4 annual fee, whichever is greater	\$30.00 or 1/4 annual fee, whichever is greater
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) (1)		B&W \$0.25 /Color \$0.35	B&W \$0.25 /Color \$0.35
Copying City Records using off-site services (when necessary)		Actual costs + staff time	Actual costs + staff time
Certified copies of City records (for notarized copies – see Notary fee)			
First page + copy costs		B&W \$1.00/Color \$1.10	B&W \$1.00/Color \$1.10
Each additional page (per side) + copy costs		B&W \$0.50/Color \$0.60	B&W \$0.50/Color \$0.60
Duplication of City audio/video recordings to CD or DVD			
Personal Copy		\$15.00	\$15.00
Certified Copy		\$20.00	\$20.00
Electronic document preparation (10)			
Electronic documents or files copied to CD or DVD		\$14.00	\$14.00
Electronic documents, <10MB and 10 files, sent electronically		No additional cost	No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically		\$12.00	\$12.00
Paper to electronic conversion (per side) to PDF format, ≤ 11" x 17"		\$0.15 per side	\$0.15 per side
Event Permit Request			
Event Permit (18)		\$39.00	\$40.00
Barricade and Cone Delivery (19)			
Refundable Barricade/Cone Use		\$327.00	\$332.00
Fax - per page (single sided – 8-1/2 x 14 max)		\$1.00	\$1.00

<u>ADMINISTRATIVE - GENERAL (Continued)</u>		<u>FEE</u>	<u>FEE</u>
<u>GIS</u>			
8-1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35	B&W \$0.25; Color \$0.35	
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50	B&W \$2.40; Color \$2.50	
Large Format Print (> 11x17)	BW \$3/sq ft Color \$9/sq ft	BW \$3/sq ft Color \$9/sq ft	
Large Format Scanning (> 11 x 17, per single side sheet)	\$20.00/sheet	\$20.00/sheet	
Custom Map	\$46.00/hour	\$46.00/hour	
Legal review of public records for exempt determination (2)	Actual legal costs	Actual legal costs	
Lien Search	\$30.00	\$30.00	
Liquor License Application – New/Annual Renewal	\$25.00	\$25.00	
Liquor License Application – Temporary/Annual	\$25.00	\$25.00	
Meeting Room Rental – Council Chambers	\$20.00/hour	\$20.00/hour	
Meeting Room Rental – Fire Hall	\$10.00/hour	\$10.00/hour	
Monitoring of public review of City files	\$36.00	\$36.00	
Payment Agreement- Set-up			
Set-Up Fee	\$109.00	\$109.00	
Late Fee	\$35.00	\$35.00	
Loan Rate	9%	9%	
Records Search	\$43/per hour	\$43/per hour	
Returned (NSF) Check	\$38.00	\$38.00	
Taxicab Driver's Permit/ Bi-Annual	\$30.00	\$30.00	
Taxicab License/ Per Vehicle/Annual	\$72.00	\$72.00	
Taxicab Photo Update	\$10.00	\$10.00	
Transportation Network Company	\$72.00	\$72.00	
Transportation Network Company Driver's Permit/Bi-Annual	\$30.00	\$30.00	
Vacation – General (12)	\$1,317.00	\$1,317.00	
<u>COURT</u>		<u>FEE</u>	<u>FEE</u>
Community Service Sign Up Fee	\$52.00	\$52.00	
Court Fee (Generally)	\$52.00	\$52.00	
Driver's License Sanctions	\$25.00	\$25.00	
Failure to Appear	\$51.00	\$51.00	
Collections Fee	\$25.00	\$25.00	

<u>COURT FEES (Continued)</u>		
Payment Plan Fee (balance less than \$250)	<u>FEE</u>	<u>FEE</u>
Payment Plan Fee (balance greater than \$250)	\$25.00	\$25.00
Appeal Filing Motion	\$50.00	\$51.00
	\$91.00	\$92.00
<u>FIRE</u>	<u>FEE</u>	<u>FEE</u>
Burn Permits	\$10.00	\$10.00
Burn to Learn	\$1,598.00	\$1,622.00
Insurance Company Report	\$25.00	\$25.00
Copies of County Road Directory	\$15.00	\$15.00
Roadway Wash Down	\$109.00	\$111.00
<u>PARK FACILITY / DAILY USE FEES (3)(4)</u>	<u>FEE</u>	<u>FEE</u>
Capella Use Fees		
Basic Use Fee	\$109.00 /hour w/2 hour min	\$109.00 /hour w/2 hour min
Musical Event Fee (minimum 3 event series)	\$20.00/hour w/2 hour min	\$20.00/hour w/2 hour min
Security Deposit	\$219.00/event	\$219.00/event
Other Park Facilities		
Soft Ball Field Lights		\$60/per hour
Recreational Sports (Soft Ball, Kick Ball, Soccer)		\$25/per game/per team
Bandshell/Stage Use: <i>non-resident add 50%, non-profit subtract 50%</i>	\$44.00	\$45.00
Concession Stand w/restrooms	\$82.00	\$83.00
Concession Restrooms Only	\$25.00	\$25.00
Folding Picnic Table / each, per event (8)	\$20.00	\$20.00
Key replacement	\$25.00	\$25.00
Park Use/Commercial		
City Resident		
1-100	\$44.00	\$45.00
>Each additional 100	\$44.00	\$45.00
Non-City Resident		
1-5	\$109.00	\$111.00

Master Fee Schedule 2018

	6-30	\$164.00	\$166.00
	31-60	\$327.00	\$332.00
	61-100	\$438.00	\$445.00
	>Each additional 1	\$55.00	\$56.00
<u>PARK FACILITY / DAILY USE FEES (Continued)</u>			
Expedited Plan Review for Special Events (20)		<u>FEE</u>	<u>FEE</u>
Park Use/Standard		\$512.00	\$520.00
City Residents; non-resident add 50%, non-profit subtract 50%			
	0-200	\$44.00	\$45.00
	201-400	\$81.00	\$82.00
	401-600	\$162.00	\$164.00
	601-1000	\$270.00	\$274.00
	> Each additional	\$44.00	\$45.00
Park Use Cancellation Fee		\$25.00	\$25.00
<u>PLANNING</u>			
Annexation (5)		<u>FEE</u>	<u>FEE</u>
Appeal to City Council (9)		\$5,435.00	\$5,517.00
Appeal to Planning Commission		Equal to Application Fee	Equal to Application Fee
Combined Preliminary/Final Plat Approval		\$164.00	\$166.00
Comprehensive Plan Amendment (5)		\$874.00	\$887.00
Conditional Use Permit (Generally)		\$3,926.00	\$3,985.00
Detailed Development Plan (5)		\$2,784.00	\$2,826.00
Extension of Time SUB/CUP		\$7,794.00	\$7,911.00
Home Occupation		\$55.00	\$56.00
Home Occupation Permit for Non-profit		\$42.00	\$43.00
Lot Line Adjustment/Lot Line Vacation		No Fee	No Fee
LU Compatibility Statements		\$153.00	\$155.00
Master Plan Development (5)		\$44.00	\$45.00
Minor Change		\$9,187.00	\$9,325.00
Partition		\$1,072.00	\$1,088.00
Mural Application		\$2,143.00	\$2,175.00
Permit Clearance Review		\$82.00	\$83.00
		\$181.00	\$184.00

Master Fee Schedule 2018

Minor Additions & Repairs		\$60.00	\$61.00
Planned Unit Development (5)		\$4,788.00	\$4,860.00
Pre-Application Services (6)		\$563.00	\$571.00
Re-Notification		\$148.00	\$150.00
Sign Approval		\$142.00	\$144.00
Street Naming		\$105.00	\$107.00
Subdivision (5)		\$2,216.00	\$2,249.00
Subdivision Final Approval		\$164.00	\$166.00
Subdivision Replat (5)		\$2,187.00	\$2,220.00
Variance		\$2,608.00	\$2,647.00
Vacation – Land Use (12)		\$2,636.00	\$2,676.00
Workforce Housing Accessory Dwelling Registration Fee		\$55.00	\$56.00
Zone Change (without Comp Plan Amendment)		\$2,942.00	\$2,986.00
<u>POLICE</u>		<u>FEE</u>	<u>FEE</u>
Fingerprinting – per card		\$10.00	\$10.00
Intoxilizer		\$5.00	\$5.00
Police Reports/per report		\$10.00	\$10.00
Incident Reports			\$5.00
Digital Media Duplication			\$30.00
Urinalysis		\$5.00	\$5.00
<u>PUBLIC WORKS</u>		<u>FEE</u>	<u>FEE</u>
Building Inspection Fees		Pursuant to the State of Oregon Building Codes Division established fee	Pursuant to the State of Oregon Building Codes Division established fee
Public Works / Right-of-Way Plan Review (5) (13)		\$80.00/plan sheet	\$80.00/plan sheet
Public Works / Right-of-Way Permit and Inspection (7)(17)		\$86.00 or 5% of project value, whichever is greater	\$86.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)		\$44.00	\$45.00
Hydrology report review (5)		\$213.00	\$216.00
TV Inspection Fee		\$184/hour w/2 hour min	\$184/hour w/2 hour min

<u>SEWER & WATER</u>		<u>FEE</u>	<u>FEE</u>
<i>Sewer</i>			
4" Sewer Tap-in (14)		Actual time & materials with minimum of \$3,946	Actual time & materials with minimum of \$4,005
<u>SEWER & WATER (continued)</u>		<u>FEE</u>	<u>FEE</u>
6" Sewer Tap-in (w/o existing lateral to property line) (14)		Actual time & materials with minimum of \$5,298	Actual time & materials with minimum of \$5,377
BOD/SS Compiler (15)		\$160.00	\$162.00
Flow Meter Data Logger (15)		\$160.00	\$162.00
Oil & Grease Trap Inspection		\$51 stand alone/\$25 if done w/Backflow Insp	\$51 stand alone/\$25 if done w/Backflow Insp
<i>Water</i>			
Annual Backflow Inspection		\$106.00	\$108.00
Meter Drop-in Connection Fee			
5/8 x 3/4"		\$261.00	\$265.00
3/4"		\$294.00	\$298.00
1"		\$427.00	\$433.00
1-1/2"		\$1,682.00	\$1,707.00
2"		\$2,001.00	\$2,031.00
4" (14)		Actual time & materials with estimated deposit	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstall)		\$105.00	\$107.00
Service Extension inside City limits			
1 inch single service		\$3,979.00	\$4,039.00
2 inch single service		\$5,397.00	\$5,478.00
2 inch dual service		\$6,312.00	\$6,407.00
4" Service and larger		Contractor only	Contractor only
Service Extension Outside City Limits		Add 20% to inside City limit fees	Add 20% to inside City limit fees
4" Service and larger		Contractor only	Contractor only
<u>SWIMMING POOL USE</u>		Established annually by City Manager or designee.	y City Manager or designee.

Notes:

- (1) All copy charges are calculated based on a single-sided 8 1/2 x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of single sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.
- (2) Determination of need for legal review must be made by the City Manager.
- (3) A refundable deposit will be charged equaling the total daily use fee, per application.
- (4) Park Use Fees will be waived for the Azalea Festival, American Music Festival, Natures Coastal Holiday and Festival of Art at Stout Park.-Event organizers seeking fee waivers and City financial assistance through the Tourism Promotion Advisory Committee shall make such waiver part of their event request. The City Manager may waive Parks Use Fees for non-profit events when the total is less than \$50.
- (5) Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant's time and other associated costs incurred with processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).
- (6) Pre-application meeting fee will be applied to the application fee if the application is submitted within one (1) year of the pre-application meeting. Each pre-application meeting increases the application fee by \$529.00
- (7) Fee is collected at time of permit issuance.
- (8) Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant.
- (9) Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.
- (10) Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.
- (11) Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.
- (12) Vacations requiring an additional hearing before the Planning Commission will be charged at twice the standard fee. (Standard fee includes a hearing before the City Council).
- (13) One-time fee. Incomplete submittals will not be accepted.
- (14) Deposit based on estimate to be applied to actual cost of time and materials. Any deposit amount exceeding actual costs will be refunded upon project completion. Amounts in excess of the deposit will be billed at the earliest known stage in the project, or upon project completion.
- (15) Subject to availability.

Master Fee Schedule 2018

- (16) If appellant prevails, appeal fee will be refunded.
- (17) Fee will be doubled for failure to obtain permit in advance of performing work.
- (18) Non-contiguous recurring events will be charged the base fee for the first event and \$10 for each recurrence during a calendar year.
- (19) Barricade/cone fee for non-contiguous recurring events will be applied only once.
- (20) For event application forms submitted less than 14 days from date of event.

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/02/2019	82993	5876	Advanced Reporting LLC	10-00-2005	123.00
05/19	05/02/2019	82994	4477	Alpine Products, Inc	15-00-2005	3,680.57
05/19	05/02/2019	82995	5908	Amazon Capital Services	10-00-2005	657.88
05/19	05/02/2019	82996	5048	Brookings Harbor Medical Center	10-00-2005	402.00
05/19	05/02/2019	82997	313	Brookings Vol Firefighters	10-00-2005	2,250.00
05/19	05/02/2019	82998	715	Budge McHugh Supply	20-00-2005	3,382.77
05/19	05/02/2019	82999	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
05/19	05/02/2019	83000	822	Coast Auto Center	10-00-2005	805.70
05/19	05/02/2019	83001	5827	Coastal Investments LLC	10-00-2005	1,130.00
05/19	05/02/2019	83002	1745	Coastal Paper & Supply, Inc	10-00-2005	1,118.06
05/19	05/02/2019	83003	182	Coos-Curry Electric	10-00-2005	4,303.29
05/19	05/02/2019	83004	284	Day Management Corp	10-00-2005	3,028.50
05/19	05/02/2019	83005	1	Gary & LaJohna Alexander	20-00-2005	209.14
05/19	05/02/2019	83006	1	Chris Amsden	20-00-2005	206.27
05/19	05/02/2019	83007	1	William McDonald	20-00-2005	229.52
05/19	05/02/2019	83008	1	Mike & Ashley Morris	20-00-2005	112.93
05/19	05/02/2019	83009	1	Patricia Snow	20-00-2005	116.66
05/19	05/02/2019	83010	3342	Fastenal	15-00-2005	339.14
05/19	05/02/2019	83011	2186	Ferguson Waterworks #3011	20-00-2005	394.16
05/19	05/02/2019	83012	5432	First Community Credit Union	25-00-2005	812.99
05/19	05/02/2019	83013	298	Freeman Rock, Inc	50-00-2005	2,466.52
05/19	05/02/2019	83014	199	Richard Harper	10-00-2005	400.00
05/19	05/02/2019	83015	4171	In-Motion Graphics	10-00-2005	369.00
05/19	05/02/2019	83016	162	Kerr Hardware	20-00-2005	1,298.15
05/19	05/02/2019	83017	5888	Lehr	10-00-2005	40,531.38
05/19	05/02/2019	83018	283	Muffler & More	25-00-2005	133.95
05/19	05/02/2019	83019	442	OCCMA	10-00-2005	425.00
05/19	05/02/2019	83020	5886	Office Depot Inc	10-00-2005	299.00
05/19	05/02/2019	83021	5703	PacWest Machinery	15-00-2005	498.03
05/19	05/02/2019	83022	4	Ervin Goldman	10-00-2005	109.00
05/19	05/02/2019	83023	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
05/19	05/02/2019	83024	322	Postmaster	25-00-2005	850.00
05/19	05/02/2019	83025	1840	Rogue Credit Union	15-00-2005	1,356.89
05/19	05/02/2019	83026	4542	Umpqua Bank	10-00-2005	8,484.19
05/19	05/02/2019	83027	2863	Verizon Wireless	10-00-2005	499.00
05/19	05/02/2019	83028	4135	Jim Watson	10-00-2005	52.00
05/19	05/09/2019	83029	5908	Amazon Capital Services	49-00-2005	841.50
05/19	05/09/2019	83030	193	Central Equipment Co, Inc	50-00-2005	8,000.00
05/19	05/09/2019	83031	5822	Chaves Consulting Inc	49-00-2005	370.20
05/19	05/09/2019	83032	3834	Clean Sweep Janitorial Service	25-00-2005	2,145.00
05/19	05/09/2019	83033	822	Coast Auto Center	10-00-2005	368.47
05/19	05/09/2019	83034	183	Colvin Oil Company	10-00-2005	2,910.62
05/19	05/09/2019	83035	5118	Cruise Master Prisms INC	10-00-2005	874.25
05/19	05/09/2019	83036	4746	Curry County Treasurer	10-00-2005	284.25
05/19	05/09/2019	83037	173	Curry Equipment	25-00-2005	384.15
05/19	05/09/2019	83038	166	Dan's Auto & Marine Electric	10-00-2005	123.44
05/19	05/09/2019	83039	284	Day Management Corp	30-00-2005	909.84
05/19	05/09/2019	83040	317	DCBS - Fiscal Services	10-00-2005	492.33
05/19	05/09/2019	83041	185	Del Cur Supply	50-00-2005	445.68
05/19	05/09/2019	83042	1	Kim Bishop	20-00-2005	60.00
05/19	05/09/2019	83043	1	Guy Endler	20-00-2005	154.68
05/19	05/09/2019	83044	1	Sharon Nye	20-00-2005	300.00
05/19	05/09/2019	83045	1	Cindy Rogers	20-00-2005	193.91

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/09/2019	83046	371	Dept. of Environmental Quality	25-00-2005	360.00
05/19	05/09/2019	83047	5663	Engineering News-Record	10-00-2005	86.00
05/19	05/09/2019	83048	3342	Fastenal	25-00-2005	75.57
05/19	05/09/2019	83049	153	Ferrellgas	25-00-2005	540.46
05/19	05/09/2019	83050	4646	Frontier	30-00-2005	336.54
05/19	05/09/2019	83051	4989	Gaylord Klinefelter Contracting Inc	50-00-2005	2,440.00
05/19	05/09/2019	83052	4978	Grants Pass Daily Courier	10-00-2005	337.21
05/19	05/09/2019	83053	4357	Hemlock Street Properties LLC	10-00-2005	625.00
05/19	05/09/2019	83054	4171	In-Motion Graphics	10-00-2005	39.50
05/19	05/09/2019	83055	4980	iSecure	10-00-2005	72.00
05/19	05/09/2019	83056	5860	Lane Council of Governments	10-00-2005	4,111.03
05/19	05/09/2019	83057	4443	Napa Auto Parts-Golder's	25-00-2005	76.10
05/19	05/09/2019	83058	4487	Net Assets Corporation	10-00-2005	336.00
05/19	05/09/2019	83059	3561	Oil Can Henry's	10-00-2005	89.47
05/19	05/09/2019	83060	279	One Call Concepts, Inc	20-00-2005	43.56
05/19	05/09/2019	83061	5008	Online Information Services	10-00-2005	86.18
05/19	05/09/2019	83062	5155	Oregon Department of Revenue	10-00-2005	990.00
05/19	05/09/2019	83063	5237	Oregon Mayors Association	10-00-2005	139.00
05/19	05/09/2019	83064	798	Dan Palicki	61-00-2005	888.75
05/19	05/09/2019	83065	252	Paramount Pest Control	10-00-2005	55.00
05/19	05/09/2019	83066	4	Kelli Smith	10-00-2005	214.00
05/19	05/09/2019	83067	4	Joan Willis	10-00-2005	22.00
05/19	05/09/2019	83068	5768	Proficient Auto Center Inc	10-00-2005	960.80
05/19	05/09/2019	83069	187	Quality Fast Lube & Oil	10-00-2005	50.00
05/19	05/09/2019	83070	3	Harold Grundy	20-00-2005	291.67
05/19	05/09/2019	83071	3309	Roberts & Associates	51-00-2005	440.00
05/19	05/09/2019	83072	5730	Spectrum Reach	32-00-2005	500.00
05/19	05/09/2019	83073	5457	Speer Hoyt LLC	10-00-2005	156.00
05/19	05/09/2019	83074	956	Suiter's Paint & Body	10-00-2005	260.00
05/19	05/09/2019	83075	2122	Cardmember Service	10-00-2005	3,129.53
05/19	05/09/2019	83076	169	Waste Connections Inc	15-00-2005	1,115.65
05/19	05/16/2019	83077	4734	Aramark Uniform Services	10-00-2005	120.00
05/19	05/16/2019	83078	4363	Black Rice & Luna LLP	10-00-2005	703.00
05/19	05/16/2019	83079	416	Brookings Lock & Safe Inc	10-00-2005	10.00
05/19	05/16/2019	83080	5858	CH2M Hill OMI	25-00-2005	107,604.13
05/19	05/16/2019	83081	3015	Charter Communications	10-00-2005	94.98
05/19	05/16/2019	83082	5926	Barbara Ciaramella	32-00-2005	2,500.00
05/19	05/16/2019	83083	4882	Coastal Heating & Air	50-00-2005	3,045.93
05/19	05/16/2019	83084	1	Edward Drury	20-00-2005	44.01
05/19	05/16/2019	83085	1	Rebekah Easterly	20-00-2005	65.66
05/19	05/16/2019	83086	1	Francisco Garcia	20-00-2005	7.40
05/19	05/16/2019	83087	1	Jared Shaff	20-00-2005	133.79
05/19	05/16/2019	83088	371	DEQ Business Office	25-00-2005	160.00
05/19	05/16/2019	83089	2640	Dyer Partnership Inc., The	51-00-2005	2,695.00
05/19	05/16/2019	83090	2067	Enviro-Clean Equipment	25-00-2005	1,837.85
05/19	05/16/2019	83091	4642	ESRI	25-00-2005	2,500.00
05/19	05/16/2019	83092	4646	Frontier	25-00-2005	856.84
05/19	05/16/2019	83093	202	League of Oregon Cities	10-00-2005	20.00
05/19	05/16/2019	83094	4269	Gary Milliman	10-00-2005	163.90
05/19	05/16/2019	83095	3159	NorthCoast Health Screening	25-00-2005	90.00
05/19	05/16/2019	83096	5886	Office Depot Inc	10-00-2005	237.39
05/19	05/16/2019	83097	4794	Pacific Rim Copy Center	20-00-2005	168.00
05/19	05/16/2019	83098	5768	Proficient Auto Center Inc	20-00-2005	249.87
05/19	05/16/2019	83099	3499	Simplot Grower Solutions	10-00-2005	426.25
05/19	05/16/2019	83100	5918	Sonetics	10-00-2005	330.00
05/19	05/16/2019	83101	5910	Starfish Aquatics Institute	10-00-2005	554.65

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/16/2019	83102	5900	Wells Fargo Equipment Finance	25-00-2005	1,291.67
05/19	05/16/2019	83103	151	Western Communications, Inc.	10-00-2005	308.88
05/19	05/23/2019	83104	5908	Amazon Capital Services	49-00-2005	215.12
05/19	05/23/2019	83105	5070	Canon Solutions America	10-00-2005	274.53
05/19	05/23/2019	83106	1373	Cascade Fire Equipment	10-00-2005	855.00
05/19	05/23/2019	83107	3015	Charter Communications	30-00-2005	495.00
05/19	05/23/2019	83108	183	Colvin Oil Company	20-00-2005	2,665.90
05/19	05/23/2019	83109	259	Da-Tone Rock Products	52-00-2005	592.64
05/19	05/23/2019	83110	1	Jodi Combe	20-00-2005	31.96
05/19	05/23/2019	83111	1	Eric Jewkes	20-00-2005	25.68
05/19	05/23/2019	83112	1	Andrew Myer	20-00-2005	242.59
05/19	05/23/2019	83113	371	Dept. of Environmental Quality	20-00-2005	614.00
05/19	05/29/2019	83114	749	Emerald Pool & Patio	10-00-2005	.00 V
05/19	05/23/2019	83115	2186	Ferguson Waterworks #3011	50-00-2005	4,294.84
05/19	05/23/2019	83116	5927	IAM StarGuard ELITE	10-00-2005	433.99
05/19	05/23/2019	83117	5886	Office Depot Inc	10-00-2005	139.57
05/19	05/23/2019	83118	4	Jose Galeas	10-00-2005	218.00
05/19	05/23/2019	83119	4	Caleigh Vaughn	10-00-2005	218.00
05/19	05/23/2019	83120	207	Quill Corporation	10-00-2005	60.00
05/19	05/23/2019	83121	267	SeaWestern Fire Fighting Equip	10-00-2005	825.00
05/19	05/30/2019	83122	5767	Axon Enterprise Inc	10-00-2005	5,367.00
05/19	05/30/2019	83123	5871	BALCO Uniform Co Inc	10-00-2005	26.45
05/19	05/30/2019	83124	4939	Bl- Mart Corporation	10-00-2005	116.86
05/19	05/30/2019	83125	416	Brookings Lock & Safe Inc	10-00-2005	14.00
05/19	05/30/2019	83126	5070	Canon Solutions America	10-00-2005	125.70
05/19	05/30/2019	83127	149	Carpenter Tire Factory	61-00-2005	100.43
05/19	05/30/2019	83128	3015	Charter Communications	10-00-2005	134.98
05/19	05/30/2019	83129	4533	Chetco Activity Center	32-00-2005	2,500.00
05/19	05/30/2019	83130	822	Coast Auto Center	10-00-2005	430.02
05/19	05/30/2019	83131	182	Coos-Curry Electric	10-00-2005	3,539.37
05/19	05/30/2019	83132	566	Curry County Assessor	10-00-2005	25.00
05/19	05/30/2019	83133	749	Emerald Pool & Patio	10-00-2005	3,774.52
05/19	05/30/2019	83134	4646	Frontier	30-00-2005	686.48
05/19	05/30/2019	83135	5065	Gold Beach Lumber	25-00-2005	179.10
05/19	05/30/2019	83136	4357	Hemlock Street Properties LLC	10-00-2005	675.00
05/19	05/30/2019	83137	4526	Janell K. Howard	10-00-2005	312.90
05/19	05/30/2019	83138	4171	In-Motion Graphics	10-00-2005	30.00
05/19	05/30/2019	83139	5596	Rob Johnson	10-00-2005	194.00
05/19	05/30/2019	83140	2119	Law Enforcement Systems, Inc	10-00-2005	278.00
05/19	05/30/2019	83141	5558	Ray Marrington	10-00-2005	275.00
05/19	05/30/2019	83142	283	Muffler & More	20-00-2005	179.95
05/19	05/30/2019	83143	5886	Office Depot Inc	10-00-2005	229.67
05/19	05/30/2019	83144	3561	Oil Can Henry's	10-00-2005	49.48
05/19	05/30/2019	83145	4899	Oregon Coast Auto Detailing	10-00-2005	275.00
05/19	05/30/2019	83146	798	Dan Palicki	61-00-2005	59.99
05/19	05/30/2019	83147	4	Curry County Cruisers	10-00-2005	327.00
05/19	05/30/2019	83148	5929	PoliceOne.com	10-00-2005	495.00
05/19	05/30/2019	83149	322	Postmaster	10-00-2005	25.00
05/19	05/30/2019	83150	5928	Radiotronics Inc	61-00-2005	168.00
05/19	05/30/2019	83151	3	Azalea Lanes Inc	20-00-2005	45.00
05/19	05/30/2019	83152	380	Stadelman Electric Inc	10-00-2005	209.05
05/19	05/30/2019	83153	956	Suiter's Paint & Body	61-00-2005	1,024.00
05/19	05/30/2019	83154	861	Village Express Mail Center	10-00-2005	41.32
05/19	05/30/2019	83155	4220	Woof's Dog Bakery	61-00-2005	23.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						280,340.65

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Committee Vacancies

Date: June 10, 2019

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Planning Commission #3	VACANT	4/1	2020	4
Planning Commission #5	VACANT	4/1	2021	4
Budget Committee #1	VACANT	2/1	2021	2