

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL**

**Monday, August 9, 2021, 7:00pm**

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

### **CITY COUNCIL**

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Oral Requests and Communications from the audience**

(\*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

#### **E. Consent Calendar**

1. Approve Council minutes for July 26, 2021 [Pg. 1]
2. Accept Planning Commission minutes for July 6, 2021 [Pg. 2]

#### **F. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders**

1. Fern Drive Improvement Project [Pg. 4]
  - a) Dyer Task Order 97 [Pg. 6]
2. Update on Neighborhood Petition [Pg. 13]

#### **G. Informational Non-Action Items**

1. July vouchers [Pg. 14]

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

#### **I. Adjournment**

\*The agenda packet is available on-line at [www.brookings.or.us](http://www.brookings.or.us), at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

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**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, July 26, 2021**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:01 PM

**Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Ed Schreiber, John McKinney, and Michelle Morosky; a quorum present

Staff present: City Manager Janell Howard, and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: 25 audience members

**Oral Requests and Communications from the Audience**

1. Leo Rainwater with Jacobs' introduced the new Regional Project Manager, Jan Guy.

**Consent Calendar**

1. Approve Council minutes for July 12, 2021

2. Accept Financials for June

**Councilor Schreiber moved, Councilor Alcorn seconded, and Council voted unanimously to approve the Consent Calendar.**

**Staff Reports**

1. **BCRAA Appointment**

*Staff report presented by Janell Howard*

*City Manager Howard stated there was a change in Resolution 21-R-1212, making Ed Schreiber primary and Janell Howard alternate.*

**Councilor Alcorn moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Resolution 21-R-1212, a resolution of the City of Brookings appointing Ed Schreiber fulfill the term ending October 3, 2023 on the Border Coast Regional Airport Authority Board of Commissioners and appointing Janell Howard as alternate.**

**Remarks from Mayor and Councilors**

None

**Adjournment**

Councilor McKinney moved, Councilor Morosky seconded and Council voted unanimously to adjourn the meeting at 7:14 PM

Respectfully submitted:

ATTESTED:  
this 9th day of August, 2021:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

## BROOKINGS PLANNING COMMISSION MINUTES

July 6, 2021

### CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:03 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

### ROLL CALL

Commissioners Present: Anthony Bond, Cody Coons, Skip Hunter, Clayton Malmberg, Chair Gerald Wulkowicz

Commissioners Absent: Skip Watwood

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

Audience - 13

### PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS – None

### PUBLIC HEARINGS

4.1 In the matter of File No. CUP-5-21, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 543 Cushing Court

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 7:06 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant was present along with his representative, Ron Reel, Premier Ocean Properties.

Judy Kaplan, 441 Buena Vista Loop, Brookings spoke in regards to the number of CUP's for short term rentals that are being issued in the community and the trend of absentee owners.

Gayle Drake, 532 Cushing Court, Brookings, concerned that street condition, size and culverts minimize street drivability and parking. Concerned emergency access into and out of the area is limited, endangering residents.

Dee Lake, 439 Buena Vista Loop, Brookings reviewed the letter he submitted on record. Believes a residential neighborhood should stay that way and requested that all neighbors be provided the property managers contact information.

Applicant's representative Ron Reel advised the property is located at the end of the court and does have the required parking so guests should not be parking on the street. Property Management signs will be posted inside and outside the residence and he will provide neighbors with his contact information.

No participant requested additional time to submit materials. The public hearing was closed at 7:29 pm.

The Commission deliberated on the matter. Commissioner Hunter spoke to the resident's concerns but noted that the application met the BMC criteria. **Motion made by Commissioner Coons to approve File No. CUP-5-21, a request for a Conditional Use Permit to operate a short term rental at 543 Cushing Court based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-5-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

4.2 In the matter of File No. CUP-6-21, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 630 Mardon Court

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 7:34 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant was not present. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:38 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Bond to approve File No. CUP-6-21, a request for a Conditional Use Permit to operate a short term rental at 630 Mardon Court based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-6-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

4.3 In the matter of File No. CUP-7-21, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 1236 Moore St

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 7:40 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative, Ron Reel, Premier Ocean Properties was present.

Lalita Lynn, 1234 Moore Street, Brookings spoke in support of the application but requested that the property be maintained to avoid homeless people in the area.

Applicant's representative Ron Reel advised they have scheduled landscaping maintenance to be performed throughout the year.

No participant requested additional time to submit materials. The public hearing was closed at 7:48 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Coons to approve File No. CUP-7-21, a request for a Conditional Use Permit to operate a short term rental at 1236 Moore St based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

**Motion made Chair Wulkowicz to approve the Final Order regarding file CUP-7-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

#### **MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of June 1, 2021.

**Motion made by Commissioner Coons to approve the Planning Commission minutes of June 1, 2021; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

#### **UNSCHEDULED PUBLIC APPEARANCES –**

Teresa Lawson, 820 Brookhaven Drive, Brookings spoke regarding the current housing shortage and is in support of encouraging property owners to build ADU's and adjusting SDC's so they are not cost prohibitive for property owners to build.

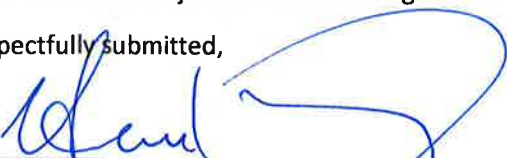
**REPORT FROM THE PLANNING STAFF –** PWDS Director Baron advised that a Joint City Council and Planning Commission workshop is being scheduled to address affordable/workforce housing. He provided the following data on the current number of CUP's for short term rentals in Brookings: 29 active CUP's and 14 Bed and Breakfasts operating with Home Occupation Permits. He also provided short term rental CUP comparison data on similarly populated communities on the Oregon Coast and will share that information also at the Joint workshop.

**COMMISSION FINAL COMMENTS - None**

#### **ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 8:27 pm.

Respectfully submitted,




Gerald Wulkowicz, Brookings Planning Commission  
Approved at the August 3, 2021 meeting

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: August 9, 2021

Originating Dept: PWDS

  
Signature (submitted by)

  
City Manager Approval

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### Subject:

Fern Drive Improvement Project (SRTS)

### Recommended Motion:

Authorize City Manager to sign Dyer Partnership Task Order 97 for \$88,100, to provide engineering services for the Safe Routes to School Grant Funded Fern Drive Improvement Project

### Financial Impact:

\$88,100 funded from SRTS grant funds and Streets System Replacement Fund.

### Background/Discussion:

In 2018 staff prepared a pedestrian improvement project for the Oregon Department of Transportation (ODOT) Safe Routes to School (SRTS) that included partial street surface work, storm water improvements, curb, gutter and sidewalks along Fern Avenue from Ransom Avenue to the intersection of Fern Avenue and Elk Drive. We did not receive the grant in 2018. Staff resubmitted the request in 2020 which included requested ODOT pedestrian enhancements on Chetco Avenue at 5<sup>th</sup> Street and Pacific. Staff received notice in late 2020 that the project was selected for the grant. The work will tie into existing Easy Street improvements in front of Kalmiopsis Elementary School completed under the SRTS grant program in 2015.

There are currently no curbs or sidewalks along this heavily traveled portion of Fern Avenue. Parking is limited during events (sporting and graduation) at the football field and pedestrian safety is compromised by low lighting and improper separation of vehicles and pedestrians.

The total project cost approved by ODOT is \$1,796,140, of which \$1,372,950 is the grant award from the SRTS program. In addition, ODOT is using other funds to match \$148,000, and the City will have the remaining match of \$275,190. Part of that match, \$71,780, will be provided under a Deferred Improvement Agreement (DIA) between the City and School District established to defer street improvements in 2001 along Fern Avenue between Ransom Avenue and Easy Street. The agreement was established when the district performed the \$10 million bonded renovation project in 2001.

Staff has met with the Brookings Harbor School District Administration to discuss their portion of the funding under the DIA and to tentatively agree on a construction schedule that includes a start date of mid-2022. Once the SRTS agreement is executed the project must be completed within 5 years.

In February 2021, Council Adopted Resolution 21-R-1196 authorizing the City Manager to enter into a grant agreement with the Oregon Department of Transportation for the Safe Routes to School Program project on Fern Avenue and appropriate the grant funds.

Attachment(s):

- a. Dyer Task Order 97

**TASK ORDER 97**  
**City of Brookings**  
**FERN DRIVE IMPROVEMENTS (Fern Ave. to Ransom Ave.)**

**SCOPE OF WORK:** The City plans on constructing new pedestrian walkway along the east side of Fern Drive from the intersection of Fern Avenue to the north for approximately 1,500 feet to where it intersects with Ransom Avenue. Overall project includes:

- Curb and gutter with 5.5' wide concrete sidewalk along east side of Fern Drive.
- New access ramps at Easy Street (2 total).
- New 12" storm drain with curb inlets.
- New retaining wall on back side of sidewalk for approximately 100 lineal feet north of Easy Street.
- New ac pavement to blend between new curbs/sidewalk and existing pavement.

**SCOPE OF ENGINEERING SERVICES**

The City needs engineering services for the design of these street improvements, bidding period services and construction administration. Engineering services include:

**Coordination**

- Coordinate with City staff and affected utilities.
- Conduct design review meeting with City staff. Arrive at concurrence on alignment of new curbs and sidewalks as well as storm drain routing. Provide monthly progress reports to staff throughout the process.

**Design Surveys**

Design surveys will be included as part of the overall scope. This will include the following main items:

- Project Control: Vertical datum will be based on 1988 NAVD and horizontal datum will be based on NAD83 based on Oregon Coordinate Reference System – Oregon Coast Zone.
- Topographic route survey will be completed for the proposed sidewalk improvements. These surveys will concentrate on the east half of the existing street right-of-way and include underground utilities. Survey will include tying out existing right-of-way and property corner monuments along the route for determining existing rights-of-ways.

**Design**

Design for the pedestrian walk way for approximately 1,500 lineal feet including new storm drain, retaining wall, ac pavement blend-in areas to existing roadway and parking areas.

The following major tasks will be completed during the design phase:

- Design review meetings will be conducted at City Hall at 50 and 90 percent complete with plans and specifications. Comments received from Staff will be incorporated into the documents.
- The design will use City Standards wherever applicable.
- All plans will be developed in Auto-CAD Civil 3D, version 2021.
- Final documents will be sent to the regulatory agencies for review and comment.
- Prepare construction documents to include drawings and specifications.
- Provide final estimated costs for construction and an estimated time line for construction. Submit construction documents to City for review and approval.

### **Bidding and Contracts**

- Prepare bidding documents including bidding requirements and contract documents.
- Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense).
- Develop electronic copies (pdf) of final bidding documents and distribute to QuestCDN for bidders and suppliers to purchase and download. Reproduce bidding documents and distribute to Owner, Engineer and interested bidders.
- Respond to bidder questions and prepare necessary addendums, if needed. Review bids and recommend contract award based on public contracting rules.
- Prepare construction contracts for City approval. Issue Notice of Intent to Award, Notice of Award and Notice to Proceed.

### **Contract Administration**

- Administer construction contract. Notify City staff immediately of potential construction problems and recommend a cost effective remedy in order to not delay the construction.
- Tabulate payment quantities and recommend payments to the Contractor.
- Project Manager to make periodic site inspections.
- Develop construction stakeout points and layout sheets for stakeout.
- Provide construction staking for the new curb and gutter, storm drain, retaining wall and related improvements.
- Conduct bi-monthly project meetings as needed.



- Attend and administer a Pre-Construction job meeting.
- Review submittals. Review and process requests for information, change orders, and pay requests.
- Attend meetings with Owner and Contractor as required.

### **Construction Observation Services**

- Project Representative will provide 60 hours construction observation during construction to observe progress of the overall work. (City to supplement construction observation services).

### **Schedule (anticipated)**

- Design –July 2021 through February 2022.
- Bidding Period – Spring 2022.
- Construction – Summer/Fall 2022.

### **Proposed Fee**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum \$88,100 including all professional services and reimbursable expenses.

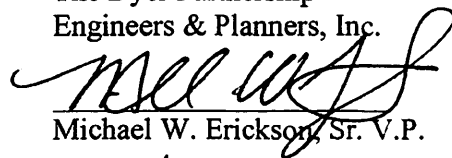
### **PAYMENT METHOD: Monthly Billing**

City of Brookings

\_\_\_\_\_  
Janell Howard, City Manager

Date: \_\_\_\_\_

The Dyer Partnership  
Engineers & Planners, Inc.

  
Michael W. Erickson, Sr. V.P.

Date: June 25, 2021

ESTIMATE OF MAN HOURS AND COSTS									
DATE: 06-22-21		PROJECT: Fern Drive Improvements (Fern Avenue to Ransom Street)			Phase 1: Design Period Services				
TASK		MAN HOURS							
		PRIN MGR	PROJ MGR	PROJ ENGR 2	ENGR TECH 2	DESN	INSPECT	2-M SUR CREW	CLER 2
1:	Coordination	6	8	4					
2:	Route survey	4			4			40	
3:	Reduce field survey data	2	12		8				
4:	Preliminary Design Plans	12	40		34				
5:	Final Design Plans	12	40		34				
6:	Retaining Wall Plan	2	12		10				8
7:	Technical Specifications	4	12						8
8:	Design Review Meetings	6	12						
9:	Cost Estimates	2	4						
10:									
TOTAL ESTIMATED HOURS		50	140	4	90	0	0	40	16
MATERIAL COSTS		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS									0.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$0.00
TRAVEL AND PER DIEM		DETAIL							TOTAL COST
MILEAGE		770						\$0.56	431.20
COMMERCIAL									
PER DIEM		10						\$51	510.00
LOCAL TRANSPORTATION									
LODGING		8						\$120	960.00
TOTAL TRAVEL AND PER DIEM-----									\$1,901
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST
1ST CONTACT TELEPHONE									
SHIPPING									
REPRODUCTION									
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$0

PREPARED BY: MWE

ESTIMATE OF MAN HOURS AND COSTS									
DATE: 06-22-21		PROJECT: Fern Drive Improvements (Fern Avenue to Ransom Street)				Phase 2: Bidding Period Services			
TASK		PRIN MGR	PROJ MGR	PROJ ENGR 2	MAN HOURS			SURVEY	
					ENGR TECH 2	DESN	INSPECT	CREW	CLER 2
1:	Prepare bidding documents	4	8						12
2:	Bid period questions, addendums	2	16						4
3:	Bid opening	6	6						4
4:	Review bids & prepare contracts	2	4						4
TOTAL ESTIMATED HOURS		14	34	0	0	0	0	0	24
MATERIAL COSTS		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS									0.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$0.00
TRAVEL AND PER DIEM		DETAIL							TOTAL COST
MILEAGE		250						\$0.56	140.00
COMMERCIAL									
PER DIEM								\$51	0.00
LOCAL TRANSPORTATION									
LODGING								\$90	0.00
TOTAL TRAVEL AND PER DIEM-----									\$140
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST
SHIPPING									
REPRODUCTION									
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$0

PREPARED BY: MWE

ESTIMATE OF MAN HOURS AND COSTS										
DATE: 06-22-21		PROJECT: Fern Drive Improvements (Fern Ave. to Ransom Street)			PART 3: Construction Administration					
TASK		PRIN MGR	PROJ MGR	PROJ ENGR 2	MAN HOURS			CONSTR. OBSERV.	2-M SUR CREW	CLER 2
					ENGR TECH 2	DESN				
1:	Construction management	4	40							
2:	Construction stakeout calc		10							
3:	Construction Stakeout	2	4			6			50	
4:	Construction observation	12	60				60			
5:	Partial payments/change orders	4	10							2
6:	Project closeout	2	6							
TOTAL ESTIMATED HOURS		24	130	0	0	6	60	50	2	
MATERIAL COSTS		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST	
REPORT									0.00	
PHOTOGRAPHS									0.00	
COST ESTIMATE									0.00	
PLANS AND PRINTS									0.00	
SPECIFICATIONS									0.00	
OTHER									0.00	
TOTAL MATERIAL COSTS-----									\$0.00	
TRAVEL AND PER DIEM		DETAIL							TOTAL COST	
MILEAGE		2000						\$0.56	1,120.00	
COMMERCIAL										
PER DIEM		4 each						\$51	204.00	
LOCAL TRANSPORTATION										
LODGING		2 each						\$120	240.00	
TOTAL TRAVEL AND PER DIEM-----									\$1,564	
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST	
1ST CONTACT TELEPHONE										
SHIPPING										
REPRODUCTION										
OTHER										
TOTAL OTHER SIGNIFICANT COSTS-----									\$0	

PREPARED BY: MWE

SUMMARY							
BREAKDOWN OF PROPOSED FEE							
DATE: 06-22-21		PROJECT: Fern Drive Improvements					
		LABOR		PROJECT			
		RATE	-----1-----		-----2-----		-----3-----
		\$/HR.	HRS.	AMOUNT	HRS.	AMOUNT	HRS. AMOUNT
DIRECT LABOR COSTS:							
PRINCIPLE MANAGER-----	145.00	50	7,250.00	14	2,030.00	24	3,480.00
PROJECT MANAGER-----	135.00	140	18,900.00	34	4,590.00	130	17,550.00
PROJECT ENGINEER 2-----	125.00	4	500.00	0	0.00	0	0.00
ENGINEER TECH 2-----	105.00	90	9,450.00	0	0.00	0	0.00
DESIGNER-----	95.00	0	0.00	0	0.00	6	570.00
CONSTR. OBSERVER	90.00	0	0.00	0	0.00	60	5,400.00
2-MAN SURVEY CREW	140.00	40	5,600.00	0	0.00	50	7,000.00
CLERICAL 2-----	52.00	16	832.00	24	1,248.00	2	104.00
TOTAL DIRECT LABOR COSTS:			\$42,532		\$7,868		\$34,104
DIRECT PROJECT EXPENSES							
A. MATERIAL COSTS (BREAKDOWN ATTACHED)			0.00		0.00		0.00
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)			1,901.20		140.00		1,564.00
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)			0.00		0.00		0.00
D. ADMINISTRATIVE FEE 50 % OF A,B.&C			0.00		0.00		0.00
TOTAL OF: A THROUGH D			\$1,901.20		\$140.00		\$1,564.00
TOTAL FEE (PER PHASE):			\$44,431		\$8,008		\$35,668
	Phase 1:	Design Period Services					\$44,431
	Phase 2:	Bidding Period Services					\$8,008
	Phase 3:	Construction Administration					\$35,667
Total Tasks 1+2+3							\$88,100

PREPARED BY: MWE

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: August 9, 2021

Originating Dept: City Manager

Signature (submitted by)

  
City Manager Approval

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### Subject:

Update and Discussion on Citizen Petition from the Neighborhood of St. Timothy's Episcopal Church

### Background/Discussion:

On April 12, 2021 a citizen and neighbor, Brandon Usry, presented the City Council with a petition regarding St. Timothy's Church. He expressed concern regarding the subject property as he shared his negative experience with the visitors that frequent the church regularly for services he believes are offered outside the church's permit.

The Council held a workshop on June 7, 2021 to further discuss this issue and give staff direction on how to proceed.

A letter was sent to St. Timothy's on June 24, 2021 to inform them that the City of Brookings' Temporary Rule 2020-1, Camping by homeless on property of religious institutions, would expire on June 30, 2021. St. Timothy's was the only religious institution to apply for a temporary permit.

City staff had reached out to OHA to assure that their kitchen was in compliance with public health regulations, and found out that they had already classified them as a commercial kitchen. As staff reviewed the process for St. Timothy's to apply for a Conditional Use Permit (CUP), we discovered that a "commercial kitchen" (restaurant) was not an allowed use outright or under a CUP in a residential zone.

On July 29, 2021, the City sent letters to each of the five churches that currently or previously served meals in this capacity, and explained that this was not an allowed use in a residential zone. These letters further stated:

*The City wants to work with the church to ensure that its use of the property complies with the BMC's residential zoning standards. To avoid potential violations of the BMC, the church could relocate its commercial kitchen to a zoning district that allows restaurants, cafes, and other food service operations. In addition, the church could modify its operations to become a benevolent meal site under OAR 333-150-0000(4)(e) that would not utilize a permanent kitchen facility. The City would also be happy to work with the church to establish potential limits on the frequency and volume of potential meal services. Such limits could help ensure that the church's use of the property does not constitute a commercial kitchen or restaurant that would not be allowed in the residential zoning district.*

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/01/2021	86995	5792	Aquatic Technology Inc	50-00-2005	2,538.23
07/21	07/01/2021	86996	5063	B & H Police Supply LLC	10-00-2005	673.99
07/21	07/01/2021	86997	5108	Brad Kelly, PT	10-00-2005	105.00
07/21	07/01/2021	86998	147	Brookings Glass Inc	10-00-2005	4,854.00
07/21	07/01/2021	86999	313	Brookings Vol Firefighters	10-00-2005	2,250.00
07/21	07/01/2021	87000	715	Budge McHugh Supply	20-00-2005	9,513.13
07/21	07/01/2021	87001	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
07/21	07/01/2021	87002	6031	Cascade Home Center	10-00-2005	886.07
07/21	07/01/2021	87003	528	Caselle, Inc	25-00-2005	15,390.00
07/21	07/01/2021	87004	5952	Chetco Auto Marine & Industrial Supply	25-00-2005	229.08
07/21	07/01/2021	87005	3834	Clean Sweep Janitorial Service	10-00-2005	2,270.00
07/21	07/01/2021	87006	6095	CMI Inc	10-00-2005	387.00
07/21	07/01/2021	87007	5827	Coastal Investments LLC	10-00-2005	1,130.00
07/21	07/01/2021	87008	1745	Coastal Paper & Supply, Inc	10-00-2005	636.55
07/21	07/01/2021	87009	182	Coos-Curry Electric	10-00-2005	4,309.14
07/21	07/01/2021	87010	6078	Curry County Reporter	10-00-2005	108.00
07/21	07/01/2021	87011	1	Donald E Janoff	20-00-2005	278.79
07/21	07/01/2021	87012	1	David Lee	20-00-2005	184.51
07/21	07/01/2021	87013	1	Jose Matias Interiano	20-00-2005	88.44
07/21	07/01/2021	87014	2067	Enviro-Clean Equipment	25-00-2005	5,163.04
07/21	07/01/2021	87015	6096	Ergogenesis Workplace Solutions LLC	10-00-2005	1,373.61
07/21	07/01/2021	87016	3342	Fastenal	25-00-2005	631.10
07/21	07/01/2021	87017	2186	Ferguson Waterworks #3011	20-00-2005	660.00
07/21	07/01/2021	87018	5432	First Community Credit Union	25-00-2005	1,102.00
07/21	07/01/2021	87019	5065	Gold Beach Lumber	20-00-2005	109.91
07/21	07/01/2021	87020	198	Grants Pass Water Lab	20-00-2005	42.00
07/21	07/01/2021	87021	4980	iSecure	10-00-2005	33.00
07/21	07/01/2021	87022	5860	Lane Council of Governments	10-00-2005	1,206.00
07/21	07/01/2021	87023	328	Les Schwab Tire Center	25-00-2005	1,908.40
07/21	07/01/2021	87024	679	McCourt Floor Coverings	10-00-2005	8,910.00
07/21	07/01/2021	87025	4269	Gary Milliman	10-00-2005	300.00
07/21	07/01/2021	87026	5936	Northwest Insurance Group Inc	33-00-2005	3,019.00
07/21	07/01/2021	87027	4781	OHA Cashier	50-00-2005	4,150.00
07/21	07/01/2021	87028	279	One Call Concepts, Inc	25-00-2005	49.98
07/21	07/01/2021	87029	5703	PacWest Machinery	15-00-2005	1,210.76
07/21	07/01/2021	87030	4	Melanie Drewes	10-00-2005	224.00
07/21	07/01/2021	87031	4	Aaron May	10-00-2005	224.00
07/21	07/01/2021	87032	4992	Police Legal Sciences, Inc	10-00-2005	1,280.00
07/21	07/01/2021	87033	322	Postmaster	25-00-2005	850.00
07/21	07/01/2021	87034	5772	PowerPhone Inc	10-00-2005	654.00
07/21	07/01/2021	87035	207	Quill Corporation	10-00-2005	399.20
07/21	07/01/2021	87036	3220	Radar Shop, The	10-00-2005	1,056.75
07/21	07/01/2021	87037	6094	SAIF Corporation	10-00-2005	65,981.35
07/21	07/01/2021	87038	380	Stadelman Electric Inc	33-00-2005	300.00
07/21	07/01/2021	87039	612	Strahm's Sealcoat & Striping, Inc	15-00-2005	10,351.00
07/21	07/01/2021	87040	5973	Tyree Oil Inc	15-00-2005	282.25
07/21	07/01/2021	87041	2863	Verizon Wireless	10-00-2005	588.83
07/21	07/01/2021	87042	861	Village Express Mail Center	10-00-2005	149.27
07/21	07/08/2021	87043	5908	Amazon Capital Services	49-00-2005	285.61
07/21	07/08/2021	87044	4734	Aramark Uniform Services	10-00-2005	150.00
07/21	07/08/2021	87045	6072	Salmon Run Golf Course	50-00-2005	13,078.01
07/21	07/08/2021	87046	5070	Canon Solutions America	10-00-2005	102.09
07/21	07/08/2021	87047	5822	Chaves Consulting Inc	49-00-2005	370.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/08/2021	87048	1740	Code Publishing Company Inc	10-00-2005	613.50
07/21	07/08/2021	87049	5939	Country Media Inc	10-00-2005	313.65
07/21	07/08/2021	87050	317	DCBS - Fiscal Services	10-00-2005	1,345.32
07/21	07/08/2021	87051	185	Del Cur Supply	25-00-2005	344.60
07/21	07/08/2021	87052	1	Mentor Oregon	20-00-2005	174.75
07/21	07/08/2021	87053	6100	FAAC Inc	50-00-2005	40,965.00
07/21	07/08/2021	87054	6097	GP Energy	25-00-2005	3,143.10
07/21	07/08/2021	87055	198	Grants Pass Water Lab	20-00-2005	42.00
07/21	07/08/2021	87056	5955	Greystone Tactical	10-00-2005	298.87
07/21	07/08/2021	87057	6099	Guardian Alliance Technologies Inc	10-00-2005	50.00
07/21	07/08/2021	87058	6098	Insituform Technologies LLC	53-00-2005	115,051.18
07/21	07/08/2021	87059	5858	Jacobs Engineering Group Inc	25-00-2005	112,637.75
07/21	07/08/2021	87060	5526	L.N. Curtis & Sons Inc	10-00-2005	424.98
07/21	07/08/2021	87061	202	League of Oregon Cities	10-00-2005	5,290.80
07/21	07/08/2021	87062	4261	Lexipol LLC	10-00-2005	7,220.00
07/21	07/08/2021	87063	123	Motorola Solutions Inc	50-00-2005	17,919.90
07/21	07/08/2021	87064	4443	Napa Auto Parts-Golder's	20-00-2005	20.72
07/21	07/08/2021	87065	4487	Net Assets Corporation	10-00-2005	576.00
07/21	07/08/2021	87066	3159	NorthCoast Health Screening	25-00-2005	688.00
07/21	07/08/2021	87067	3789	Oak Street Health Care Center	25-00-2005	300.00
07/21	07/08/2021	87068	5886	Office Depot Inc	10-00-2005	339.02
07/21	07/08/2021	87069	5008	Online Information Services	10-00-2005	194.00
07/21	07/08/2021	87070	5595	Oregon Coast Magazine	32-00-2005	1,099.56
07/21	07/08/2021	87071	252	Paramount Pest Control	10-00-2005	310.00
07/21	07/08/2021	87072	4	Mary Mitchell	20-00-2005	578.00
07/21	07/08/2021	87073	4	Kelsey Wood	10-00-2005	224.00
07/21	07/08/2021	87074	6022	Philadelphia Insurance Companies	10-00-2005	301.00
07/21	07/08/2021	87075	866	Pitney Bowes Global Financial , LLC	10-00-2005	144.93
07/21	07/08/2021	87076	5772	PowerPhone Inc	10-00-2005	109.00
07/21	07/08/2021	87077	207	Quill Corporation	10-00-2005	137.26
07/21	07/08/2021	87078	1840	Rogue Credit Union	15-00-2005	1,356.89
07/21	07/08/2021	87079	956	Suiter's Paint & Body	10-00-2005	10,347.94
07/21	07/08/2021	87080	4542	Umpqua Bank	45-00-2005	9,774.31
07/21	07/08/2021	87081	861	Village Express Mail Center	10-00-2005	6.80
07/21	07/08/2021	87082	2122	Cardmember Service	10-00-2005	6,281.82
07/21	07/08/2021	87083	169	Roto Rooter of Curry County	32-00-2005	1,235.00
07/21	07/08/2021	87084	169	Waste Connections Inc	10-00-2005	392.85
07/21	07/08/2021	87085	5992	Ziply Fiber	30-00-2005	331.21
07/21	07/14/2021	87086	4508	AICPA	10-00-2005	295.00
07/21	07/14/2021	87087	193	Central Equipment Co, Inc	10-00-2005	906.17
07/21	07/14/2021	87088	1620	Curry County Community Development	10-00-2005	275.00
07/21	07/14/2021	87089	4746	Curry County Treasurer	10-00-2005	198.33
07/21	07/14/2021	87090	173	Curry Equipment	10-00-2005	304.92
07/21	07/14/2021	87091	259	Da-Tone Rock Products	25-00-2005	476.43
07/21	07/14/2021	87092	5951	Executech Utah LLC	49-00-2005	30.72
07/21	07/14/2021	87093	3342	Fastenal	20-00-2005	111.09
07/21	07/14/2021	87094	6065	Local Government Law Group PC	10-00-2005	2,040.00
07/21	07/14/2021	87095	6046	Misty Mountain Brewing	32-00-2005	30.00
07/21	07/14/2021	87096	5155	Oregon Department of Revenue	10-00-2005	725.00
07/21	07/14/2021	87097	4	Drew Blake	10-00-2005	224.00
07/21	07/14/2021	87098	4	Chachrist Srikasem	10-00-2005	224.00
07/21	07/14/2021	87099	207	Quill Corporation	10-00-2005	91.63
07/21	07/14/2021	87100	142	Tidewater Contractors Inc	20-00-2005	182,644.70
07/21	07/14/2021	87101	169	Waste Connections Inc	25-00-2005	659.31
07/21	07/14/2021	87102	5992	Ziply Fiber	25-00-2005	935.03
07/21	07/22/2021	87103	5908	Amazon Capital Services	49-00-2005	22.48



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/22/2021	87104	6023	Beachcombers Deli	32-00-2005	60.00
07/21	07/22/2021	87105	2407	Blue Star Gas	10-00-2005	5,630.38
07/21	07/22/2021	87106	4859	Brookings Harbor Garden Club	10-00-2005	1,500.00
07/21	07/22/2021	87107	5048	Brookings Harbor Medical Center	10-00-2005	150.00
07/21	07/22/2021	87108	5070	Canon Solutions America	10-00-2005	325.21
07/21	07/22/2021	87109	1373	Cascade Fire Equipment	10-00-2005	5,213.80
07/21	07/22/2021	87110	193	Central Equipment Co, Inc	10-00-2005	5,806.92
07/21	07/22/2021	87111	3015	Charter Communications	10-00-2005	744.96
07/21	07/22/2021	87112	1	Beach Medical & Skin Care	20-00-2005	65.44
07/21	07/22/2021	87113	1	Elias Billington	20-00-2005	83.66
07/21	07/22/2021	87114	1	David Crosby	20-00-2005	27.15
07/21	07/22/2021	87115	1	Kris Dicus	20-00-2005	93.34
07/21	07/22/2021	87116	1	Charles & Claudia Elliott	20-00-2005	270.67
07/21	07/22/2021	87117	1	Diana Gonzalez	20-00-2005	177.29
07/21	07/22/2021	87118	1	Faith Jewell	20-00-2005	230.89
07/21	07/22/2021	87119	1	William Manning	20-00-2005	137.08
07/21	07/22/2021	87120	1	Sky-Marie McDonald	20-00-2005	234.15
07/21	07/22/2021	87121	1	Lyn Tovey	20-00-2005	28.30
07/21	07/22/2021	87122	2640	Dyer Partnership Inc., The	52-00-2005	18,860.00
07/21	07/22/2021	87123	3342	Fastenal	15-00-2005	107.54
07/21	07/22/2021	87124	6050	First Chapter Coffee House	32-00-2005	30.00
07/21	07/22/2021	87125	6097	GP Energy	10-00-2005	2,308.20
07/21	07/22/2021	87126	6046	Misty Mountain Brewing	32-00-2005	30.00
07/21	07/22/2021	87127	4901	Mountain View Paving, Inc	25-00-2005	2,423.35
07/21	07/22/2021	87128	1920	Pitney Bowes, Inc.	10-00-2005	161.48
07/21	07/22/2021	87129	322	Postmaster	10-00-2005	245.00
07/21	07/22/2021	87130	207	Quill Corporation	10-00-2005	33.87
07/21	07/22/2021	87131	3	Howard & Howard	20-00-2005	26.82
07/21	07/22/2021	87132	3	Pacific Ocean Properties	20-00-2005	45.99
07/21	07/22/2021	87133	3	Premier Ocean Properties	20-00-2005	106.92
07/21	07/22/2021	87134	3	Clifton Siemens	20-00-2005	93.27
07/21	07/22/2021	87135	5174	Travel Information Council	10-00-2005	157.00
07/21	07/22/2021	87136	5992	Ziply Fiber	10-00-2005	99.99
07/21	07/29/2021	87137	993	ATCO International	10-00-2005	695.00
07/21	07/29/2021	87138	4939	BI- Mart Corporation	10-00-2005	91.69
07/21	07/29/2021	87139	6031	Cascade Home Center	10-00-2005	1,028.90
07/21	07/29/2021	87140	193	Central Equipment Co, Inc	10-00-2005	1,690.52
07/21	07/29/2021	87141	182	Coos-Curry Electric	10-00-2005	4,441.60
07/21	07/29/2021	87142	749	Emerald Pool & Patio	10-00-2005	2,500.00
07/21	07/29/2021	87143	3342	Fastenal	25-00-2005	375.62
07/21	07/29/2021	87144	6101	Hali-Brite Inc	33-00-2005	1,530.38
07/21	07/29/2021	87145	4980	iSecure	10-00-2005	33.00
07/21	07/29/2021	87146	3978	KLB Enterprises	15-00-2005	2,246.71
07/21	07/29/2021	87147	328	Les Schwab Tire Center	10-00-2005	2,411.32
07/21	07/29/2021	87148	5892	Metro Overhead Door Inc	20-00-2005	65.00
07/21	07/29/2021	87149	4269	Gary Milliman	10-00-2005	16.24
07/21	07/29/2021	87150	5954	Morel Ink	10-00-2005	377.36
07/21	07/29/2021	87151	4324	OGFOA	10-00-2005	220.00
07/21	07/29/2021	87152	4	Donn Dickerman	10-00-2005	55.00
07/21	07/29/2021	87153	4	Amber Espinoza	10-00-2005	55.00
07/21	07/29/2021	87154	4	Lacey Hamilton	10-00-2005	555.00
07/21	07/29/2021	87155	4	Dana Mack	10-00-2005	224.00
07/21	07/29/2021	87156	4	Aryauna Olds	10-00-2005	110.00
07/21	07/29/2021	87157	3369	Schwabe Williamson & Wyatt PC	20-00-2005	5,114.25
07/21	07/29/2021	87158	380	Stadelman Electric Inc	33-00-2005	181.00
07/21	07/29/2021	87159	3752	Trace Analytics, LLC	10-00-2005	89.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/29/2021	87160	5623	True North Equipment LTD	25-00-2005	5,374.15
07/21	07/29/2021	87161	2863	Verizon Wireless	10-00-2005	633.08
07/21	07/29/2021	87162	861	Village Express Mail Center	10-00-2005	89.95
07/21	07/29/2021	87163	4131	Zumar Industries Inc	15-00-2005	1,132.52
Grand Totals:						780,333.10

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

## Report Criteria:

Report type: Summary