

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL**

**Tuesday, May 28, 2024, 7:00pm**

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

#### **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 May 13, 2024 [Pg. 1]
2. Receive monthly financial report for April 2024 [Pg. 3]

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

1. Hemlock Rental Storage Units – CUP-5-24 Final Order [Pg. 9]
  - a. Final Order – CUP-5-24 [Pg. 10]
2. Collis and Barclay Lane Water Line Improvement – Dyer Task Order 108 [Pg. 12]
  - a. Dyer Task Order No. 108 – Collis and Barclay Lane Water Line Improvements [Pg. 13]

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

1. City Manager Recruitment Update

#### **H. Remarks from Mayor, Councilors and City Manager**

#### **I. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://www.brookings.or.us), and at Brookings City Hall. 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 541-469-1102 if you have any questions regarding this notice. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel:

<https://www.youtube.com/@cityofbrookingsoregon8039>, or search 'City of Brookings Oregon YouTube' in your

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, May 13, 2024**

**Call to Order**

Mayor Isaac Hodges called the meeting to order at 7:01 PM

**Roll Call**

Council Present: Mayor Isaac Hodges, Councilors Andy Martin, Phoebe Pereda, and Kristi Fulton; a quorum present

Council Absent: Councilor Clayton Malmberg

Staff present: Police Chief/Interim City Manager Kelby McCrae, Public Works and Development Services Director Tony Baron, Deputy Public Works and Development Services Director Lauri Ziemer, and Deputy City Recorder Brooklyn Osterhage, City Attorney Lori Cooper by phone as of 8:23 pm

Media Present: 1

Others Present: Approximately 10 audience members

**Ceremonies/Appointments/Announcements**

Mayor Hodges presented the Safe Boating Week Proclamation to the Coast Guard Auxiliary.

**Oral Requests and Communications from the Audience**

1. Cody Strunk, northernmost end of Rainbow Rock – spoke in opposition to adopting Ordinance 24-O-812
2. Sister Cora Rose, 551 Spruce – spoke in opposition to adopting Ordinance 24-O-812

**Consent Calendar**

1. Approve Council minutes for April 22, 2024
2. Accept Planning Commission minutes for April 2, 2024

**Councilor Martin moved, Councilor Pereda seconded, and Council voted unanimously to approve the Consent Calendar.**

**Staff Reports**

**1. Adopt Ordinance 24-O-812, amending the Brookings Municipal Code, Title 12 Streets, Sidewalks and Public Places**

Staff Report presented by Tony Baron and update provided by Kelby McCrae

Councilor Martin stated his support for adopting the ordinance.

Councilor Pereda stated that the City needs something in place and this ordinance would be a good start.

Mayor Hodges stated that it's important to get the ordinance in place now, even before the Grants Pass case is complete and it can be amended if necessary.

**Councilor Martin moved, Councilor Pereda seconded, and Council voted unanimously to read Ordinance 24-O-812 for the first time by title only.**

Ordinance 24-O-812 was read by title only.

**Councilor Martin moved, Councilor Pereda seconded, and Council voted unanimously to adopt Ordinance 24-O-812 with the changes to section 12.55.050, adding "on public property or" in "A" and removing "The same person cannot relocate their campsite within one block or 600 feet from the original campsite" in "B(1)".**

## **2. APP-1-24 – Review of Planning Commission Decision on CUP-5-24 – Conditional Use Permit to allow rental storage units, provided exclusively for storage purposes**

Staff Report presented by Tony Baron

Appeal applicant Bruce Nishioka provided presentation and views on the CUP application that was approved before the Planning Commission.

Councilors Pereda, Martin and Mayor Hodges expressed the importance of businesses and entrepreneurship and debated on the City's role in conditional uses.

Councilor Pereda and Mayor Hodges said they'd be interested to see if conditions can be placed on the permit to adhere to the Downtown Master Plan.

City Attorney Lori Cooper advised Council that conditions would have to be part of the Brookings Municipal Code for them to be enforceable.

Tony Baron confirmed that the Brookings Municipal Code does not contain any criteria to follow the Downtown Master Plan.

**Councilor Martin moved, Mayor Hodges seconded, and Council voted unanimously to affirm the Planning Commission's approval of CUP-5-24 – a Conditional Use Permit to allow the development of rental storage units at 508 Hemlock Street, Assessor's Map & Tax No. 4113-05CB, tax lots 6100, 6200, 6201, applicant Rick Gray/Hemlock Street Properties, LLC.**

### **Informational Non-Action Items**

Interim City Manager Chief McCrae provided an update on the City Manager recruitment.

### **Remarks from Mayor and Councilors**

Councilor Martin shared news on the Oregon Department Fish and Wildlife new Director.

Councilor Fulton commented that the City should work on its goals and master plan.

Mayor Hodges expressed empathy for what some people go through and stated that setting rules and guidelines is empathetic to all.

### **Adjournment**

Mayor Isaac Hodges adjourned the meeting at 8:45 PM.

Respectfully submitted:

ATTESTED:

this 28<sup>th</sup> day of May, 2024:

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Isaac Hodges, Mayor

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Brooklyn Osterhage, Deputy City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	4,026,050.00	132,080.66	4,136,982.25	( 110,932.25)	102.8
LICENSES AND PERMITS	297,000.00	34,927.87	250,832.41	46,167.59	84.5
INTERGOVERNMENTAL	294,500.00	8,089.64	148,279.40	146,220.60	50.4
CHARGES FOR SERVICES	1,109,500.00	10,889.12	343,812.12	765,687.88	31.0
OTHER REVENUE	140,500.00	7,367.03	165,651.91	( 25,151.91)	117.9
TRANSFERS IN	686,105.00	.00	.00	686,105.00	.0
	6,553,655.00	193,354.32	5,045,558.09	1,508,096.91	77.0
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	38,235.00	3,633.30	34,432.67	3,802.33	90.1
MATERIAL AND SERVICES	12,850.00	325.00	4,159.31	8,690.69	32.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,085.00	3,958.30	38,591.98	12,493.02	75.5
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	423,568.00	27,276.38	430,281.30	( 6,713.30)	101.6
MATERIAL AND SERVICES	228,800.00	7,566.81	274,279.01	( 45,479.01)	119.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	652,368.00	34,843.19	704,560.31	( 52,192.31)	108.0
POLICE:					
PERSONAL SERVICES	3,314,004.00	279,451.12	2,665,584.00	648,420.00	80.4
MATERIAL AND SERVICES	231,000.00	8,428.27	187,051.05	43,948.95	81.0
CAPITAL OUTLAY	.00	50,886.24	400,054.06	( 400,054.06)	.0
DEBT SERVICE	109,426.00	.00	14,306.95	95,119.05	13.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,654,430.00	338,765.63	3,266,996.06	387,433.94	89.4
FIRE:					
PERSONAL SERVICES	249,661.00	21,440.89	208,167.92	41,493.08	83.4
MATERIAL AND SERVICES	107,500.00	5,089.52	83,496.91	24,003.09	77.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	.00	30,579.01	.99	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	387,741.00	26,530.41	322,243.84	65,497.16	83.1

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	240,456.00	16,870.44	160,813.50	79,642.50	66.9
MATERIAL AND SERVICES	93,700.00	2,491.53	35,734.06	57,965.94	38.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	334,156.00	19,361.97	196,547.56	137,608.44	58.8
PARKS & RECREATION:					
PERSONAL SERVICES	287,161.00	20,715.43	222,715.09	64,445.91	77.6
MATERIAL AND SERVICES	137,900.00	9,356.80	78,356.28	59,543.72	56.8
CAPITAL OUTLAY	.00	( 891.90)	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	435,042.00	29,180.33	311,051.37	123,990.63	71.5
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	102,122.00	.00	65,350.30	36,771.70	64.0
MATERIAL AND SERVICES	66,700.00	24,192.38	65,789.06	910.94	98.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	168,822.00	24,192.38	131,139.36	37,682.64	77.7
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	175,600.00	6,731.71	99,833.72	75,766.28	56.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	575,000.00	.00	.00	575,000.00	.0
CONTINGENCIES AND RESERVES	829,411.00	.00	.00	829,411.00	.0
	1,580,011.00	6,731.71	99,833.72	1,480,177.28	6.3
	8,163,655.00	483,563.92	5,070,964.20	3,092,690.80	62.1
	( 1,610,000.00)	( 290,209.60)	( 25,406.11)	( 1,584,593.89)	( 1.6)

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2024

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	500,000.00	46,022.03	410,088.51	89,911.49	82.0
OTHER REVENUE	22,000.00	4,800.00	33,081.37	( 11,081.37)	150.4
TRANSFER IN	100,000.00	.00	.00	100,000.00	.0
	<u>622,000.00</u>	<u>50,822.03</u>	<u>443,169.88</u>	<u>178,830.12</u>	<u>71.3</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	244,962.00	17,671.55	215,024.31	29,937.69	87.8
MATERIAL AND SERVICES	319,700.00	13,036.62	185,078.55	134,621.45	57.9
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	4,409.00	367.40	3,673.92	735.08	83.3
TRANSFERS OUT	234,087.00	.00	.00	234,087.00	.0
CONTINGENCIES AND RESERVES	118,842.00	.00	.00	118,842.00	.0
	<u>937,000.00</u>	<u>31,075.57</u>	<u>403,776.78</u>	<u>533,223.22</u>	<u>43.1</u>
	<u>937,000.00</u>	<u>31,075.57</u>	<u>403,776.78</u>	<u>533,223.22</u>	<u>43.1</u>
	<u>( 315,000.00)</u>	<u>19,746.46</u>	<u>39,393.10</u>	<u>( 354,393.10)</u>	<u>12.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2024

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,039,000.00	162,771.02	1,650,377.32	388,622.68	80.9
OTHER INCOME	48,000.00	7,816.37	101,045.38	( 53,045.38)	210.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>2,087,000.00</u>	<u>170,587.39</u>	<u>1,751,422.70</u>	<u>335,577.30</u>	<u>83.9</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	432,204.00	34,128.35	358,836.57	73,367.43	83.0
MATERIAL AND SERVICES	183,800.00	9,265.59	182,263.03	1,536.97	99.2
CAPITAL OUTLAY	50,000.00	1,596.00	14,334.72	35,665.28	28.7
DEBT SERVICE	28,154.00	2,147.39	23,858.41	4,295.59	84.7
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>718,158.00</u>	<u>47,137.33</u>	<u>579,292.73</u>	<u>138,865.27</u>	<u>80.7</u>
WATER TREATMENT:					
PERSONAL SERVICES	30,042.00	1,725.83	32,003.32	( 1,961.32)	106.5
MATERIAL AND SERVICES	574,515.00	45,021.95	444,774.41	129,740.59	77.4
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,386.00	.00	2,384.49	1.51	99.9
TRANSFERS OUT	742,572.00	.00	.00	742,572.00	.0
CONTINGENCIES AND RESERVES	174,327.00	.00	.00	174,327.00	.0
	<u>1,533,842.00</u>	<u>46,747.78</u>	<u>479,162.22</u>	<u>1,054,679.78</u>	<u>31.2</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,252,000.00</u>	<u>93,885.11</u>	<u>1,058,454.95</u>	<u>1,193,545.05</u>	<u>47.0</u>
	<u>( 165,000.00)</u>	<u>76,702.28</u>	<u>692,967.75</u>	<u>( 857,967.75)</u>	<u>420.0</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2024

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	( 4,500.00)	.00	.00	( 4,500.00)	.0
CHARGES FOR SERVICES	3,566,300.00	275,020.38	2,882,677.09	683,622.91	80.8
OTHER REVENUE	15,000.00	.00	89,279.95	( 74,279.95)	595.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,576,800.00</u>	<u>275,020.38</u>	<u>2,971,957.04</u>	<u>604,842.96</u>	<u>83.1</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	675,298.00	50,781.34	526,833.87	148,464.13	78.0
MATERIAL AND SERVICES	290,500.00	3,812.76	111,363.47	179,136.53	38.3
CAPITAL OUTLAY	15,000.00	.00	3,637.00	11,363.00	24.3
DEBT SERVICE	28,154.00	2,147.21	23,856.65	4,297.35	84.7
TRANSFERS OUT	226,533.00	.00	.00	226,533.00	.0
	<u>1,235,485.00</u>	<u>56,741.31</u>	<u>665,690.99</u>	<u>569,794.01</u>	<u>53.9</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	45,461.00	2,588.89	48,005.16	( 2,544.16)	105.6
MATERIAL AND SERVICES	1,219,029.00	87,342.27	850,912.22	368,116.78	69.8
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	2,386.00	.00	2,384.49	1.51	99.9
TRANSFERS OUT	1,237,643.00	.00	.00	1,237,643.00	.0
CONTINGENCIES AND RESERVES	256,296.00	.00	.00	256,296.00	.0
	<u>2,775,815.00</u>	<u>89,931.16</u>	<u>901,301.87</u>	<u>1,874,513.13</u>	<u>32.5</u>
	<u>4,011,300.00</u>	<u>146,672.47</u>	<u>1,566,992.86</u>	<u>2,444,307.14</u>	<u>39.1</u>
	<u>( 434,500.00)</u>	<u>128,347.91</u>	<u>1,404,964.18</u>	<u>( 1,839,464.18)</u>	<u>323.4</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2024

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	724,170.00	5,991.06	751,629.05	( 27,459.05)	103.8
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	61,198.02	( 59,198.02)	3059.9
TRANSFERS IN	.00	.00	.00	.00	.0
	726,170.00	5,991.06	812,827.07	( 86,657.07)	111.9
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	185,256.00	78.75	33,884.91	151,371.09	18.3
CAPITAL OUTLAY	1,460,914.00	.00	193,203.55	1,267,710.45	13.2
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	1,646,170.00	78.75	227,088.46	1,419,081.54	13.8
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	1,646,170.00	78.75	227,088.46	1,419,081.54	13.8
	( 920,000.00)	5,912.31	585,738.61	( 1,505,738.61)	63.7

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 28, 2024

Originating Dept: PW/DS

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

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Subject: Hemlock Rental Storage Units – CUP-5-24 Final Order

Recommended Motion:

Motion to approve Final Order for CUP-5-24, a Conditional Use Permit to allow the development of rental storage units at 508 Hemlock Street, Assessor's Map & Tax No. 4113-05CB, tax lots 6100, 6200, 6201, applicant Rick Gray/Hemlock Street Properties, LLC

Background/Discussion:

Rick Gray with Hemlock Street Properties LLC applied for a conditional use permit to construct storage units on the vacant parcels next to his existing storage units on Hemlock Street. C-3 General Commercial zone allows storage units with a Conditional Use Permit.

The Planning Commission considered Mr. Grays conditional use permit application (CUP-5-24) during the March 5, 2024 commission meeting. At that meeting, Bruce Nishioka spoke as an "interested party" and requested the commission consider adding conditions that include landscaping in the proposed project. Mr. Nishioka requested additional time to submit written evidence and the meeting was continued to the next Planning Commission meeting on April 2, 2024. After considering additional testimony from Nishioka and Gray, the Planning Commission voted unanimously to approve CUP-5-24. Nishioka filed an appeal (APP-1-24) to have City Council review and reconsider the Planning Commission's approval of CUP-5-24.

Council considered Nishioka's appeal and voted unanimously at the May 13, 2024 City Council meeting denying APP-1-24 and affirming the decision of the Planning Commissions to approve CUP-5-24, a Conditional Use Permit to allow the development of rental storage units at 508 Hemlock Street, Assessor's Map & Tax No. 4113-05CB, tax lots 6100, 6200, 6201.

Staff recommends approval of the Final Order for CUP-5-24.

Attachments:

- a. Final Order – CUP-5-24

**BEFORE THE CITY COUNCIL  
CITY OF BROOKINGS, COUNTY OF CURRY  
STATE OF OREGON**

In the matter of APP-1-24, an Appeal of Planning Commission )  
File CUP-5-24, approving a Conditional Use Permit to allow )  
rental storage units at 508 Hemlock Street; Bruce Nishioka, )  
appeal applicant.

**Final ORDER  
and Findings of Fact**

**ORDER AFFIRMING the Planning Commission's approval of an application for a Conditional Use Permit to allow the construction of two buildings to be used for storage units, for storage purposes located at 508 Hemlock Street; Assessor's Map 4113-05CB, Tax Lots 6100, 6200, 6201; zoned C-3 (General Commercial).**

**WHEREAS:**

1. The City Council duly accepted the appeal filed in accordance with the Brookings Municipal Code, pursuant to Chapter 17.152; Chapter 17.136; Chapter 17.20 Sections 17.20.040(C) and 17.20.090; Chapter 17.124 Section 17.124.100; and Chapter 17.172 Section 17.172.061 of the Brookings Municipal Code (BMC); and
2. Such application is required to show evidence that all of the above criteria have been met; and
3. The Brookings City Council duly set this matter upon the agenda of a public meeting and considered the above described application with the public hearing a matter of record on May 13, 2024; and
4. The appeal was presented by the Public Works & Developmental Services Director in the form of a Council Agenda Report, by oral presentation, evidence and testimony by the applicant, appellant, and the public at the public hearing; and
5. At the conclusion of the public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the City Council, upon a motion duly seconded, affirmed the Planning Commission's approval of the subject application and directed staff to prepare a Final Order and Findings of Fact to that affect.

**THEREFORE, LET IT BE HEREBY ORDERED** that the application for the Conditional Use Permit on the subject property is **APPROVED**. This approval is supported by the applicant's findings, attached to the staff report, and by the following findings and conclusions:

**CRITERIA, FINDINGS, AND CONCLUSIONS**

**17.136.050 Conditional Use Permit**

The following is staff's analysis of the proposed Conditional Use Permit (CUP) in relation to the general Conditional Use Permit criteria.

**Criterion 1 - Adequate size and shape**

The subject property is approximately 7,841 square feet in size and undeveloped. The proposed storage buildings, totaling 4,200 sf in size are to be built along the rear property line and the front property line. The rear building to be approximately 24' x 80' and the front building to be approximately 24' x 95'. The applicant's plot plan shows adequate area for the proposed storage buildings with a 30 foot access way between the two buildings. Ingress and egress will be shared with the existing storage building on the neighboring parcel. On site parking and street parking is available. The Council confirms the Planning Commission's finding that Criterion 1 is met.

**Criterion 2 - Relation of streets**

The subject property is in the downtown core area and accessed by Hemlock Street, which has a paved travel surface approximately 35 feet wide with street parking and improvements in the right of way. This street

provides access to approximately six businesses, three of which are existing storage facilities. Vehicular traffic generated by storage units would be minimal. This use involves less traffic than businesses operating on a full time basis. Hemlock Street will accommodate the traffic generated by the proposed use. The Council confirms the Planning Commission's finding that Criterion 2 is met.

**Criterion 3 - Neighborhood impact**

The proposed use would generally be quiet compared to some of the surrounding uses and some of the outright permitted uses that could be established on the property. The proposed use should have little impact on the surrounding neighborhood. The Council confirms the Planning Commission's finding that Criterion 3 is met.

**Criterion 4 - Historic, scenic or cultural attributes**

There are no listed historic, scenic or cultural attributes listed in the Comprehensive Plan. The Council confirms the Planning Commission's finding that Criterion 4 is met.

**Criterion 5 - Comprehensive Plan**

The Comprehensive Plan designation for this property is "commercial". The proposal is to develop the vacant parcel with commercial storage units. The Council confirms the Planning Commission's finding that Criterion 5 is met.

**The following Conditions of Approval are hereby made a part of this Final Order.**

**CUP-5-24 CONDITIONS OF APPROVAL  
508 Hemlock – Rental Storage Units**

1. Approval of this Conditional Use Permit will expire one year from approval unless the project comes under substantial construction and continues under construction. The Planning Commission may extend the permit for an additional one-year period at the request of the applicant.
2. The Conditions of Approval stated herein are mandatory and must be completed. Failure to comply with any condition will result in the review and possible revocation of applicant's permit pursuant to BMC 17.136.110, Violation of Conditions. Violations may result in the loss of applicant's Conditional Use Permit.
3. Prior to construction the applicant will be required to vacate the existing parcels lot lines to combine the parcels into one.
4. Prior to any construction or grading on the site, the contractor will place, in a location visible from an existing public street, a sign containing the name of the contractor, a telephone number and address where the contractor can be reached.
5. All driveway, parking and vehicle maneuvering areas shall be surfaced with asphalt or concrete, or other materials approved by the site plan committee.
6. All storm drainage including roof drains from the subject property shall be collected and conveyed from the site into the City storm water system.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST:

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Isaac Hodges, Mayor  
City of Brookings

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Anthony Baron, PWDS Director

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: May 28, 2024

Originating Dept: PW/DS

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

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Subject: Collis and Barclay Lane Water Line Improvement – Dyer Task Order 108

Recommended Motion: Authorize the City Manager to proceed with the Dyer task Order No.108 in the amount of \$33,800 for the design of nearly 500 lineal feet of waterline replacement on Collis and Barclay Lanes.

Financial Impact: \$33,800 funded with water system replacement funds (SRF).

Background/Discussion:

The project includes replacing a small copper line with 6" PVC from the intersection of Rowland Lane and Barclay Lane along Barclay Lane approximately 150 feet to the intersection of Barclay Lane and Collis Lane and along Collis Lane westerly approximately 350 feet.

Staff anticipates the construction of the new water line will occur in the summer of 2025 corresponding with the USDA sewer replacement projects on Rowland Lane and Collis Lane. Full Paving of Rowland and Collis will occur when both the sewer and water line projects are complete.

Attachments:

- a. Dyer Task Order No. 108 – Collis and Barclay Lane Water Line Improvements

**TASK ORDER 108**  
**City of Brookings**  
**COLLIS AND BARCLAY LANE WATER LINE IMPROVEMENTS**

**SCOPE OF WORK:** The City plans on replacing the existing 1½-inch copper water line with 6-inch PVC water line from the intersection of Rowland Lane and Barclay Lane along Barclay Lane approximately 150-feet to the intersection of Barclay Lane and Collis Lane and along Collis Lane westerly approximately 350-feet.

**SCOPE OF ENGINEERING SERVICES**

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

**Design Period Services**

- Project setup and management
- Coordinate with City staff, affected utilities, and conduct design review meeting with City staff. Arrive at concurrence on water line routing. Provide monthly progress reports to staff throughout the process.
- Route survey includes establishing project control with vertical datum 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 water line improvements. These surveys will concentrate from the intersection of Rowland Lane and Barclay Lane along Barclay Lane to the intersection of Barclay Lane and Collis Lane and along Collis Lane westerly approximately 350 feet. Survey will include underground utilities as located by the utility companies and property corner monuments along the route for determining existing rights-of-ways.
- Reduce field survey data including development of base map.
- Provide final construction documents including drawings. Final design plans will be developed in Auto-CAD Civil 3D, version 2021. The design will use City Standards wherever applicable.
- Provide final construction documents including technical specifications.
- Design review meetings will be conducted at 90 percent complete with plans and specifications. Comments received from Staff will be incorporated into the documents.
- Provide final estimated costs for construction and an estimated time line for construction. Submit construction documents to City for review and approval.

## **Bidding Period Services**

- 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.
- Attend and perform bid opening at Dyer's Coos Bay office location.
- 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.

## **Construction Administration Services**

- Provide construction management and administer construction contract. Notify City staff immediately of potential construction problems and recommend a cost-effective remedy in order to not delay the construction. Project Manager to make periodic site visits and review submittals. Attend and administer a Pre-Construction job meeting. Conduct project meetings with Contractor and Owner, as needed.
- Develop construction stakeout points and layout sheets for stakeout.
- Provide construction staking for the new water line improvements.
- Project Representative will provide up to 40 hours of construction observation services during construction to observe progress of the overall work. (City to supplement construction observation services, if required).
- Review and process pay requests, change orders, and requests for information.
- Provide project closeout documents.

## **Schedule (anticipated)**

- Design –May 2024 through October 2024.
- Bidding Period – January 2025 to March 2025.
- Construction – Late Spring/Early Summer 2025.

## **Assumptions and Exclusions**

- All potholing of utilities (if needed) is to be performed by Owner.

- Construction runs concurrently with the Wastewater Collection System Improvements – 2022 project construction.

### **Proposed Fee**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement dated October 1, 2022. The estimated fee for the above-described scope of work is not to exceed a maximum of \$33,800.00 including all professional services and reimbursable expenses, unless approved by the Owner by amendment.

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

City of Brookings

The Dyer Partnership  
Engineers & Planners, Inc.

\_\_\_\_\_  
Kelby McCrae, City Manager

\_\_\_\_\_  
Aaron Speakman, President

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

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