

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL/URBAN RENEWAL AGENCY

**Monday, May 9 2022, 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 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

1. Safe Boating Week Proclamation [Pg. 1]
2. Planning Commission Vacancy [Pg. 2]
3. Planning Commission Appointment [Pg. 3]

#### E. 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)

#### F. Consent Calendar

1. Approve City Council minutes for April 25, 2022 [Pg. 7]
2. Accept Planning Commission minutes for April 5, 2022 [Pg. 9]

#### G. Staff Reports/Hearings

1. Approve Fern Drive Improvement Project [Pg. 13]
2. Master Fee Schedule [Pg. 15]
  - a. Resolution 22-R-1224 [Pg. 16]
  - b. Master Fee Schedule with Proposed 2022 Revisions [Pg. 17]
3. Marijuana Business Moratorium [Pg. 24]
  - a. Jackson County Marijuana Use Regulations [Pg. 25]
4. Hold a Public Hearing on State Revenue Sharing and Adopt Resolution 22-R-1218 [Pg. 32 ]
  - a. Resolution 22-R-1218 State Revenue Sharing [Pg. 33]
5. Hold a Public Hearing and Approval of Appropriations for FY 2022-23 Budget [Pg. 34]
  - a. Resolution 22-R-1219 Adopt Budget [Pg. 35]
6. Approve Water and Sewer Rates, and System Replacement Fees for 2022-23 [Pg. 38]
  - a. Resolution 22-R-1220 Water Rates [Pg. 39]
  - b. Resolution 22-R-1221 Sewer Rates [Pg. 41]
  - c. Resolution 22-R-1222 System Replacement Fees [Pg. 43]

#### H. Informational Non-Action Items

1. April Vouchers [Pg. 44]

#### I. Remarks from Mayor and Councilors

#### J. Adjournment

# **URBAN RENEWAL AGENCY**

## **A. Call to Order**

## **C. Roll Call**

## **D. Consent Calendar**

1. Approve Urban Renewal meeting Minutes for April 11, 2022 [Pg. 47]

## **E. Staff Reports**

1. Hold Public Hearing and Approval of Appropriations for FY 2022-23 [Pg. 48]
  - a. Resolution 22-R-1223 [Pg. 49]

## **F. Agency Remarks**

## **G. Adjournment**

\*Public Comment forms and the agenda packet are 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.

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.

If you would like to view the City Council Meeting live, you can via:

- Television – Charter Channel 181
- Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

# City of Brookings *Proclamation*

For over 100 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling and fishing. During National Safe Boating Week, the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

Safe boating begins with preparation. The Coast Guard estimates that human error accounts for most boating accidents and that a life jacket could prevent nearly 86 percent of boating fatalities. Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

**WHEREAS**, on average, 650 people die each year in boating-related accidents in the U.S.; 75 percent of these are fatalities caused by drowning; and

**WHEREAS**, Whereas, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors; and

**WHEREAS**, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

**NOW, THEREFORE**, that I, Ron Hedenskog, Mayor of the City of Brookings, do hereby proclaim the week of May 21<sup>st</sup> – 27<sup>th</sup> to be

## ***Safe Boating Week***

***In Witness Whereof***, I, Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 9<sup>th</sup> day of May, 2022.

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Mayor Ron Hedenskog

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: Finance & Admin

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Planning Commission Vacancy

Recommended Motion:

Motion to declare Planning Commission Position 2 vacant.

Background:

Due to the passing away of prior Planning Commissioner member Bill Hamilton, position 2 is currently vacant.


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: Finance & Admin

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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**Subject:**

Appoint Jonathan Weaver to the Planning Commission.

**Recommended Motion:**

Motion to appoint Jonathan Weaver to the Planning Commission in position number 2, with a term expiring April 1, 2024.

**Financial Impact:**

None

**Background:**

Jonathan Weaver has submitted an application for appointment to the Planning Commission and the Mayor has recommended their appointment.

**Attachment(s):**

a. Volunteer Committee Application



RECEIVED

MAY 3 2022

## City of Brookings

898 Elk Drive, Brookings, OR 97415

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

[www.brookings.or.us](http://www.brookings.or.us)

CITY OF BROOKINGS

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: Jonathan Weaver  
Physical Address: 925 3rd St Brookings, OR 97415  
Mailing Address: PO Box 7997 Brookings.  
Email Address: jthlee.weaver@gmail.com Phone: 208-965-4983

#### 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 checked="" 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 type="checkbox"/> Other (please specify): _____   |                        |                  |
2. City residents: How long have you lived in the City of Brookings? 10+ 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? \_\_\_\_\_ years \_\_\_\_\_ months
4. What is your current occupation? Flight Paramedic - COLF

#### 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.

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

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

Flight Paramedic - Cal-Ore Life Flight.

Owner/Operator Pacific Coast Storage LLC.

Some experience with residential property development, Partition ect.

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

AA Fire Science

AA Paramedicine.

Previous volunteer w, Brookings Fire Dept.

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

Community Involvement.

**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.

Jonathan Weaver  
Applicant (print name)

[Signature]  
Applicant's Signature

5/3/22  
Date

**\*\*Planning Commissioners** holding office on April 1<sup>st</sup> 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.

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](mailto:lziemer@brookings.or.us)
- Budget Committee: 541-469-1123 - [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
- Parks and Recreation Commission: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)



**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, April 25, 2022**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:00 PM

**Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Councilor Ed Schreiber, John McKinney; Councilor Morosky absent; a quorum present.

Staff present: City Manager Janell Howard, Police Chief Kelby McCrae, Community Resource Officer Ray Branion, School Resource Officer Rob Johnson, Public Works Director Tony Baron, Deputy Public Works Director Jay Trost, and Deputy Recorder Natasha Tippetts

Media Present: 0

Others Present: 12 audience members

**Ceremonies/Appointments/Announcements**

1. Foster Care Awareness Month Proclamation

**Scheduled Public Appearances**

1. Community Resource Officer and School Resource Officer

**Oral Requests and Communications from the audience**

1. Don Bemis and Debra Salzman, Brookings; presented certificate to Councilor Alcorn from Wreaths Across America
2. Diana Cooper, 805 Paradise Lane, Brookings; Update on CORE
3. Machell Carrol, 306 Truman Lane, Brookings; Update on CORE
4. Beth Barker-Hidalgo, 29316 Smith Lane, Gold Beach; Spoke on behalf of Curry County Homeless Coalition

**Consent Calendar**

1. Approve Council minutes for April 11, 2022
3. Accept financials for March 2022

**Mayor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to approve the Consent Calendar.**

**Staff Reports**

1. **Wild Rogue Relay Event**

*Staff report presented by Jay Trost*

**Mayor Hedenskog moved, Councilor Alcorn seconded, and with a three to one vote, Councilor Schreiber voting nay, Council voted to waive park use and picnic table rental fees for the annual Wild Rogue Relay event.**

2. **Alternative Procedure for Sale of City-owned real property**

*Staff report presented by Tony Baron*

**After brief discussion, Councilor Schreiber suggested tabling this topic until more information can be provided.**

**Councilor Schreiber moved, Council seconded, and with a three to one vote, Mayor Hedenskog voting nay, Council voted to table Item H2 and H3.**

1. Kellie Hanson, 7192 Vista Ridge, Brookings; Spoke in favor of these agenda items
2. Lorna Curry, PO Box 1473, Brookings; Spoke not in favor of these agenda items

**Remarks from Mayor and Councilors**

None

**Adjournment**

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 8:26 PM

Respectfully submitted:

ATTESTED:  
this 9th day of May, 2022:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

## **BROOKINGS PLANNING COMMISSION MINUTES**

**April 5, 2022**

### **CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:02 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 – 4

### **PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None**

### **PUBLIC HEARINGS**

- 4.1 In the matter of File No. M3-1-22, , a request for a partition to divide a 2.65 acre parcel into two (2) parcels; located in the 900 block of Marina Heights Road; Assessor's Map & Tax Lot No. 4013-32C-00300

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 7:09 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant, Byron Brimm, was present to answer any questions.

No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:14 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. M3-1-22, a request for a partition to divide a 2.65 acre parcel into two (2) parcels; located in the 900 block of Marina Heights Road, 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 M3-1-22, 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-10-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 430 Pine Street; Assessors Map & Tax Lot No. 4113-05BC-06900

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 7:18 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant, Julianne Chizek, was present by phone to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:22 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Coons to approve File No. CUP-10-22, a request for a Conditional Use Permit to operate a short term rental at 430 Pine Street 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-10-22, 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-11-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 96617 W Harris Heights Road; Assessors Map & Tax Lot No. 4014-36BD-01600

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 7:24 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's, Mark & Sabine Gattey, were not present to answer any questions.

George Kuppla, 96605 W Harris Heights, Brookings advised he is a neighbor and the applicant did advise the neighboring residents of his intentions for a CUP for a short term rental and he had no issues with its approval. No other members of the public spoke in support or opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:27 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Bond to approve File No. CUP-11-22, a request for a Conditional Use Permit to operate a short term rental at 96617 W Harris Heights 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-11-22, 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.**

4.4 In the matter of File No. CUP-12-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 542 Fern Avenue; Assessors Map & Tax Lot No. 4113-06AD-01502

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 7:29 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's, Matthew & Charity Heverly, were not present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:32 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Hunter to approve File No. CUP-12-22, a request for a Conditional Use Permit to operate a short term rental at 542 Fern Avenue 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-12-22, 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.**

4.5 In the matter of File No. CUP-13-22, a request for approval of a Conditional Use Permit (CUP) to operate Short Term Rental facilities at 1310 Easy Street #A & B; Assessors Map & Tax Lot No. 4113-06AD-01502

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's, Michael & Jill Lange, were not present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:37 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. CUP-13-22, a request for a Conditional Use Permit to operate short term rentals at 1310 Easy Street #A & B**

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-13-22, 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.**

4.6 In the matter of File No. CUP-14-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 1120 Easy Street; Assessors Map & Tax Lot No. 4113-06BA-01900

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 7:38 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant, Irina Kharlamova, was not present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:41 pm.

The Commission discussed and deliberated on the matter. Commission confirmed the Conditions of Approval do not allow parking on Easy Street. **Motion made by Commissioner Bond to approve File No. CUP-14-22, a request for a Conditional Use Permit to operate a short term rental at 1120 Easy Street 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-14-22, 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.**

4.7 In the matter of File No. CUP-15-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 308 Memory Lane; Assessors Map & Tax Lot No. 4113-05CD-06600

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 7:46 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's, Charles & Jessica Roady, were not present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:49 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Coons to approve File No. CUP-15-22, a request for a Conditional Use Permit to operate a short term rental at 308 Memory Lane 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-15-22, 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 March 1, 2022

**Motion made by Commissioner Malmberg to approve the Planning Commission minutes of March 1, 2022; motion seconded, with no further discussion by a 5-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES – None**

**REPORT FROM THE PLANNING STAFF –** PWDS Director Tony Baron advised the May agenda will include a Land Development Code change, a Conditional Use Permit and a Minor Change to a Conditional Use Permit.

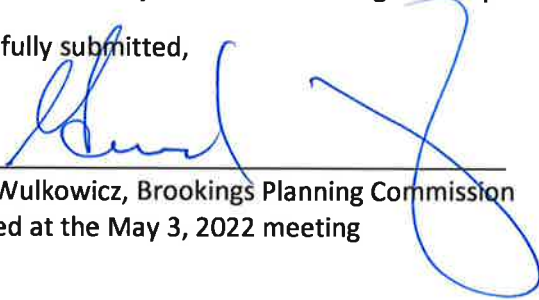
**COMMISSION FINAL COMMENTS** – Commission discussed encouraging applicants to attend their Planning Commission Application hearings to ensure the Commission has information needed when making decisions on their applications, to answer any questions and to have the option to request additional time if needed. Commission also wanted a scripted motion to continue applications if they do not feel they can make a decision without an applicant present.

Commission requested information on liability of the City if a sex offender commits crimes in an approved Conditional Use Permit Short Term Rental facility that is within 1000 feet of a school zone.

**ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 8:14 pm.

Respectfully submitted,



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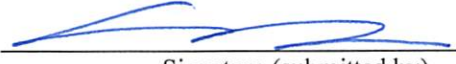
Gerald Wulkowicz, Brookings Planning Commission  
Approved at the May 3, 2022 meeting


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: PWDS

  
Signature (submitted by)

  
City Manager Approval

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### Subject:

Award Fern Drive Improvement Project (SRTS)

### Recommended Motion:

Authorize City Manager to enter into an agreement with Tidewater Contracting Inc. in the amount of \$447,940.50 for the Safe Routes to Schools Fern Avenue improvement project.

### Financial Impact:

\$447,940.50 (including a 20% match) to be funded through ODOT SRTS grant, and from the Streets SRF and SDC Funds.

### Background/Discussion:

The City was awarded an Oregon Department of Transportation (ODOT) Safe Routes to School (SRTS) grant in 2020 in the amount of \$1,796,140 which includes partial street surface work, stormwater improvements, curb, gutter, and sidewalks along Fern Avenue from Ransom Avenue to the intersection of Fern Avenue and Elk Drive as well as improvements on Chetco Avenue at 5<sup>th</sup> Street and Pacific Avenue. The work on Fern Avenue 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 SRTS grant award was \$1,796,140 requiring a 20% match. The project is divided into three segments. Segment one includes Fern Avenue from Ransom Avenue to Easy Street. Segment two includes Fern Avenue from Easy Street to Elk Drive. Segment three is on Chetco Avenue at 5<sup>th</sup> Street and Pacific Avenue.

The lowest qualified bid of \$447,940.50 from Tidewater Contracting Inc. Staff is recommending awarding the Fern Avenue segment one and two portions of the project to the low bidder Tidewater Contracting Inc.

<b>Bidders</b>	<b>Bid</b>
Tidewater Contractors Inc.	\$447,940.50
McLennan Excavation Inc.	\$545,000.00



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: Finance & Admin

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Adoption of updated Master Fee Schedule.

Recommended Motion:

Adopt Resolution 22-R-1224, updating the Master Fee Schedule and repealing Resolution 21-R-1211; and direct staff to complete a mid-year review of the Master Fee Schedule.

Financial Impact:

Approximately 4.0% increase in revenues of specific fee categories per occurrence.

Background/Discussion:

The Master Fee Schedule is reviewed by staff annually to determine where changes are appropriate. The most recent 2021 Master Fee Schedule was adopted by Council on July 12, 2021 pursuant to Resolution 21-R-1211.

The attached fee schedule for 2022 includes a cost-of-living increase of 4.0% rounded to the nearest dollar on most items. There are some costs that are not increased annually because of the amount and might be increased every few years instead.

The Consumer Price Index (CPI-W) for February 2022 was 8.6%. The city traditionally uses a CPI for the annual increase. With high inflation and because this is so much higher than normal, we considered phasing that in (i.e., 4.0% this year and 4.0% next year).

Recommended changes for 2022, to the Master Fee Schedule, are attached as "Exhibit A", and those changes are indicated in red.

Council discussed the Master Fee Schedule in a workshop on May 2, 2022. The consensus was to bring to forward to a regular Council Meeting for a 4.0% increase at this time, with the ability to review later in the fiscal year.

Attachment(s):

- a. Resolution 22-R-1224
- b. Master Fee Schedule with proposed 2022 revisions

**CITY OF BROOKINGS  
STATE OF OREGON**

**RESOLUTION 22-R-1224**

**A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE AND REPEALING 21-R-1211**

**WHEREAS**, the City of Brookings adopted the Brookings Master Fee Schedule under Resolution 09-R-610; 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 July 2021;

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Brookings, Curry County, Oregon, that the 2022 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 21-R-1211 is repealed.

**BE IT FURTHER RESOLVED** that the 2022 Brookings Master Fee Schedule will become effective on July 1, 2022.

Passed by the City Council May 9, 2022; effective July 1, 2022.

Attest:

\_\_\_\_\_  
Mayor Ron Hedenskog

\_\_\_\_\_  
City Recorder Janell K Howard

<u>ADMINISTRATIVE - GENERAL</u>	<u>2021 FEE</u>	<u>2022 FEE</u>
Building Code Violation Appeal Fee <sup>(16)</sup>	\$175.00	182.00
Business Licenses		
Annual fee based on total number of employees reported on Form 132		
0-10	\$73.00	76.00
11-25	\$119.00	124.00
26-50	\$177.00	184.00
51-75	\$353.00	367.00
76-100	\$701.00	729.00
101-200	\$1,165.00	1,212.00
>200	\$1,776.00	1,847.00
Annual fee for businesses located outside City limits	\$85.00	93.00
Late Fee	\$10.00	10.00
Temporary 90-Day	\$35.00 or 1/4 annual fee, whichever is greater	\$35.00 or 1/4 annual fee, whichever is greater
Public Safety Fee per connection/unit/month	\$3.00	3.25
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) <sup>(1)</sup>	B&W \$0.25 /Color \$0.35	B&W \$0.35 /Color \$0.45
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 \$1.30/Color \$1.40
Each additional page (per side) + copy costs	B&W \$0.50/Color \$0.60	B&W \$0.70/Color \$0.80
Duplication of City audio/video recordings to CD or DVD		
Personal Copy	\$16.00	17.00
Certified Copy	\$21.00	22.00
Electronic document preparation <sup>(10)</sup>		
Electronic documents or files copied to CD or DVD	\$15.00	16.00
Electronic documents, <10MB and 10 files, sent electronically	No additional cost	No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically	\$13.00	14.00
Paper to electronic conversion (per side) to PDF format, ≤ 11” x 17”	\$0.15 per side	\$0.20 per side
Fax - per page (single sided – 8-1/2 x 14 max)	\$1.00	\$1.40
GIS		
8-1/2 x 11 Curry County Print (per single sided page)	B&W \$0.25; Color \$0.35	B&W \$0.35; Color \$0.45
11 x 17 Curry County Print (per single sided page)	B&W \$2.40; Color \$2.50	B&W \$3.30; Color \$3.40
Large Format Print (> 11x17)	BW \$3/sq ft Color \$9/sq ft	BW \$4/sq ft Color \$12/sq ft

		<u>2021 FEE</u>	<u>2022 FEE</u>
Large Format Scanning (> 11 x 17, per single side sheet)	Per Sheet	\$21.00	22.00
Custom Map	Per Hour	\$50.00	52.00
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		\$27.00	28.00
Liquor License Application – Temporary/Annual		\$27.00	28.00
Meeting Room Rental – Council Chambers	Per Hour	\$21.00	22.00
Meeting Room Rental – Fire Hall	Per Hour	\$10.00	14.00
Monitoring of public review of City files		\$40.00	42.00
Payment Agreement- Set-up			
Set-Up Fee		\$119.00	124.00
Late Fee		\$39.00	41.00
Loan Rate		9%	9%
Records Search (10)	Per Hour	\$47.00	49.00
Returned (NSF) Check		\$42.00	44.00
Taxicab Driver's Permit/ Bi-Annual		\$35.00	36.00
Taxicab License/ Per Vehicle/Annual		\$78.00	81.00
Taxicab Photo Update		\$10.00	14.00
Transportation Network Company		\$78.00	81.00
Transportation Network Company Driver's Permit/Bi-Annual		\$32.00	33.00
Vacation – General (12)		\$1,425.00	1,482.00
<u>COURT</u>			
Community Service Sign Up Fee		\$56.00	58.00
Court Fee (Generally)		\$56.00	58.00
Driver's License Sanctions		\$27.00	28.00
Failure to Appear		\$55.00	57.00
Collections Fee		\$27.00	28.00
Payment Plan Fee (balance less than \$250)		\$27.00	28.00
Payment Plan Fee (balance greater than \$250)		\$54.00	56.00
Appeal Filing Motion		\$67.00	70.00
<u>FIRE</u>			
Burn Permits		\$10.00	15.00
Burn to Learn		\$1,729.00	1,798.00
Insurance Company Report	18	\$27.00	28.00

		<u>2021 FEE</u>	<u>2022 FEE</u>
Copies of County Road Directory		\$16.00	17.00
Roadway Wash Down		\$119.00	124.00
<b><u>PARK FACILITY / DAILY USE FEES</u></b> (3)(4)			
Capella Use Fees			
Basic Use Fee	Per hour w/2 hour minimum	\$117.00	122.00
Musical Event Fee ( minimum 3 event series)	Per hour w/2 hour minimum	\$21.00	22.00
Security Deposit	Per Event	\$233.00	233.00
Park Use/Standard			
City Residents; <i>non-resident add 50%, non-profit subtract 50%</i>			
	0-200	\$48.00	50.00
	201-400	\$88.00	92.00
	401-600	\$176.00	176.00
	601-1000	\$292.00	304.00
	> Each additional 100	\$48.00	50.00
Park Use/Commercial			
City Resident	1-100	\$48.00	50.00
	>Each additional 100	\$48.00	50.00
Non-City Resident	1-5	\$119.00	124.00
	6-30	\$177.00	184.00
	31-60	\$354.00	368.00
	61-100	\$474.00	493.00
	>Each additional 100	\$59.00	61.00
Other Park Facilities: <i>non-resident add 50%, non-profit subtract 50%</i>			
Bandshell/Stage Use		\$48.00	50.00
Concession Stand w/restrooms		\$89.00	93.00
Concession Restrooms Only		\$27.00	28.00
Folding Picnic Table / each, per event (8)		\$21.00	22.00
Tournaments	per field per day	\$89.00	93.00
Soft Ball Field Lights	per hour/per field	\$16.00	17.00
Recreational Sports (Soft Ball, Kick Ball, Soccer)	per game/per team	\$26.00	27.00
Recreational Sports Courts/ Field Reservation	per hour	\$26.00	27.00
Scoreboard Use/Remote Deposit		\$200.00	200.00
Tournament Cancellation fee	45 days or more \$25; 45 days or less 1/2 of deposit excluding light fees		
Key replacement		\$27.00	28.00
Expedited Plan Review for Special Events (20)	19	\$554.00	576.00

	<u>2021 FEE</u>	<u>2022 FEE</u>
Capella/Park Use Cancellation Fee	\$25.00	25.00
Event Permit Request		
Event Permit (18)	\$43.00	45.00
Barricade and Cone Delivery (19) (11)	\$95.00	99.00
Refundable Barricade/Cone Use	\$354.00	368.00
<u>PLANNING</u>		
Annexation (5)	\$5,881.00	6,116.00
Appeal to City Council (9) (16)	Equal to Application Fee	Equal to Application Fee
Appeal to Planning Commission	\$177.00	184.00
Combined Preliminary/Final Plat Approval	\$945.00	983.00
Comprehensive Plan Amendment (5)	\$4,248.00	4,418.00
Conditional Use Permit (Generally)	\$3,012.00	3,132.00
Detailed Development Plan (5)	\$8,433.00	8,770.00
Extension of Time SUB/CUP	\$59.00	61.00
Home Occupation	\$46.00	48.00
Home Occupation Permit for Non-profit	No Fee	No Fee
Lot Line Adjustment/Lot Line Vacation	\$166.00	173.00
LU Compatibility Statements	\$48.00	50.00
Master Plan Development (5)	\$9,940.00	10,338.00
Minor Change	\$1,160.00	1,206.00
Partition	\$2,318.00	2,411.00
Mural Application	\$89.00	93.00
Permit Clearance Review	\$196.00	204.00
Minor Additions & Repairs	\$65.00	68.00
Planned Unit Development (5)	\$5,181.00	5,388.00
Pre-Application Services (6)	\$609.00	633.00
Re-Notification	\$159.00	165.00
Sign Approval	\$153.00	159.00
Street Naming	\$114.00	119.00
Subdivision (5)	\$2,398.00	2,494.00
Subdivision Final Approval	\$177.00	184.00
Subdivision Replat (5)	\$2,366.00	2,461.00
Variance	\$2,822.00	2,935.00
Vacation – Land Use (12)	\$2,853.00	2,967.00

	<u>2021 FEE</u>	<u>2022 FEE</u>
Workforce Housing Accessory Dwelling Registration Fee	\$28.00	29.00
Zone Change (without Comp Plan Amendment)	\$3,183.00	3,310.00
<u>POLICE</u>		
Fingerprinting – per card	\$10.00	15.00
Intoxilizer	\$5.00	5.00
Police Reports/per report	\$10.00	10.00
Incident Reports	\$5.00	5.00
Digital Media Redact - Minimum of \$75		Actual costs + staff time
Digital Media Duplication	\$32.00	33.00
Urinalysis	\$5.00	10.00
<u>PUBLIC WORKS</u>		
Building Inspection Fees	Pursuant to OR State Building Codes Div	Pursuant to OR State Building Codes Div established fees
Public Works / Right-of-Way Plan Review <sup>(5) (13)</sup> Per plan sheet	\$85.00	88.00
Public Works / Right-of-Way Permit and Inspection <sup>(7)(17)</sup>	\$92.00 or 5% of project value, whichever is greater	\$96.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit <sup>(17)</sup>	\$48.00	50.00
Hydrology report review <sup>(5)</sup>	\$230.00	239.00
TV Inspection Fee <b>w 2 hour minimum</b>	\$196.00	204.00
<u>SEWER &amp; WATER</u>		
<i>Sewer</i>		
4” Sewer Tap-in <sup>(14)</sup>	Actual time & materials with minimum of \$4,269	Actual time & materials with minimum of \$4,440
6” Sewer Tap-in (w/o existing lateral to property line) <sup>(14)</sup>	Actual time & materials with minimum of \$5,771	Actual time & materials with minimum of \$6,002
BOD/SS Compiler <sup>(15)</sup>	\$173.00	180.00
Flow Meter Data Logger <sup>(15)</sup>	\$173.00	180.00
Oil & Grease Trap Inspection - stand alone	\$54.00	56.00
Oil & Grease Trap Inspection w backflow inspection	\$27.00	28.00
<i>Water</i>		
Annual Backflow Inspection	\$115.00	120.00
Meter Drop-in Connection Fee		

	<u>2021 FEE</u>	<u>2022 FEE</u>
5/8 x 3/4"	\$453.00	471.00
3/4"	\$489.00	509.00
1"	\$632.00	657.00
1-1/2"	\$1,990.00	2,070.00
2"	\$2,335.00	2,428.00
4" (14)	Actual time & materials with estimated deposit	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstal)	\$114.00	119.00
Service Extension inside City limits		
1 inch single service	\$4,306.00	4,478.00
2 inch single service	\$5,839.00	6,073.00
2 inch dual service	\$6,829.00	7,102.00
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		

Notes:

- (1) All copy charges are calculated based on a single-sided 8 ½ x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of singled 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. 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 the same amount.
- (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.



	<u>2021 FEE</u>	<u>2022 FEE</u>
(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.		
(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.		

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: Finance & Admin

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Marijuana business moratorium.

Recommended Motion:

Motion to place a temporary, 180-day, moratorium on new marijuana businesses in the City of Brookings.

Financial Impact:

None anticipated.

Background/Discussion:

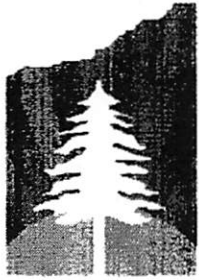
Councilor Schreiber requested at a recent Council Workshop that an agenda item be put on the next council meeting to discuss a moratorium on new marijuana businesses in the City of Brookings, while information is gathered and reviewed regarding potential zoning restrictions or conditions. There was consensus from Council to bring the topic forward for discussion and possible decision.

ORS 475C.449 provides that Cities and Counties may regulate marijuana facilities by imposing reasonable restrictions on the hours of operation, location, and manner of operation of recreational marijuana producers, processors, wholesalers, and retailers.

As an example, I have attached Jackson County's Marijuana Use Regulations that was adopted by Ordinance.

Attachment:

- a. Jackson County Marijuana Use Regulations.



# JACKSON COUNTY

*Oregon*

## MARIJUANA USE REGULATIONS

Amendments to the Jackson County  
Land Development Ordinance

### CHAPTER 3

Adopted by Emergency Ordinance No.  
2016-4

March 16, 2016

### **3.12.2 Approval Criteria**

The Director may authorize an adjustment in accordance with Section 3.12.3 below, only upon finding that the adjustment:

- A) Advances the goals and purposes of this Ordinance;
- B) Results in less visual impact;
- C) Results in more effective environmental or open space preservation; or
- D) Relieves practical difficulties in developing a site.

### **3.12.3 Modifications Authorized**

The following modifications may be authorized under this Section:

- A) Modification up to 10 percent per lot of any zoning district setback, lot width, or height standard up to a maximum of two lots per development. An administrative adjustment of the maximum height standard is not permitted in the Airport Approach or Airport Concern Overlay;
- B) Modification up to 20 percent of any of the commercial zoning district sign area standards of Section 9.6; and
- C) Modifications up to 10 percent of any of the site landscaping standards of Section 9.2.

## **~~3.12~~ MARIJUANA USE REGULATIONS**

### **3.13.1 Applicability**

Notwithstanding any other provision of the LDO to the contrary Chapter 3.13 applies to all marijuana production, processing, wholesaling and retailing/dispensing.

#### **A) Section 3.13 applies to:**

- 1) All marijuana production in the Exclusive Farm Use (EFU), Forest, Urban Residential, General and Light Industrial zoning districts;
- 2) All marijuana processing in the EFU and Industrial zoning districts;
- 3) Recreational marijuana wholesaling in the General Commercial and General and Light Industrial zoning districts; and
- 4) Marijuana Retailing/Medical Marijuana Facilities in the General Commercial zoning district.

#### **B) Section 3.13 does not apply to:**

- 1) Homegrown recreational marijuana or personal medical marijuana (equivalent to growing for one cardholder), as allowed by state law.

### **3.13.2 Marijuana Production**

Marijuana production shall be subject to the following standards:

#### **A) Procedures**

All marijuana production shall be permitted through a Type 1 land use authorization per LDO Section 3.1.2.

**B) Setbacks**

- 1) No outdoor marijuana production within 250 feet of city limits and the White City Urban Unincorporated Community Boundary.

**C) Urban Residential Zoning district**

Notwithstanding section 3.13.1(B)(1), homegrown recreational marijuana and personal medical marijuana production (equivalent to growing for one cardholder) must take place in a walled and roofed structure without translucent walls and roof.

**D) Exclusive Farm Use and Forest Zoning districts**

All marijuana production is subject to sections 3.13.3(A)(3) subsections (c) Lighting, (d) Use of Tents, Recreational and Camping Vehicles, (e) Water, and (h) Security Cameras.

- 1) Marijuana waste shall be stored in a secured waste receptacle, and in the possession of and under the control of the licensee.

**E) Light and General Industrial Zoning districts**

- 1) All marijuana production is subject to Section 3.13.3(A)(3) subsections (c) Lighting, (d) Use of Tents, Recreational and Camping Vehicles, (e) Water, (g) Odor, and (h) Security Cameras. Outdoor marijuana waste burning is prohibited.
- 2) All marijuana production shall be allowed in Light and General Industrial zoning districts as an accessory and subordinate use to marijuana processing (manufacturing).
- 3) Except as otherwise provided in 3.13.2(E)(4), all marijuana production shall be located entirely within one or more completely enclosed buildings without translucent walls and roof.
- 4) The provisions of 3.13.2(E)(3) shall not apply to marijuana production registered with the Oregon Health Authority if that marijuana production was registered with the Oregon Health Authority on or before March 1, 2016 for a period of time ending February 28, 2019.

**F) Prohibited Uses in the EFU zoning district**

The following uses are prohibited on EFU zoned property when the county finds that the use is associated with or in conjunction with marijuana production.

- 1) A farm dwelling as describe in 4.2.6(C), (D), and (E);
- 2) A farm stand as described in section 4.2.7(D); and
- 3) A commercial activity in conjunction with a farm use as described in section 4.2.7(A).

**G) Additional Regulations**

- 1) All development associated with marijuana production shall meet any applicable siting standards, development regulations and use limitation of this Ordinance.

**H) Fencing**

Fencing, as required by State law, shall not be constructed of temporary materials such as plastic sheeting, hay bales, tarps, etc.

**3.13.3 Marijuana Processing**

All marijuana processing is limited to General Industrial, Light Industrial, and EFU zoning districts and shall be subject to the following standards:

**A) Procedures**

1) General and Light Industrial Zoning districts:

- a) Marijuana processing shall be permitted through a Type 1/2 land use permit.
- b) No on-site retail sales are allowed.
- c) No outdoor storage of marijuana in any form, including remnants, by-products and waste is permitted.
- d) Marijuana processing is subject to Section 3.13.3(A)(3) subsections (c) Lighting, (d) Use of Tents, Recreational and Camping Vehicles, (e) Water, (g) Odor, and (h) Security Cameras. Outdoor marijuana waste burning is prohibited.
- e) Marijuana processing establishments are subject to Section 3.2, Site Plan Review.

2) In an EFU zoning district all marijuana processing shall be permitted through a Type 2 land use permit.

3) Exclusive Farm Use Zoning district:

- a) Only dry, water or CO-2 processing is allowed.
- b) All marijuana processing shall be located entirely within one or more completely enclosed buildings.
- c) Lighting
  - i) Outdoor marijuana processing lights shall not be illuminated from 7:00 p.m. to 7:00 a.m. the following day.

- ii) Light cast by exterior light fixtures (ie. security lights) shall not spill onto adjacent lots and shall be "dark sky" qualifying light fixtures.
- d) **Use of Tents, Recreational or Camping Vehicles**  
Use of tents, and recreational or camping vehicles for overnight stays, as living space is not allowed in conjunction with marijuana processing.
- e) **Water**  
The applicant shall provide a water right permit or certificate number; a statement that water is supplied from a public or private water provider, along with the name and contact information of the water provider; or proof from the Oregon Water Resources Department that the water to be used for production is from a source that does not require a water right.
- f) **Waste Management**  
Marijuana waste shall be stored in a secured waste receptacle in the possession of and under the control of the licensee.
- g) **Odor**  
A building used for marijuana processing shall be equipped with a carbon filtration system for odor control.
  - i) The system shall consist of one or more fans and filters.
  - ii) At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the square footage of the building floor space (i.e., one CFM per square foot of building floor space).
  - iii) The filter(s) shall be rated for the applicable CFM.
  - iv) The filtration system shall be maintained in working order and shall be in use.
  - v) An alternative odor control system is permitted if the applicant submits a report by a mechanical engineer licensed in the State of Oregon demonstrating that the alternative system will control odor as well or better than the carbon filtration system otherwise required.
- h) **Security cameras**  
If security cameras are used, they shall be directed to record only the subject property and public rights-of-way, except as required to comply with licensing requirements of the Oregon Liquor Control Commission or registration requirements of the Oregon Health Authority.

### **3.13.4 Marijuana Wholesaling**

See LDO Table 6.2-1, Use Table for Base Zoning districts, Category - Retail Sales, Specific Use – Wholesale Establishments.

- A) Wholesaling may be allowed for recreational marijuana only.
- B) Marijuana waste shall be stored in a secured waste receptacle in the possession of and/or under the control of the licensee.
- C) Notwithstanding 8.4.3(B)(1), outdoor storage of recreational marijuana is prohibited.
- D) Retail sales to the general public are prohibited.
- E) A sample of usable recreational marijuana or a cannabinoid product, concentrate or extract may be provided to a marijuana wholesaler, retailer, or processor licensee for the purpose of the licensee determining whether to purchase the product. The product may not be consumed on the property.
- F) Wholesale establishments are subject to Section 3.2, Site Plan Review.

### **3.13.5 Marijuana Retailing/Medical Marijuana Facilities:**

- A) A marijuana retailing facility or medical marijuana facility may not be located:
  - 1) Within one mile of the Veterans Administration Southern Oregon Rehabilitation Center and Clinics, currently located on the parcel described as 361W17 tax lot 800 and any after acquired parcels.
  - 2) Within 1,000 feet of the Jackson County Transition Center, currently located on the parcels described as 381W23B Tax Lots 103 and 300, and any after acquired parcels.
  - 3) On a property adjacent to any residentially zoned property.
  - 4) Within 1,000 feet of a public park, excluding the Bear Creek Greenway.
  - 5) Within 1,000 feet of an Interstate 5 (I-5) interchange. The interchange is defined as the bridge structure over I-5 including all on and off ramp termini.
  - 6) Within 1,000 feet from a public elementary or secondary school for which attendance is compulsory under ORS 339.030 or a private or parochial elementary or secondary school, teaching children as described in ORS 339.030(1)(a).
  - 7) Within 1,000 feet of another marijuana retailing facility or medical marijuana facility.



**B) Distance Calculations:**

- 1) For the purposes of determining the distance between a marijuana retailing facility or medical marijuana facility and another marijuana retailing facility or medical marijuana facility, for the purposes of Section 3.13.5(A)(7), "within 1,000 feet" means a straight line measurement in a radius extending 1,000 feet or less in every direction from the closest point anywhere on the premises of the marijuana retailing facility or medical marijuana facility to the closest point anywhere on the premises of the marijuana retailing facility or medical marijuana facility.
- 2) For the purposes of determining the distances in sections 3.13.5(A)(1-6), "within 1,000 feet," or "within one mile" means a straight line measurement in a radius extending the specified distance or less in any direction from the closest point anywhere on the boundary line of the real property parcel comprising the uses in sections 3.13.5(A)(1-6) to the closest point anywhere on the premises of a marijuana retailing facility or medical marijuana facility.

**C) The hours of operation will be limited to 9:00 a.m. to 7:00 p.m.**

**D) No marijuana remnants or by-products shall be placed within the facility's exterior refuse containers.**

**E) Odor**

- 1) A building used for marijuana retailing shall be equipped with a carbon filtration system for odor control.
- 2) The system shall consist of one or more fans and filters.
- 3) At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the square footage of the building floor space (i.e., one CFM per square foot of building floor space).
- 4) The filter(s) shall be rated for the applicable CFM.
- 5) The filtration system shall be maintained in working order and shall be in use.
- 6) An alternative odor control system is permitted if the applicant submits a report by a mechanical engineer licensed in the State of Oregon demonstrating that the alternative system will control odor as well or better than the carbon filtration system otherwise required.

**F) Additional Regulations**


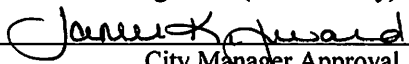
Recreational marijuana facilities are subject to Section 3.2, Site Plan Review.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: Finance & Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

Hold Public Hearing on State Revenue Sharing and Adopt Resolution.

Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 22-R-1218 declaring the City's election to receive state revenues for 2022-23 fiscal year.

Financial Impact:

Estimated State Revenue Sharing for 2022-23 is \$64,000.

Background /Discussion:

The State of Oregon requires an opportunity for the public to comment on the use of State Revenue Sharing funds before the Budget Committee and City Council. The hearing before the Budget Committee was held on April 18, 2022. A second hearing is to be held at this City Council meeting.

Attachments:

- a. Resolution 22-R-1218 State Revenue Sharing

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1218**

**A RESOLUTION DECLARING THE CITY OF BROOKINGS' ELECTION TO RECEIVE STATE REVENUES FOR THE 2022-23 FISCAL YEAR.**

**WHEREAS**, Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2022-23, and

**WHEREAS**, the Budget Committee of the City of Brookings held a public hearing on April 18, 2022 and the City Council of the City of Brookings held a public hearing on May 9, 2022, giving citizens an opportunity to comment on the use of State Revenue Sharing;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve this resolution.

Adopted by Council and made effective on the 9<sup>th</sup> of May, 2022.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Attest:

\_\_\_\_\_  
Ron Hedenskog, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder

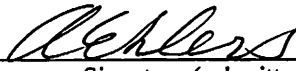
I certify that a public hearing before the Budget Committee was held on April 18, 2022 and a public hearing before the City Council was held on May 9, 2022, giving citizens an opportunity to comment on the use of State Revenue Sharing.

\_\_\_\_\_  
Anella Ehlers, Deputy Finance Director


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

  
Signature (submitted by)

Originating Dept: Finance & Admin

  
City Manager Approval

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### Subject:

Hold Public Hearing and Approval of Appropriations for FY 2022-23 Budget.

### Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 22-R-1219, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2022-23 fiscal year, and to categorize the levy.

### Financial Impact:

The total approved fiscal year 2022-23 budget, for the City of Brookings is \$59,825,038. The General Fund operating expenditures total \$6,386,702 with revenues projected at \$5,989,822, with the Contingency projected to decrease by \$33,733.

### Background /Discussion:

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the City can implement the 2022-23 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council.

### Budget highlights include:

- \$41.5 million in capital expenditures in water, sewer, storm drain, street, and parks improvements.
- 3.9% increase in the water utility rate and 8.6% increase in the sewer utility rate.
- USDA-RD loan proceeds to complete \$30.3 million of wastewater projects in the next three years.
- Oregon's Safe Drinking Water Revolving Loan Fund proceeds to complete \$4.2 million in water distribution projects.

No changes are proposed by staff from the Budget Committees' approved budget.

### Attachments:

- a. Resolution 22-R-1219 Adopt Budget

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1219**

A RESOLUTION ADOPTING THE CITY OF BROOKINGS BUDGET, DECLARING TAX LEVIED, and MAKING APPROPRIATIONS FOR THE 2022-23 FISCAL YEAR AND TO CATEGORIZE THE LEVY.

BE IT RESOLVED that the City Council of the City of Brookings hereby adopts the budget for fiscal year 2022-23 in the sum of \$59,825,038 now on file at the Finance and Administration Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below, are hereby appropriated as follows:

<b>GENERAL FUND</b>		
Judicial	\$48,018	
Finance and Administration	611,420	
Police	3,231,250	
Fire	340,738	
Planning & Building	335,575	
Parks & Recreation	407,089	
Golf Course	700,000	
Swimming Pool	150,584	
Non-Departmental	168,600	
Special Appropriations:		
Debt Service	108,428	
Transfers	285,000	
Contingency	623,120	
TOTAL GENERAL FUND APPROPRIATION		\$7,009,822
<b>STREET FUND</b>		
Streets Maintenance	696,587	
Special Appropriations:		
Debt Service	4,409	
Transfers	119,370	
Contingencies	139,834	
TOTAL STREET FUND APPROPRIATION		960,200
<b>WATER FUND</b>		
Water Distribution	652,358	
Water Treatment	584,613	
Special Appropriations:		
Debt Service	30,679	
Transfers	752,196	
Contingencies	143,154	
TOTAL WATER FUND APPROPRIATION		2,163,000
<b>WASTEWATER FUND</b>		
Wastewater Collection	874,741	
Wastewater Treatment	1,177,511	
Special Appropriations:		
Debt Service	30,679	
Transfers	1,562,956	
Contingencies	242,413	
TOTAL WASTEWATER FUND APPROPRIATION		3,888,300
<b>9-1-1 FUND</b>		
9-1-1 Division	145,800	
Special Appropriations:		
Debt Service	23,846	
Transfers	168,200	
Contingencies	133,654	
TOTAL 9-1-1 FUND APPROPRIATION		471,500
<b>TOURISM FUND</b>		
Tourism Division	225,148	
Special Appropriations:		
Transfers	16,052	
Contingencies	30,000	

<b>TOTAL TOURISM FUND APPROPRIATION</b>		271,200
<b>AIRPORT FUND</b>		
Airport Division		338,900
<b>GOVERNMENTAL LOAN FUND</b>		
Debt Service		126,000
<b>WATER LOAN FUND OECDD</b>		
Debt Service		562,892
<b>STORM LOAN FUND</b>		
Debt Service		97,085
<b>WASTEWATER LOAN FUND</b>		
Debt Service		1,114,000
<b>TECHNOLOGY RESERVE FUND</b>		
Technology Program	65,000	
Special Appropriations:		
Transfers	53,200	
Contingencies	3,650	
<b>TOTAL FUND APPROPRIATION</b>		121,850
<b>CAPITAL PROJECTS RESERVE FUND</b>		
Park and Recreation Program	71,000	
Public Safety	195,000	
Special Appropriations:		
Capital Outlay	2,169,247	
<b>TOTAL RESERVE FUND APPROPRIATION</b>		2,435,247
<b>STREET SYSTEM REPLACEMENT FUND</b>		
Street Maintenance	757,082	
Special Appropriations:		
Transfers	4,918	
<b>TOTAL STREET SRF FUND APPROPRIATIONS</b>		762,000
<b>WATER SYSTEM REPLACEMENT FUND</b>		
Water System Maintenance	687,145	
Special Appropriations:		
Transfers	170,855	
<b>TOTAL WATER SRF FUND APPROPRIATIONS</b>		858,000
<b>WASTEWATER SYSTEM REPLACEMENT FUND</b>		
Wastewater System Maintenance	29,538,735	
Special Appropriations:		
Transfers	34,265	
<b>TOTAL WASTEWATER SRF FUND APPROPRIATIONS</b>		29,573,000
<b>STORMWATER SYSTEM REPLACEMENT FUND</b>		
Stormwater System Maintenance	974,953	
Special Appropriations:		
Transfers	55,047	
<b>TOTAL STORMWATER SRF FUND APPROPRIATIONS</b>		1,030,000
<b>STREET SYSTEM DEVELOPMENT FUND</b>		
Street Program		3,563,600
<b>WATER SYSTEM DEVELOPMENT FUND</b>		
Water System		237,000
<b>WASTEWATER COLLECTIONS SYSTEM DEVELOPMENT FUND</b>		
Wastewater System		2,092,000
<b>PARKS &amp; REC SYSTEM DEVELOPMENT FUND</b>		
Parks and Recreation Program		175,400
<b>STORMWATER SYSTEM DEVELOPMENT FUND</b>		
Stormwater System		230,000

<b>SPECIAL POLICE</b>		
K-9	61,000	
Safety City	9,200	
Police Reserves	16,800	
Police VIPS	100	
Range	5,000	
Grants Program	12,200	
		104,300
<b>HEALTH FAIR FUND</b>		
Health Fair Program		1,900
<b>SPECIAL FIRE FUND</b>		
Fire Program		16,100
<b>TOTAL CITY OF BROOKINGS APPROPRIATIONS</b>		<b>58,203,296</b>
<b>RESERVED AMOUNTS</b>		
Water Loan Fund	499,026	
Wastewater Loan Fund	<u>1,122,716</u>	
		<u>1,621,742</u>
<b>TOTAL ADOPTED BUDGET</b>		<b><u>\$59,825,038</u></b>

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable property within the district as follows:

<b>CATEGORIZING THE TAX</b>		
	General Government	Excluded from
		Limitation
General Fund	\$3.7630/1000	

ADOPTED by the City Council for the City of Brookings this 9th of May, 2022.

\_\_\_\_\_  
Ron Hedenskog, Mayor

ATTEST by:


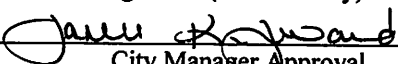
\_\_\_\_\_  
Janell K. Howard, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: Finance & Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

Approve Water and Sewer Rates, and System Replacement Fees for 2022-23

Recommended Motion:

1. Adopt Resolution 22-R-1220, adopting Water rates for 2022-23.
2. Adopt Resolution 22-R-1221, adopting Sewer rates for 2022-23.
3. Adopt Resolution 22-R-1222, adopting System Replacement Fees for 2022-23.

Financial Impact:

The above rates are necessary to balance the budget as approved by the Budget Committee.

Background /Discussion:

The rate increases included in the attached resolutions are as approved by the Budget Committee.

There was a rate increase of 3.9% proposed for water and approved by the budget committee, therefore included in the attached resolution.

There was a rate increase of 8.6% proposed for sewer and approved by the budget committee, therefore included in the attached resolution.

System Replacement Fees (SRF) are adjusted by the CPI annually, which increased 8.6% but a 4.0% increase was approved by the budget committee. As a reminder, there is currently no Streets SRF, as it was eliminated due to voters approving a local fuel tax, effective July 1, 2015 and renewed by voters in 2018.

Attachment(s):

Resolution 22-R-1220 Water Rates  
Resolution 22-R-1221 Sewer Rates  
Resolution 22-R-1222 System Replacement Fees



**CITY OF BROOKINGS**

**RESOLUTION 22-R-1220**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS WATER SUPPLY SERVICES AND REPEALING RESOLUTION 21-R-1200.**

WHEREAS, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 3.9% is necessary to balance resources and requirements for 2022-23;

*NOW THEREFORE BE IT RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2022, the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:		\$20.00 Nonrefundable
Monthly User Charges	Inside City Limits	\$13.64 Base Fee \$2.95 per 100 cu ft of usage
	Outside City Limits	\$27.28 Base Fee \$5.90 per 100 cu ft of usage
Service Deposit		
	High risk	\$ 300.00
	Medium risk	\$ 200.00
	Low Risk	\$ 0.00
Temporary Construction Service		\$ 90.00
<i>(Up to six month service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first. May apply for additional six months for additional \$90)</i>		
Non-occupant water usage		\$ 40.00

(14 calendar day maximum)

Vacation Turn – On	\$	35.00
-Outside City Limits	\$	45.00
Vacation Turn – Off	\$	35.00
-Outside City Limits	\$	45.00
Late Fee	\$	15.00
Shut off Fee	\$	35.00
After Hours Call Out Fee	\$	130.00
Meter Test	\$	52.00

BE IT FURTHER RESOLVED that Resolution 21-R-1200 is repealed in its entirety.

Passed by the City Council May 9, 2022, and made effective July 1, 2022.

Attest:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1221**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS SEWER SERVICES AND REPEALING RESOLUTION 21-R-1201.**

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 8.6% is necessary to balance resources and requirements for 2022-23;

*NOW THEREFORE BE IT RESOLVED* by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:      Included with water fee

Service deposit      Included with water deposit

Monthly user charges for:

Single family residential:      \$67.18

Multi-family residential:      \$67.18

Commercial      \$3.78 monthly service charge  
plus \$7.36/ccf of water use

Restaurants:      \$3.78 monthly service charge  
plus \$8.35/ccf of water use

Schools:      \$3.78 monthly service charge  
plus \$4.38/ccf of water use

Churches	\$3.78 monthly service charge plus \$4.25/ccf of water use
Industrial:	\$3.78 monthly service charge plus \$13.05/ccf of water use
Harbor Sanitary District:	As established by agreement

BE IT FURTHER RESOLVED that Resolution 21-R-1201 is repealed in its entirety.

Passed by the City Council May 9, 2022, and made effective July 1, 2022.

Attest:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1222**

**A RESOLUTION ADOPTING FEES AND CHARGES FOR SYSTEM REPLACEMENT FOR THE WATER SYSTEM, WASTEWATER SYSTEM, AND STORM WATER SYSTEM, AND ESTABLISHING AN ANNUAL INFLATIONARY ADJUSTMENT FOR REPLACEMENT CHARGES, REPEALING RESOLUTION 21-R-1202.**

**WHEREAS**, Ordinance 87-O-419 provides for adoption of System Replacement Charges and Ordinance 06-O-574 provides for all future revisions to System Replacement Charges to be adopted by resolution of the City Council; and

**WHEREAS**, the collection of reasonable charges are necessary to finance capital replacement, non-capacity increasing extension, and non-capacity increasing expansion of municipal utility facilities, including the acquisition of land or rights-of-way thereto; and

**WHEREAS**, the City Council desires to have the monthly user charges for City of Brookings Utilities System Replacement be increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March; and

**WHEREAS**, the CPI-U increased 8.5% from March 2021 to March 2022 although the budget committee approved a 4.0% increase;

**NOW, THEREFORE, BE IT RESOLVED:** by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2022, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

<b><u>CHARGE</u></b>	<b><u>RATE</u></b>
Street System Replacement	\$0.00
Water System Replacement	\$3.43
Wastewater System Replacement	\$4.40
Stormwater System Replacement	\$4.79

**BE IT FURTHER RESOLVED** that Resolution 21-R-1202 is repealed in its entirety.

**PASSED** by the City Council May 9, 2022, and made effective July 1, 2022

Attest:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/07/2022	88226	4734	Aramark Uniform Services	10-00-2005	120.00
04/22	04/07/2022	88227	2407	Blue Star Gas	10-00-2005	79.00
04/22	04/07/2022	88228	313	Brookings Vol Firefighters	10-00-2005	2,250.00
04/22	04/07/2022	88229	715	Budge McHugh Supply	20-00-2005	4,700.94
04/22	04/07/2022	88230	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
04/22	04/07/2022	88231	5070	Canon Solutions America	10-00-2005	39.08
04/22	04/07/2022	88232	6073	Carpenter Point S	10-00-2005	180.00
04/22	04/07/2022	88233	5842	Century West Engineering Corp	33-00-2005	24,751.18
04/22	04/07/2022	88234	5842	Century West Engineering Corp	33-00-2005	6,816.34
04/22	04/07/2022	88235	5822	Chaves Consulting Inc	49-00-2005	370.20
04/22	04/07/2022	88236	5952	Chetco Auto Marine & Industrial Supply	25-00-2005	371.75
04/22	04/07/2022	88237	3834	Clean Sweep Janitorial Service	10-00-2005	2,050.00
04/22	04/07/2022	88238	5827	Coastal Investments LLC	10-00-2005	1,130.00
04/22	04/07/2022	88239	284	Day Management Corp	30-00-2005	930.00
04/22	04/07/2022	88240	1	Brande Ferraccioli	20-00-2005	95.54
04/22	04/07/2022	88241	1	Scioto Properties SP-16 LLC	20-00-2005	209.67
04/22	04/07/2022	88242	1	Linda Terpening	20-00-2005	229.64
04/22	04/07/2022	88243	1057	Donny Dotson	10-00-2005	92.00
04/22	04/07/2022	88244	5333	Double D Electric	10-00-2005	337.51
04/22	04/07/2022	88245	153	Ferrellgas	25-00-2005	1,077.66
04/22	04/07/2022	88246	5432	First Community Credit Union	25-00-2005	1,102.00
04/22	04/07/2022	88247	5004	Galls LLC	10-00-2005	124.69
04/22	04/07/2022	88248	6097	GP Energy	10-00-2005	4,090.91
04/22	04/07/2022	88249	139	Harbor Logging Supply	50-00-2005	125.00
04/22	04/07/2022	88250	6030	Hartwick Automotive LLC	10-00-2005	1,407.97
04/22	04/07/2022	88251	4980	iSecure	10-00-2005	33.00
04/22	04/07/2022	88252	328	Les Schwab Tire Center	25-00-2005	878.41
04/22	04/07/2022	88253	4269	Gary Milliman	10-00-2005	382.30
04/22	04/07/2022	88254	4487	Net Assets Corporation	10-00-2005	324.00
04/22	04/07/2022	88255	3159	NorthCoast Health Screening	25-00-2005	125.00
04/22	04/07/2022	88256	3561	Oil Can Henry's	10-00-2005	298.00
04/22	04/07/2022	88257	279	One Call Concepts, Inc	25-00-2005	86.73
04/22	04/07/2022	88258	866	Pitney Bowes Global Financial , LLC	10-00-2005	144.93
04/22	04/07/2022	88259	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
04/22	04/07/2022	88260	322	Postmaster	25-00-2005	850.00
04/22	04/07/2022	88261	5768	Proficient Auto Center Inc	20-00-2005	83.50
04/22	04/07/2022	88262	3220	Radar Shop, The	10-00-2005	1,120.00
04/22	04/07/2022	88263	4815	Platt	15-00-2005	1,877.46
04/22	04/07/2022	88264	6102	South Coast Shopper	10-00-2005	186.00
04/22	04/07/2022	88265	142	Tidewater Contractors Inc	51-00-2005	77,652.66
04/22	04/07/2022	88266	4542	Umpqua Bank	45-00-2005	9,774.31
04/22	04/07/2022	88267	861	Village Express Mail Center	10-00-2005	68.31
04/22	04/07/2022	88268	2122	Cardmember Service	10-00-2005	4,694.59
04/22	04/07/2022	88269	169	Waste Connections Inc	25-00-2005	637.97
04/22	04/07/2022	88270	4220	Woof's Dog Bakery	61-00-2005	103.98
04/22	04/07/2022	88271	6090	Wrap Technologies Inc	61-00-2005	2,999.95
04/22	04/07/2022	88272	5992	Ziply Fiber	30-00-2005	794.42
04/22	04/14/2022	88273	6121	AutoZone Inc	10-00-2005	26.15
04/22	04/14/2022	88274	4939	BI- Mart Corporation	10-00-2005	34.65
04/22	04/14/2022	88275	5048	Brookings Harbor Medical Center	10-00-2005	300.00
04/22	04/14/2022	88276	5842	Century West Engineering Corp	33-00-2005	5,022.88
04/22	04/14/2022	88277	1620	Curry County Community Development	10-00-2005	137.50
04/22	04/14/2022	88278	6078	Curry County Reporter	75-00-2005	108.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/14/2022	88279	259	Da-Tone Rock Products	75-00-2005	2,316.61
04/22	04/14/2022	88280	1	Jacki Scott	20-00-2005	281.95
04/22	04/14/2022	88281	1	Kevin Vanginderen	20-00-2005	11.18
04/22	04/14/2022	88282	3342	Fastenal	25-00-2005	255.60
04/22	04/14/2022	88283	2186	Ferguson Waterworks #3011	20-00-2005	2,125.32
04/22	04/14/2022	88284	5858	Jacobs Engineering Group Inc	25-00-2005	116,266.82
04/22	04/14/2022	88285	6001	Jody Soberon Language Services LLC	10-00-2005	35.00
04/22	04/14/2022	88286	6065	Local Government Law Group PC	10-00-2005	1,820.00
04/22	04/14/2022	88287	685	Neilson Research Corporation	25-00-2005	855.00
04/22	04/14/2022	88288	5916	Oregon Department of Aviation	33-00-2005	50.00
04/22	04/14/2022	88289	699	OR Transportation Infrastructure Bank	55-00-2005	9,000.00
04/22	04/19/2022	88290	6141	Pasadena Superior Court	10-00-2005	.00 V
04/22	04/14/2022	88291	207	Quill Corporation	10-00-2005	158.69
04/22	04/14/2022	88292	3220	Radar Shop, The	10-00-2005	62.50
04/22	04/14/2022	88293	3369	Schwabe Williamson & Wyatt PC	20-00-2005	2,434.00
04/22	04/14/2022	88294	267	SeaWestern Fire Fighting Equip	10-00-2005	995.00
04/22	04/14/2022	88295	142	Tidewater Contractors Inc	75-00-2005	430.78
04/22	04/14/2022	88296	169	Waste Connections Inc	15-00-2005	673.81
04/22	04/14/2022	88297	5992	Ziply Fiber	25-00-2005	911.88
04/22	04/14/2022	88298	4131	Zumar Industries Inc	15-00-2005	1,148.30
04/22	04/21/2022	88299	5908	Amazon Capital Services	10-00-2005	191.95
04/22	04/21/2022	88300	4939	Bl- Mart Corporation	20-00-2005	25.37
04/22	04/21/2022	88301	5070	Canon Solutions America	10-00-2005	302.46
04/22	04/21/2022	88302	3015	Charter Communications	30-00-2005	599.98
04/22	04/21/2022	88303	4928	CIS Trust	10-00-2005	50.00
04/22	04/21/2022	88304	4882	Coastal Heating & Air	10-00-2005	277.50
04/22	04/21/2022	88305	5118	Cruise Master Prisms Inc	10-00-2005	521.30
04/22	04/21/2022	88306	4746	Curry County Treasurer	10-00-2005	224.00
04/22	04/21/2022	88307	1	Richard Brunick	20-00-2005	64.06
04/22	04/21/2022	88308	1	Gagatech Holding LLC	20-00-2005	275.39
04/22	04/21/2022	88309	1	Lisa Joy Vandoren	20-00-2005	158.84
04/22	04/21/2022	88310	5344	Dooley Enterprises, Inc	10-00-2005	769.48
04/22	04/21/2022	88311	2640	Dyer Partnership, The	53-00-2005	30,023.57
04/22	04/21/2022	88312	6137	Four Aces Security Solutions LLC	32-00-2005	50.00
04/22	04/21/2022	88313	5004	Galls LLC	10-00-2005	105.59
04/22	04/21/2022	88314	5572	Globalstar USA	30-00-2005	1,111.60
04/22	04/21/2022	88315	6097	GP Energy	10-00-2005	3,890.56
04/22	04/21/2022	88316	4969	Bryan Holmes	10-00-2005	148.00
04/22	04/21/2022	88317	4171	In-Motion Graphics	61-00-2005	35.00
04/22	04/21/2022	88318	6143	Benjamin Monazi	20-00-2005	143.00
04/22	04/21/2022	88319	5008	Online Information Services	10-00-2005	142.64
04/22	04/21/2022	88320	5155	Oregon Department of Revenue	10-00-2005	806.25
04/22	04/21/2022	88321	4	Brookings Elks Lodge	10-00-2005	133.00
04/22	04/21/2022	88322	4	Dustin Hall	10-00-2005	433.00
04/22	04/21/2022	88323	4	Living Waters Foursquare Church	10-00-2005	44.00
04/22	04/21/2022	88324	4	Sherry Squires	10-00-2005	209.00
04/22	04/21/2022	88325	5298	Sea Clear Window Cleaning	10-00-2005	1,000.00
04/22	04/21/2022	88326	380	Stadelman Electric Inc	15-00-2005	880.52
04/22	04/21/2022	88327	956	Suiter's Paint & Body	10-00-2005	187.50
04/22	04/21/2022	88328	6141	Tosha Townsend, CSR No 9156	10-00-2005	170.00
04/22	04/21/2022	88329	4220	Woof's Dog Bakery	61-00-2005	51.99
04/22	04/21/2022	88330	5992	Ziply Fiber	10-00-2005	200.56
04/22	04/21/2022	88331	4131	Zumar Industries Inc	15-00-2005	291.60
04/22	04/28/2022	88332	5656	Aerzen USA Corporation	53-00-2005	9,648.25
04/22	04/28/2022	88333	4788	BOLI	53-00-2005	159.97
04/22	04/28/2022	88334	5048	Brookings Harbor Medical Center	25-00-2005	309.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/22	04/28/2022	88335	6142	Gracie Brozdounoff	10-00-2005	58.00
04/22	04/28/2022	88336	3015	Charter Communications	10-00-2005	149.98
04/22	04/28/2022	88337	182	Coos-Curry Electric	10-00-2005	4,690.29
04/22	04/28/2022	88338	4534	Daily Journal of Commerce Oregon	51-00-2005	709.30
04/22	04/28/2022	88339	1	Wayne Cohen	20-00-2005	6.96
04/22	04/28/2022	88340	1	Brent Cole	20-00-2005	151.03
04/22	04/28/2022	88341	1	Ron & Darlene Wheeler	20-00-2005	12.01
04/22	04/28/2022	88342	5333	Double D Electric	25-00-2005	2,623.46
04/22	04/28/2022	88343	5951	Executech Utah LLC	49-00-2005	30.65
04/22	04/28/2022	88344	298	Freeman Rock, Inc	10-00-2005	6,272.66
04/22	04/28/2022	88345	4171	In-Motion Graphics	32-00-2005	45.00
04/22	04/28/2022	88346	5596	Rob Johnson	10-00-2005	39.00
04/22	04/28/2022	88347	5956	Municipal Emergency Services	10-00-2005	205.90
04/22	04/28/2022	88348	685	Neilson Research Corporation	25-00-2005	1,795.50
04/22	04/28/2022	88349	5886	Office Depot Inc	10-00-2005	50.89
04/22	04/28/2022	88350	4	Megan Demagalski	10-00-2005	234.00
04/22	04/28/2022	88351	267	SeaWestern Fire Fighting Equip	10-00-2005	1,380.48
04/22	04/28/2022	88352	6144	Shilo Inn Suites Hotel Bend	10-00-2005	447.00
04/22	04/28/2022	88353	3752	Trace Analytics, LLC	10-00-2005	89.00
04/22	04/28/2022	88354	4135	Jim Watson	10-00-2005	121.00
Grand Totals:						<u>375,188.59</u>

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

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

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

\_\_\_\_\_

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

Report Criteria:

Report type: Summary



# City of Brookings

## URBAN RENEWAL AGENCY MEETING MINUTES

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

**Monday, April 11, 2022**

### **Call to Order**

Mayor Hedenskog called the meeting to order at 7:14 PM

### **Roll Call**

Council Present: Chair Ron Hedenskog, Director Alcorn, Director Schreiber, Director McKinney, and Director Morosky; a quorum present.

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

Media Present: 1

Others Present: 0

### **Consent Calendar**

1) Approve URA Minutes for December 13, 2021

**Chair Hedenskog moved, Director McKinney seconded, and Council voted unanimously to approve the Consent Calendar.**

### **Staff Reports**

#### **1. Accept audit Proposal**

*Staff Report presented by Janell Howard*

**Director Schreiber moved, Director McKinney seconded, and Council voted unanimously to accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three-year contract.**

### **Adjournment**

Director Schreiber moved, Director Alcorn seconded and Council voted unanimously to adjourn the meeting at 7:18 PM.

Respectfully submitted:

ATTESTED:  
this 9th day of May, 2022:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## AGENDA REPORT

Meeting Date: May 9, 2022

Originating Dept: Finance & Admin



Signature (submitted by)



City Manager Approval

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### Subject:

Hold Public Hearing and Approval of Appropriations for FY 2022-23 Budget.

### Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 22-R-1223, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2022-23 fiscal year.

### Financial Impact:

The fiscal year 2022-23 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of \$1,921,676.

### Background /Discussion:

Oregon local budget law requires the Agency's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the Urban Renewal Agency can implement the 2022-23 budget and receive tax money necessary for operations, this resolution must be adopted by the Board of Directors.

No changes are proposed by staff from the Budget Committees' approved budget.

### Attachment:

Resolution 22-R-1223 Adopt Budget

**URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS**

**RESOLUTION 22-R-1223**

A RESOLUTION ADOPTING THE BUDGET FOR THE URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS, DECLARING TAX INCREMENT FUNDING AS PROVIDED UNDER SECTION 1C, Article IX OF THE OREGON CONSTITUTION AND ORS CHAPTER 457, AND MAKING APPROPRIATIONS FOR THE 2022-23 FISCAL YEAR.

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Brookings hereby adopts the budget for 2022-23 in the sum of \$ 1,921,676 now on file in the Office of the City Finance and Administration Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the

**GENERAL FUND**

Urban Renewal Program	1,541,676	
Special Appropriations:		
Transfers	0	
TOTAL GENERAL FUND APPROPRIATIONS		\$1,541,676

**DEBT SERVICE FUND**

Special Appropriations:		
Debt Service	0	
TOTAL DEBT SERVICE FUND APPROPRIATIONS		0

TOTAL RESERVE AMOUNTS		380,000
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TOTAL ADOPTED BUDGET		<u>\$1,921,676</u>
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BE IT FURTHER RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Downtown Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 9th day of May, 2022.

\_\_\_\_\_  
Ron Hedenskog, Chair

ATTEST by:

\_\_\_\_\_  
Janell K. Howard, City Recorder