City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, March 9, 2026, 5:30pm

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Red Cross Month Proclamation – American Red Cross [Pg. 1]

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 Council minutes for February 23, 2026 [Pg. 2]
2. Accept Planning Commission minutes for February 3, 2026 [Pg. 4]
3. Cancel March 23, 2026 City Council meeting

G. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders

1. Tourism Promotion Advisory Committee Ordinance [Pg. 5]
   a. Draft Ordinance 26-O-818 [Pg. 6]

H. Informational Non-Action Items

1. February 2026 Vouchers [Pg. 20]

I. Remarks from Mayor, Councilors and City Manager

J. Adjournment

WORKSHOP

Immediately following Council Meeting

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

A. Call to Order

B. Roll Call

C. Topics

1. Impact of City of Brookings Façade Improvement Program [Pg. 23]
   a. City of Brookings Façade Improvement Program Application [Pg. 25]

D. Council Member Requests for Workshop Topics

E. Adjournment

Public Comment forms and the agenda packet are available on-line at 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 the City Recorder at 541-469-1102 if you have any questions regarding this notice or would like to provide public comment electronically. 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 clicking on "Live" or search 'City of Brookings Oregon YouTube' in your browser.

City of Brookings

Proclamation

In March, we celebrate American Red Cross Month by honoring our neighbors who make its humanitarian mission possible in the Cascades Region, including Oregon and SW Washington. Every day, their acts of kindness change lives, bringing relief, comfort and hope when help can't wait. This compassionate spirit runs deep in our community, just as it has for 145 years through the American Red Cross.

WHEREAS, in 2025 alone, they provided relief and recovery to over 900 households. They collected over 166,000 units of blood. They supported over 5,000 service members through their Service to the Armed Forces program. They also trained over 50,000 people in CPR, first aid, babysitting, and water safety;

WHEREAS, today, those who serve with the Red Cross Cascades Region light the way during emergencies — whether it's delivering shelter, food and comfort after disasters; providing a safe, lifesaving blood supply for patients facing conditions like cancer treatments, childbirth complications and traumatic injuries; assisting military members, veterans and their families with 24/7 global support; or empowering individuals with skills like first aid and CPR that save lives;

WHEREAS, these collective efforts are a powerful reminder that the strength of our community lies in our shared commitment to one another. As we mark Red Cross Month, let's celebrate our local heroes and resolve to continue lifting each other up, so no one faces an emergency alone.

NOW, THEREFORE BE IT RESOLVED, that I, Phoebe Pereda, Mayor of the City of Brookings, do hereby proclaim March 2026 as

Red Cross Month

In Witness Whereof, I, Mayor Phoebe Pereda, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 9th day of March, 2026.

_____

Mayor Phoebe Pereda

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, February 23, 2026

Call to Order
Mayor Phoebe Pereda called the meeting to order at 5:30 PM

Roll Call
Council Present: Mayor Phoebe Pereda, Councilors Andy Martin, Kristi Fulton (Zoom), Jim Jollota and Clayton Malmberg; a quorum present
Staff Present: City Manager Tim Rundel, Deputy Public Works & Development Services Director Lauri Ziemer, City Attorney Lori Cooper (Zoom) and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: approximately 5 audience members

Appointments
1. Appointing Tyler Travis to the Parks and Recreation Commission

Councilor Martin moved and Councilor Fulton seconded to appoint Tyler Travis to the Parks and Recreation Commission in position number 1 to expire February 1, 2028. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

2. Appointing Ron Schneirson to the Planning Commission

Councilor Malmberg moved and Councilor Jollota seconded to appoint Ron Schneirson to the Planning Commission in position number 1 to expire April 1, 2030. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

Consent Calendar
1. Approve Council minutes for February 9, 2026
2. Accept monthly financial report for January 2026

Councilor Martin moved and Councilor Malmberg seconded to approve the Consent Calendar as presented. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

Oral Requests and Communications from the audience
1. Natasha Tippetts, resident – informed Council and the community of the upcoming "Alfredo Feed" on April 3, 2026 to raise funds for Brookings Police Department Community Resource Officer, Gabby Dominguez and family.

Continued on next page

Staff Reports and Public Hearings

1. Curry Transfer and Recycling Rate Increase
Staff report presented by Tim Rundel

Tiffany Rogde, Curry Transfer and Recycling Site Manager, presented their request and answered questions.

Councilor Fulton moved and Councilor Malmberg seconded to approve a new rate schedule from Curry Transfer and Recycling for refuse collection and recycling services per the attached letter and exhibit, effective April 1, 2026. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

Remarks from Mayor, Councilors and City Manager

Council and City Manager Tim Rundel extended their support and best wishes to Brookings Police Department Community Resource Officer Gabby Dominguez and her family after a serious car accident last week.

Mayor Pereda provided Councilors with a letter drafted in support of Senate Bill 1585 and requested their support and consent to submit.

Councilor Malmberg moved and Councilor Jollota seconded for Council to submit a letter of support for Senate Bill 1585. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

Adjournment

Mayor Phoebe Pereda adjourned the meeting at 5:58 PM.

ATTESTED:
this 9th day of March, 2026:

Respectfully submitted:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

BROOKINGS PLANNING COMMISSION MINUTES
February 3, 2026

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

ROLL CALL
Commissioners Present: Anthony Bond, Nicholas Chapman, Amanda Whittemore, Gerry Wulkowicz and Chair Skip Watwood
Commissioners Absent: Sage Bruce
Staff Present: PWDS Director Tony Baron, PWDS Deputy Director Lauri Ziemer, and PWDS Admin Assistant Michelle Robidoux

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS
3.1 Review of 2025 Planning Commission Annual Report

Motion made by Commissioner Wulkowicz to approve the 2025 Planning Commission Annual Report; motion seconded and by a 5-0 vote the motion carried.

3.2 In the matter of File No. MOD-1-15/DDP-1-10 Consideration of a two-year extension to the expiration date on the Lone Ranch Detailed Development Plan.

Motion made by Commissioner Wulkowicz to approve File No. MOD-1-15/DDP-1-10 to revise conditional approval #2 to extend the expiration date on the Lone Ranch Detailed Development Plan; motion seconded and by a 5-0 vote the motion carried.

PUBLIC HEARINGS
4.1 In the matter of File No. MC-1-26/CUP-5-19, a request for approval of a Minor Change of a Conditional Use Permit, changing permit for 96335 Dawson Road into the new property owners' name.

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 7:11 pm. PWDS Director Tony Baron reviewed the staff report.

Applicant Janet Bair was present. No one spoke in opposition or requested additional time to submit materials. The public hearing was closed at 7:14 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Chapman to approve File No. MC-1-26/CUP-5-19, a request for a Minor Change of the Conditional Use Permit, changing the permit for 96335 Dawson Road into the new property owner's name, Janet Bair, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded. By a 5-0 vote the motion carried.**

Motion made by Commissioner Wulkowicz to approve the Final Order regarding file MC-1-26/CUP-5-19 based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded. By a 5-0 vote the motion carried.

MINUTES FOR APPROVAL
5.1 Minutes of regular Planning Commission meeting of December 2, 2025.

Motion made by Commissioner Chapman to approve the Planning Commission minutes of December 2, 2025; motion seconded and with no further discussion by a 5-0 vote the motion carried.

REPORT FROM THE PLANNING STAFF – PWDS Director Tony Baron provided details on the RFP recently issued to hire a consultant to perform a Housing Needs Analysis.

ADJOURNMENT
Chair Watwood adjourned the meeting at 7:24 pm.

Respectfully submitted,

Skip Watwood, Planning Commission Chair
Approved at the March 3, 2026 meeting

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 9, 2026

Originating Dept: Administration

Signature (submitted by)

City Manager Approval

Subject: Tourism Promotion Advisory Committee Ordinance

Recommended Motion:

Motion to adopt Ordinance 26-O-818, an Ordinance adding Chapter 2.57, Tourism Promotion Advisory Committee and Revising Title 3 Revenue and Finance, Chapter 3.10 Transient Occupancy Tax of the Brookings Municipal Code.

Background/Discussion:

In 2012, the City Council established the Tourism Promotion Advisory Committee (TPAC) to advise the City on the use of Transient Lodging Tax (TLT) revenues and assist in developing tourism promotion strategies. In 2020, TPAC was disbanded.

At the request of Council, staff has presented at several Workshops with the goal of reinstating TPAC.

At the most recent workshop, February 26, 2026, Council directed staff to proceed with finalizing the ordinance for adoption. The ordinance was properly noticed, and staff has prepared ordinance 26-O-818 for Council review and approval.

Attachment(s):

a. Draft Ordinance 26-O-818

IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON

ORDINANCE 26-O-818

IN THE MATTER OF ORDINANCE 26-O-818, AN ORDINANCE ADDING CHAPTER 2.57, TOURISM PROMOTION ADVISORY COMMITTEE AND REVISING TITLE 3 REVENUE AND FINANCE, CHAPTER 3.10 TRANSIENT OCCUPANCY TAX OF THE BROOKINGS MUNICIPAL CODE

Sections:

Section 1. Ordinances Identified.
Section 2. Adds Chapter 2.57 Tourism Promotion Advisory Committee
Section 3. Amends Chapter 3.10 Transient Occupancy Tax

Section 1. Ordinance Identified. This ordinance adds Chapter 2.57, Tourism Promotion Advisory Committee under Title 2 Administration and Personnel and Amends Chapter 3.10 Transient Occupancy Tax Under Title 3 Revenue and Finance of the Brookings Municipal Code.

Section 2. Adds Chapter 2.57 Tourism Promotion Advisory Committee to read as presented in Exhibit A attached hereto with additions designated in bold and underlined and deletions being bold and struck out.

Section 3. Amends Chapter 3.10 Transient Occupancy Tax as presented in Exhibit B attached hereto with additions designated in bold and underlined and deletions being bold and struck out.

First Reading: _____ Passage: _____
Second Reading: _____ Effective Date: _____
Signed by me in authentication of its passage on _____day of _____, 2026

ATTEST:

_____
Mayor Phoebe Pereda

_____
City Recorder Brooklyn Osterhage

Exhibit A

Title 2

FINANCE AND ADMINISTRATION

Changes to BMC:

(additions are bold and underlined, deletions are ~~bold and strikeout~~)

Chapter 2.57
TOURISM PROMOTION ADVISORY COMMITTEE

Sections:

2.57.010 Name.
2.57.020 Mission and goals.
2.57.030 Powers and duties.
2.57.040 Organization.

2.57.010 Name.

The Brookings City Council hereby creates the Tourism Promotion Advisory Committee.

2.57.020 Mission and goals

A. **The primary role of the Tourism Promotion Advisory Committee is to advise the City Council on the use of transient lodging tax (TLT) revenues allotted for tourism promotion pursuant to BMC Chapter 3.10.**

B. **Nothing in this chapter shall be interpreted as authorizing the City to conduct a tourism promotion campaign.**

C. **It is the goal of the City Council to expend tourism promotion funds in a coordinated and efficient manner with funding to be provided for a few selected projects and events each year.**

2.57.030 Powers and duties.

A. Duties and Responsibilities.

1. **The Tourism Promotion Advisory Committee is an advisory body to the City Council. It has no authority to spend or approve the expenditure of City funds. Its recommendations are made to the City Council through its minutes.**
2. **Committee members shall serve at the pleasure of the City Council.**
3. **Committee membership is honorary and without compensation.**
4. **All Committee meetings shall be open to the public and held in a place that is handicapped accessible.**
5. **Committee minutes, as prepared by staff and approved by the Committee, shall be submitted to the City Council for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the Committee at its next meeting.**

2.57.040 Organization.

A. **Membership.**

1. **The Committee shall consist of five voting members to be appointed by the Mayor with approval of the City Council.**
2. **Insofar as possible, City residents shall have precedence over other applicants.**
    a. **All members of the Committee shall be residents of Curry County. At least two of the five members shall be residents of the City of Brookings. Non-city residents must live in the Urban Growth Boundary and have an economic interest, such as business ownership within the city. These members shall not be officials or employees of the City.**
    b. **Appointment of members to the Committee shall be made in accordance with the City Charter and BMC 3.10.010.**

B. **Terms of Appointment/Removal/Vacancies.**

1. **Terms shall be initially staggered so that two members serve a term of three years, two members serve a term of two years and one member serves a term of one year. Thereafter, all terms shall be for three years. Members may apply for reappointment.**
2. **Vacancies created by a mid-term resignation or termination shall be filled by appointment as provided under BMC Section 2.57.040 (A)(1)(2).**
3. **Members may be removed by a majority vote of the City Council for any reason and at any time during the member's term of appointment. Failure of a member to attend less than fifty percent of regularly scheduled meetings shall result in automatic termination, unless the absences have been excused by the Committee's chair.**

C. **Election of Officers.**

1. **At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the Committee to serve a one-year term.**
2. **Newly elected officers shall take their seats at the first meeting of the next calendar year.**
3. **No member shall serve more than two consecutive years in any one office.**

D. **Quorum/Rules/Meetings.**

1. **A majority of appointed Committee members shall constitute a quorum. The Committee shall meet at least once each quarter, at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary by the City Manager when action is required on referrals from the agency. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).**
2. **Voting by the Committee on all matters shall be consistent with the process adopted by the City Council under BMC 2.05.160, with the exception that the staff member taking the minutes shall call the names of each member and record the votes.**
3. **Recommendations made by the Committee shall be submitted to the City Council in the manner prescribed by City administrative regulation.**

E. **Staffing**

1. **The City Manager or their designee, shall provide staff support to the Committee in the same manner as staff provides support to other committees and commissions to include;**
    a. **Preparation of reports containing recommendations for projects to achieve the**

goal of promoting tourism.

b. **Review and make recommendations for funding special events.**

c. **Transmitting recommendations from the Committee to the City Council.**

d. **Meeting minutes shall be recorded by the City Manager, or their designee.**

2. **All projects, programs and contracts funded through allocation of TLT funds shall be administered by the City Manager or their designee.**

Exhibit B

Title 3

REVENUE AND FINANCE

Changes to BMC:
(additions are bold and underlined, deletions are ~~bold and strikeout~~)

Chapter 3.10

TRANSIENT ~~OCCUPANCY~~ LODGING TAX

Sections:

3.10.010 Definitions.

3.10.020 Tax imposed.

3.10.030 Collection of tax by operator – Rules for collection.

3.10.040 Operator's duties.

3.10.050 Exemption.

3.10.060 Registration of operator – Form and content – Execution – Certification of authority.

3.10.070 Due date – Returns and payments.

3.10.080 Penalties and interest.

3.10.090 Deficiency determination – Evasion, operator delay.

3.10.100 Redeterminations.

3.10.110 Security for collection of tax.

3.10.120 Lien.

3.10.130 Refunds.

3.10.140 Administration.

3.10.150 Use of transient room tax.

3.10.160 Appeals to the city council.

3.10.170 Violations.

3.10.180 Misdemeanor.

3.10.010 Definitions.

Except where the context otherwise requires, the definition given in this section governs the construction of this chapter.

A. “Hotel” means any structure, or any portion of any structure which is occupied or intended or designed for transient occupancy for 30 days or less for dwelling, lodging, or sleeping purposes, and includes any hotel, motel, inn, condominium, ~~tourist home or house~~ **short term rental (STR),** studio hotel, bachelor hotel, lodging house, rooming house, apartment house, public or private dormitory, fraternity, sorority, public or private club, and also means space in mobile home or trailer parks (including recreational vehicle, tent trailer and tent camping parks), or similar structures or space or portions thereof so occupied, provided such occupancy is for less than a 30-day period.

B. “City council” means the city council of the city of Brookings, Oregon.

C. “Occupancy” means the use or possession, or the right to the use or possession for lodging or sleeping purposes of any room or rooms in a ~~hotel~~ **transient lodging facility**, **or single family residence registered with the City of Brookings as a short term rental (STR),** or space in a mobile home or trailer park, (including recreational vehicle, tent trailer and tent camping park), or portion thereof.

D. “Operator” means the person who is the proprietor of ~~the hotel~~ **a transient lodging facility** in any capacity. Where the operator performs ~~his~~ **their** functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the purposes of this chapter and shall have the same duties and liabilities as ~~his~~ **their** principal. Compliance with the provisions of this chapter by either the principal or the managing agent shall be considered to be compliance by both.

E. “Person” means any individual, partnership, joint venture, association, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, corporation, estate, trust, receiver, trustee, syndicate or any other group or combination acting as a unit.

F. “Cash accounting” means the operator does not enter the rent due from a transient on ~~his~~ **their** records when the rent is earned, whether or not it is paid.

G. “Accrual accounting” means the operator enters the rent due from a transient on ~~his~~ **their** records when the rent is earned, whether or not it is paid.

H. “Rent” means the consideration charged, whether or not received by the operator, for the occupancy of space in a ~~hotel~~ **transient lodging facility**, valued in money, goods, labor, credits, property or other consideration valued in money, without any deduction, but shall not include charges to a ~~condominium unit~~ **transient lodging facility** owner which are solely for cleaning or maintenance of such unit or personal use or occupancy by such owner, so long as the charges are made in connection therewith for space occupancy.

I. “Rent package plan” means the consideration charged for both food and rent where a single rate is made for the total of both. The amount applicable to rent for determination of transient room tax under this chapter shall be the same charge made for rent when consideration is not a part of the package plan. The amount applicable for rent for determination of transient room tax under this chapter shall be that amount allocated to space rent, taking into consideration a reasonable value of other items in the rent package and taking into consideration charge for rent when the space is rented separately and not included in a package plan.

J. “Tax” means the tax payable by the transient or the aggregate amount of taxes due from an operator during the period for which ~~he is~~ **they** are required to report ~~his~~ **their** collections.

K. “Tax administrator” means the financial administrator of the city of Brookings.

L. “Transient” means any individual who exercised occupancy or is entitled to occupancy in a ~~hotel~~ **transient lodging facility** for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days. The day a transient checks out of the ~~hotel~~ **transient lodging facility** shall not be included in determining the 30-day period if the transient is not charged rent for that day by the operator. Any individual so occupying space in a ~~hotel~~

transient lodging facility shall be deemed to be a transient until the period of 30 days has expired unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy, or the tenancy actually extends more than 30 consecutive days. In determining whether a person is a transient, uninterrupted periods of time extending both prior and subsequent to the effective date of the ordinance codified in this chapter may be considered. A person who pays for lodging on a monthly basis, irrespective of the number of days in such month, shall not be deemed a transient. [Ord. 93-O-342.B § 2; Ord. 80-O-342 § 1.]

M. "Transient lodging" means:

1. **Hotel, motel. and inn dwelling units that are used for temporary (fewer than 30 consecutive days) overnight human occupancy; and**
2. **Houses, cabins, condominiums, apartment units, and other dwelling units, or portions of any of these dwelling units, that are used for temporary (fewer than 30 consecutive days) human occupancy.**

N. "Transient lodging facility" means a building used in part or in whole for transient lodging.

3.10.020 Tax imposed.

For the privilege of occupancy in any ~~**hotel**~~ **transient lodging facility**, on or after August 1, 1980, each transient shall pay a tax in the amount of six percent of the rent charged by the operator. For recreational vehicle, tent trailer and tent camping with self-pay slots, the tax shall be increased and assessed to the closest $0.25 interval. The tax constitutes a debt owed by the transient to the city which is extinguished only by payment by the operator to the city. The transient shall pay the tax to the operator of ~~**the hotel**~~ **a transient lodging facility** at the time when the rent is collected if the operator keeps ~~**his**~~ **their** records on the cash accounting basis and when earned if the operator keeps ~~**his**~~ **their** records on the accrual accounting basis. If rent is paid in installments, a proportionate share of the tax shall be paid by the transient to the operator with each installment. In all cases, the rent paid or charged for occupancy shall exclude the sale of any goods, services and commodities, other than the furnishing of rooms, accommodations, and space occupancy in mobile home parks or trailer parks. [Ord. 93-O-342.B § 3; Ord. 80-O-342 § 2.]

3.10.030 Collection of tax by operator – Rules for collection.

A. Every operator renting rooms or space for lodging or sleeping purposes in this city, the occupancy of which is not exempted under the terms of this chapter, shall collect a tax from the occupant. The tax collected or accrued by the operator constitutes a debt owing by the operator to the city.

B. In all cases of credit or deferred payment of rent, the payment of tax to the operator may be deferred until the rent is paid, and the operator shall not be liable for the tax until credits are paid or deferred payments are made. Adjustments may be made for uncollectibles.

C. The tax administrator shall enforce provisions of this chapter and shall have the power to adopt rules and regulations not inconsistent with this chapter as may be necessary to aid in the enforcement.

D. For rent collected on portions of a dollar, fractions of a penny of tax shall not be remitted.

E. In instances where credit is extended to the transient for charges for the rental of the unit through the use of a credit card or other similar transaction whereby the amount paid to the operator is discounted by contract between the operator and the issuer of the credit card, the amount of such discount shall be excluded from the definition of "rent" and no tax shall be imposed on the amount so discounted. [Ord. 80-O-342 § 3.]

3.10.040 Operator's duties.

Each operator shall collect the tax imposed by this chapter at the same time as the rent is collected from every transient. The amount of tax shall be separately stated upon the operator's records, and any receipt rendered by the operator. No operator of a ~~**hotel**~~ **transient lodging facility** shall advertise that the tax or any part of the tax will be assumed or absorbed by the operator, or that it will not be added to the rent, or that, when added, any part will be refunded except in the manner provided by this chapter. [Ord. 80-O-342 § 4.]

3.10.050 Exemption.

No tax imposed under this chapter shall be imposed upon:

A. Any occupant for more than 30 successive calendar days with respect to any rent imposed for the period commencing after the first 30 days of such successive occupancy;

B. Any occupant whose rent is of a value less than $2.00 per day;

C. Any person who rents a **room in a** private home~~**, vacation cabin**~~ **in the form of a bed and breakfast** ~~**or like facility**~~ **for more than 30 successive calendar days** from any owner who rents such facilities incidental to **their** own use thereof;

D. Any occupant whose rent is paid for hospital room or to a medical clinic, convalescent home or home for the aged people, or to a public institution owned and operated by a unit of the government. [Ord. 80-O-342 § 5.]

3.10.060 Registration of operator – Form and content – Execution – Certification of authority.

Every person engaging or about to engage in business as an operator of a ~~**hotel**~~ **transient lodging facility** in ~~**this**~~ **the** city shall register with the tax administrator on a form provided by ~~**him**~~ **the city**. Operators engaged in business at the time the ordinance codified in this chapter is adopted must register not later than 30 calendar days after passage of the ordinance. Operators starting business after the ordinance is adopted must register within 15 days after commencing business. The privilege of registration after the date of imposition of such tax shall not relieve any person from the obligation of payment or collection of tax regardless of registration. Registration sets forth the name under which the operator transacts or intends to transact business, the location of ~~**his**~~ **their** place or places of business and such other information to facilitate collection of the tax as the tax administrator may require. The registration shall be signed by the operator. The tax administrator shall, within 10 days after registration issue without charge a certificate of authority to each registrant to collect the tax from the occupant, together with a duplicate thereof for each additional place of business of each registrant. Certificates shall be nonassignable and nontransferable and shall be surrendered immediately to the tax administrator upon the cessation of business at the location named or upon its sale or transfer. Each certificate and duplicate shall state the place of business to which it is applicable and shall be prominently displayed therein so as to be seen and come to the notice readily of all occupants and persons seeking occupancy. Said certificate shall, among other things, state the following:

A. The name of the operator;

B. The address of the ~~**hotel**~~ **transient lodging facility**;

C. The date upon which the certificate was issued;

D. "This Transient ~~**Occupancy**~~ **Lodging** Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the Transient Lodging Tax Ordinance of the City of Brookings by registration with the tax administrator for the purpose of collecting from transients the lodging tax imposed by said city and remitting said tax to the tax administrator. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business in an unlawful manner, or to operate a ~~**hotel**~~ **transient lodging facility** without strictly

complying with all local applicable laws, including but not limited to those requiring a permit from any board, commission, department or office of the city of Brookings. This certificate does not constitute a permit." [Ord. 80-O-342 § 6.]

3.10.070 Due date – Returns and payments.

A. The tax imposed by this chapter shall be paid by the transient to the operator at the time that rent is paid. All amounts of such taxes collected by any operator are due and payable to the tax administrator on a monthly basis on the fifteenth day of the following month for the preceding month, and are delinquent on the last day of the month in which they are due. The tax administrator has authority to classify and/or district the operators for determination of applicable tax periods, and shall notify each operator of the due and delinquent dates for the operator's returns.

B. On or before the fifteenth day of the month following each month of collection, a return for the preceding month's tax collections shall be filed with the tax administrator. The return shall be filed in such form as the tax administrator may prescribe by every operator liable for payment of tax.

C. Returns shall show the amount of tax collected or otherwise due for the related period. The tax administrator may require returns to show the total rentals upon which tax was collected or otherwise due, gross receipts of such amounts, and the amount of the rents exempt, if any.

D. The person required to file the return shall deliver the return, together with the remittance of the amount of the tax due, to the tax administrator at ~~his~~ **their** office, either by personal delivery or by mail. If the return is mailed, the postmark shall be considered the date of delivery for determining delinquencies.

E. For good cause, the tax administrator may extend for not to exceed one month, the time for making any return or payment of tax. No further extension shall be granted, except by the Brookings City Council. Any operator to whom an extension is granted shall pay interest at the rate of one-half of one percent per month on the amount of tax due without proration for a fraction of a month. If a return is not filed, and the tax and interest due is not paid by the end of the extension granted, then the interest shall become a part of the tax for computation of penalties described elsewhere in this chapter. [Ord. 80-O-342 § 7.]

3.10.080 Penalties and interest.

A. Original Delinquency. Any operator who has not been granted an extension of time for remittance of tax due and who fails to remit any tax imposed by this chapter prior to delinquency shall pay 10 percent of the amount of the tax due in addition to the amount of the tax.

B. Continued Delinquency. Any operator who has not been granted an extension of time for remittance of tax due, and who failed to pay any delinquent remittance of tax due, and who failed to pay any delinquent remittance on or before a period of 30 days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of 15 percent of the amount of the tax due plus the amount of the tax and the 10 percent penalty first imposed.

C. Fraud. If the tax administrator determines that the nonpayment of any remittance due under this chapter is due to fraud or intent to evade the provisions thereof, a penalty of 25 percent of the amount of the tax shall be added thereto in addition to the penalties stated in subsections (A) and (B) of this section.

D. Interest. In addition to the penalties imposed, any operator who fails to remit any tax imposed by this chapter shall pay interest at the rate of one percent per month or fraction thereof without proration for portions of a month, on the amount of the tax due, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

E. Penalties Merged with Tax. Every penalty imposed and such interest as accrues under the provisions of this section shall be merged with and become a part of the tax herein required to be paid.

F. Petition for Waiver. Any operator who fails to remit the tax herein levied within the time stated shall pay the penalties herein stated; provided, however, the operator may petition the Brookings City Council for waiver and refund of the penalty or any portion thereof and the Brookings City Council may, if a good and sufficient reason is shown, waive and direct a refund of the penalty or any portion thereof. [Ord. 80-O-342 § 8.]

3.10.090 Deficiency determination – Evasion, operator delay.

A. Deficiency Determination. If the tax administrator determines that the returns are incorrect, ~~**he**~~ **they** may compute and determine the amount required to be paid upon the basis of the facts contained in the return or returns, or upon the basis of any information within ~~**his**~~ **their** possession or that may come into ~~**his**~~ **their** possession. One or more deficiency determinations may be made of the amount due for one or more than one period, and the amount so determined shall be due and payable immediately upon service of notice as herein provided after which the amount determined is delinquent. Penalties on deficiencies shall be applied as set forth in BMC 3.10.080.

1. In making a determination the tax administrator may offset overpayments, if any, which may have been previously made for a period or periods, or against penalties and interest on the underpayments. The interest on underpayments shall be computed in the manner set forth in BMC 3.10.080.

2. The tax administrator shall give to the operator or occupant a written notice of ~~**his**~~ **their** determination. The notice may be served personally or by mail. If by mail the notice shall be addressed to the operator at ~~**his**~~ **their** address as it appears on the records of the tax administrator. In case of service by mail of any notice required by this chapter, it shall be served by mailing such notice by certified mail, postage prepaid, return receipt requested.

3. Except in the case of fraud or intent to evade this chapter or authorized rules and regulations, every deficiency determination shall be made and notice thereof mailed within three years after the last day of the month following the close of the monthly period for which the amount is proposed to be determined or within three years after the return is filed, whichever period expires later.

4. Any determination shall become due and payable immediately upon receipt of notice and shall become final within 20 days after the tax administrator has given notice thereof; provided, however, the operator may petition redemption and refund if the petition is filed before the determination becomes final as herein provided.

B. Fraud, Refusal to Collect, Evasion. If any operator shall fail or refuse to collect said tax or to make within the time provided in this chapter any report or remittance of said tax or any portion thereof required by this chapter, or makes a fraudulent return or otherwise willfully attempts to evade this chapter, the tax administrator shall proceed in such manner as ~~**he**~~ **they** may deem best to obtain the facts and information on which to base an estimate of the tax due. As soon as the tax administrator has determined the tax due that is imposed by this chapter from any operator who has failed or refused to collect the same and to report and remit said tax, ~~**he**~~ **they** shall proceed to determine and assess against such operator the tax, interest and penalties provided for by this chapter. In case such determination is made, the tax administrator shall give a notice in the manner aforesaid of the amount so assessed. Such determination and notice shall be made and mailed within three years of the discovery by the tax administrator of any fraud, intent to evade or failure or refusal to collect said tax, or failure to file return. Any determination shall become due and payable upon receipt of notice and shall become final within 20 days after the tax administrator has given notice thereof; provided, however, the operator may petition for redemption or refund if the petition is filed before the determination becomes final as herein provided.

C. Operator Delay. If the tax administrator believes that the collection of any tax or any amount of tax required to be collected and paid to the city will be jeopardized by delay, or if any determination will be jeopardized by delay, ~~**he**~~ **they** shall thereupon make a determination of the tax or amount of tax required to be collected, noting the fact upon the determination. The amount so determined as herein provided shall be immediately due and payable, and the operator shall immediately pay such determination to the tax administrator after service of notice thereof; provided,

however, the operator may petition, after payment has been made, for redemption and refund of such determination, if the petition is filed within 20 days from the date of service of notice by the tax administrator. [Ord. 80-O-342 § 9.]

3.10.100 Redeterminations.

A. Any person against whom a determination is made under BMC 3.10.090 or any person directly interested may petition for a redetermination and redemption and refund within the time required in BMC 3.10.090. If a petition for redetermination and refund is not filed within the time required in BMC 3.10.090, the determination becomes final at the expiration of the allowable time.

B. If a petition for redetermination and refund is filed within the allowable period, the tax administrator shall reconsider the determination, and if the person has so requested in ~~his~~ **their** petition, shall grant the person an oral hearing and shall give ~~him~~ **them** 20 days' notice of the time and place of the hearing. The tax administrator may continue the hearing from time to time as may be necessary.

C. The tax administrator may decrease or increase the amount of the determination as a result of the hearing and if an increase is determined such increase shall be payable immediately after the hearing.

D. The order or decision of the tax administrator upon a petition for redetermination or redemption and refund becomes final 20 days after service upon the petitioner of notice thereof, unless appeal of such order or decision is filed with the Brookings City Council within the 20 days after the service of such notice.

E. No petition for determination or redemption and refund or appeal therefrom shall be effective for any purpose unless the operator has first complied with the payment provisions hereof. [Ord. 80-O-342 § 10.]

3.10.110 Security for collection of tax.

A. The tax administrator, whenever ~~he~~ **they** deem~~s~~ it necessary to ensure the compliance with this chapter, may require the operator subject thereto to deposit with ~~him~~ **them** such security in the form of cash, bond or other security as the tax administrator may determine. The amount of the security shall be fixed by the tax administrator but shall not be greater than twice the operator's estimated average monthly liability for the period of which ~~he~~ **they** file~~s~~ returns, determined in such a manner as the tax administrator deems proper, or $5,000, whichever amount is less. The amount of security may be increased or decreased by the tax administrator subject to limitations herein provided. The operator has a right to appeal to the Brookings City Council any decision of the tax administrator made pursuant to this section. The operator's right to appeal is pursuant to BMC 3.10.160.

B. At any time within three years after any tax or any amount of tax required to be collected becomes due and payable or at any time within three years after any determination becomes final, the tax administrator may bring any action in the courts of this state, or any other state, or of the United States in the name of the city to collect the amount delinquent together with penalties and interest. [Ord. 80-O-342 § 11.]

3.10.120 Lien.

The tax imposed by this chapter together with the interest and penalties herein provided and the filing fees paid to the county clerk of Curry County, Oregon, and advertising costs which may be incurred when same becomes delinquent as set forth in this chapter shall be and, until paid, remain a lien from the date of its recording with the department of records, Curry County, Oregon, and superior to all subsequent recorded liens on all tangible personal property used in ~~the hotel~~ **a transient lodging facility** of an operation within Brookings and may be foreclosed on and sold as may be necessary to discharge said lien, if the lien has been recorded with the department of records in Curry County, Oregon. Notice of the lien may be issued by the tax administrator or ~~his~~ **their** deputy whenever the operator is in default in the payment of said tax; interest and penalty shall be recorded with the department of records of Curry County, Oregon, and a copy sent to the delinquent operator. The personal property subject to such lien seized by any

deputy or employee of the tax administrator may be sold by the department seizing same at public auction after 10 days notice which means one publication in a newspaper published in the City of Brookings, Oregon. Any lien for taxes shown on the records of the proper county official shall, upon payment of all taxes, penalties, and interest thereon, be released by the tax administrator when the full amount determined to be due has been paid to the city, and the operator or person making such payment shall have a receipt therefor**e** stating that the full amount of taxes, penalties, and interest thereon have been paid and that the lien is hereby released and the record of lien is satisfied. [Ord. 80-O-342 § 12.]

3.10.130 Refunds.

A. Refunds by the **~~C~~city** to the Operator. Whenever the amount of any tax, penalty or interest has been paid more than once or has been erroneously or illegally collected or received by the tax administrator under this chapter, it may be refunded; provided a verified claim in writing therefor**e**, stating the specific reason upon which the claim is founded, is filed with the tax administrator within three years from the date of payment. The claim shall be made on forms provided by the tax administrator. If the claim is approved by the tax administrator, the excess amount collected or paid may be refunded or may be credited on any amount then due and payable from the operator from whom it was collected or by whom paid, and the balance may be refunded to such operator, **~~his~~ their** administrators, executors or assignees.

B. Refunds by **~~C~~c**ity to Transient. Whenever the tax required by this chapter has been collected by an operator, and deposited by the operator with the tax administrator, and it later is determined that the tax was erroneously or illegally collected or received by the tax administrator, it may be refunded by the tax administrator to the transient; provided a verified claim in writing therefor**e**, stating the specific reason on which the claim is founded, is filed with the tax administrator within three years from the date of payment.

C. Refunds by Operator to Tenant. Whenever the tax required by this chapter has been collected by the operator and it is later determined that the tenant occupies **~~the hotel~~ a transient lodging facility** for a period exceeding 30 days without interruption, the operator shall refund to such tenant the tax previously collected by the operator from that tenant as a transient. The operator shall account for such collection and refund to the tax administrator. If the operator has remitted the tax prior to the refund or credit to the tenant, **~~he~~ they** shall be entitled to a corresponding refund under this section. [Ord. 80-O-342 § 13.]

3.10.140 Administration.

A. Disposition and Use of Transient Room Tax Funds. All proceeds derived by the City of Brookings from the transient room tax funds shall be deposited and kept in the general fund of the City of Brookings**.~~, except that 75 percent of the transient room tax collected from the Oregon State Park System shall be dedicated for maintenance of Azalea City Park.~~**

B. Records Required from Operators, Etc. – Form. Every operator shall keep guest records of room sales and accounting books and records of the room sales. All records shall be retained by the operator for a period of three years and six months after they come into being.

C. Examination of Records – Investigations. The tax administrator, or any person authorized in writing by **~~him~~ them**, may examine during normal business hours the books, papers and accounting records relating to room sales of any operator liable for the tax, and may investigate the business of the operator in order to verify the accuracy of any return made, or if no return is made by the operator, to ascertain and determine the amount required to be paid.

D. Confidential Character of Information Obtained – Disclosure Unlawful. It shall be unlawful for the tax administrator or any person having an administrative or clerical duty under the provisions of this chapter to make known in any manner whatever the business affairs, operations or information obtained by an investigation of records

and equipment of any person required to obtain a transient occupancy registration certificate or pay a transient occupancy tax, or other person visited or examined in the discharge of official duty, or the amount or source of income, profits, losses, expenditures or any particular thereof, set forth in any statement or application, or to permit any statement or application, or copy of either, or any book containing any abstract or particulars thereof to be seen or examined by any person; provided, that nothing in this section shall be construed to prevent:

1. The disclosure to, or the examination of records and equipment by another city of Brookings official, employee or agent for collection of taxes for the sole purpose of administering or enforcing any provisions of this chapter, or collecting taxes imposed hereunder, or collecting city business license fees.

2. The disclosure, after the filing of a written request to that effect, to the taxpayer **~~himself~~ themselves**, receivers, trustees, executors, administrators, assignees and guarantors, if directly interested, or information as to any paid tax, any unpaid tax or amount of tax required to be collected, or interest and penalties; further provided, however, that the city attorney approves each such disclosure and that the tax administrator may refuse to make any disclosure referred to in this subsection when in **~~his~~ their** opinion the public interest would suffer thereby.

3. The disclosure of the names and addresses of any person to whom transient occupancy registration certificates have been issued.

4. The disclosure of general statistics regarding taxes collected or business done in the city. [Ord. 93-O-342.B § 4; Ord. 80-O-342 § 14.]

3.10.150 Use of transient room tax.

A. The city shall use **a minimum of** 25 percent of the transient room tax collections each year to promote tourism.

B. The city finds and declares that expenditure of a portion of the transient room tax collections for tourism promotion will serve a public purpose. The city will derive economic benefits through attraction of visitors to the area. It is in the public interest to promote quality, integrity and reliability in all tourism and tourism related services and in information offered to visitors. Travel and recreation industries are important to the area as a whole, and tourist facilities and attractions serve the recreational and cultural needs of all visitors and residents. Further, the travel and recreation industries have become increasingly important to the economic growth of the area and will become more important in the future because of increased leisure time and declining employment opportunities in other traditional Oregon industries. There is a need to encourage communication and cooperation between the public and private sectors to promote the orderly growth and implementation of tourism-related objectives. It is important that visitors to the area be informed of the scenic and historic attractions, entertainment and recreation opportunities, restaurant facilities, lodging facilities and other matters of special interest. The area on the whole will benefit by attraction of tourists. [Ord. 07-O-581 § 2; Ord. 93-O-342.A § 2; Ord. 80-O-342 § 15.]

3.10.160 Appeals to the City Council.

Any person aggrieved by any decision of the tax administrator may appeal to the city council by filing notice of appeal with the tax administrator within 20 days of the serving or the mailing of the notice of the decision given by the tax administrator. The council shall give the appellant not less than 20 days' written notice of the time and place of hearing of said appealed matter. Action by the council on appeals shall be decided by a majority of the members of the council present at the meeting where such appeal is considered. [Ord. 80-O-342 § 17.]

3.10.170 Violations.

It is unlawful for any operator or other person so required to fail or refuse to register as required herein, or to furnish any return required to be made, or fail or refuse to furnish a supplemental return or other date required by the tax administrator or to render a false or fraudulent return. No person required to make, render, sign or verify any report

shall make any false or fraudulent report, with intent to defeat or evade the determination of any amount due required by this chapter. [Ord. 80-O-342 § 19.]

3.10.180 Misdemeanor.

Any person willfully violating any of the provisions of this chapter shall be guilty of a misdemeanor and may be punishable pursuant to Chapter 1.05 BMC, General Penalty, or by imprisonment in the city or county jail for a period of not more than six months, or by both such fine and imprisonment. [Ord. 16-O-757 § 2; Ord. 80-O-342 § 20.]

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
02/26	02/05/2026	94732	5908	Amazon Capital Services	164.99	49-10-7030	Computer Hardware
02/26	02/05/2026	94733	6253	American Industrial Door LLC	10,930.00	10-14-6040	Building Maintenance
02/26	02/05/2026	94734	4939	Bi - Mart Corporation	269.82	10-19-6005	Office Supplies
02/26	02/05/2026	94735	2407	Blue Star Gas	1.00	10-13-6030	Operating Supplies
02/26	02/05/2026	94736	5567	CAL/OR Insurance Agency	683.33	30-10-6115	Insurance/Bonds
02/26	02/05/2026	94737	5070	Canon U.S.A. Inc	108.16	10-13-6030	Operating Supplies
02/26	02/05/2026	94738	6328	Canopy Wellbeing	66.00	10-19-6090	Contract Services
02/26	02/05/2026	94739	6073	Carpenter Point S	2,323.15	10-13-6015	Equipment Maintenance
02/26	02/05/2026	94740	5822	Chaves Consulting Inc	388.70	49-10-7030	Computer Hardware
02/26	02/05/2026	94741	5952	Chetco Auto Marine & Industrial Supply	345.04	25-31-6090	Contract Services
02/26	02/05/2026	94742	4882	Coastal Heating & Air	135.00	10-13-6040	Building Maintenance
02/26	02/05/2026	94743	5827	Coastal Investments LLC	960.00	10-19-6090	Contract Services
02/26	02/05/2026	94744	1745	Coastal Paper & Supply Inc	828.20	10-16-6030	Operating Supplies
02/26	02/05/2026	94745	5968	Coastline West Insulation Inc	1,566.55	50-10-7025	Construction
02/26	02/05/2026	94746	182	Coos-Curry Electric	11,943.15	10-16-6060	Capella Expense
02/26	02/05/2026	94747	317	DCBS - Fiscal Services	778.68	10-00-2075	Sur Tax Payable
02/26	02/05/2026	94748	6361	Jason E Dimmick	1,118.40	10-14-6165	B.F.A. Services
02/26	02/05/2026	94749	5344	Dooley Enterprises Inc	1,003.12	10-13-6120	Training/Travel
02/26	02/05/2026	94750	6369	ErgoDirect Inc	690.34	10-13-6030	Operating Supplies
02/26	02/05/2026	94751	2186	Ferguson Waterworks #3011	1,897.64	20-21-7020	Equipment
02/26	02/05/2026	94752	5432	First Community Credit Union	3,560.00	25-31-8010	Interest
02/26	02/05/2026	94753	4518	Government Ethics Commission	1,122.93	75-10-6090	Contract Services
02/26	02/05/2026	94754	6265	H&S Energy Group	3,552.82	10-13-6030	Operating Supplies
02/26	02/05/2026	94755	6040	Hard Rock Pumping	450.00	10-16-6090	Contract Services
02/26	02/05/2026	94756	6227	Darryl Harmon	1,304.80	10-14-6165	B.F.A. Services
02/26	02/05/2026	94757	6030	Hartwick Automotive LLC	52.76	10-13-6015	Equipment Maintenance
02/26	02/05/2026	94758	4357	Hemlock Street Properties LLC	1,170.00	10-13-6090	Contract Services
02/26	02/05/2026	94759	6177	J & L Leasing	600.00	61-41-6034	Supplies - Police Reserves
02/26	02/05/2026	94760	5858	Jacobs Engineering Group Inc	35,458.00	53-43-7026	Construction-USDA
02/26	02/05/2026	94761	5733	Thomas W Kerr	2,236.80	10-14-6165	B.F.A. Services
02/26	02/05/2026	94762	3978	KLB Enterprises	2,343.36	10-13-6015	Equipment Maintenance
02/26	02/05/2026	94763	4269	Gary Milliman	325.00	10-11-6090	Contract Services
02/26	02/05/2026	94764	4443	Napa Auto Parts-Golder's	289.35	20-21-6030	Operating Supplies
02/26	02/05/2026	94765	3159	NorthCoast Health Screening	125.00	25-31-6030	Operating Supplies
02/26	02/05/2026	94766	5008	Online Information Services	104.61	10-12-6090	Contract Services
02/26	02/05/2026	94767	5603	Oregon Assoc of Municipal Recorders	195.00	10-12-6120	Training/Travel
02/26	02/05/2026	94768	5390	O'Reilly Automotive Inc	85.41	10-16-6015	Equipment Maintenance
02/26	02/05/2026	94769	252	Paramount Pest Control	225.00	10-19-6090	Contract Services
02/26	02/05/2026	94770	4	Al Sheldon	100.00	32-01-4025	Azalea Festival Revenue
02/26	02/05/2026	94771	5101	Pitney Bowes Reserve Acct	500.00	10-19-6030	Operating Supplies
02/26	02/05/2026	94772	322	Postmaster	1,300.00	25-31-6005	Office Supplies
02/26	02/05/2026	94773	207	Quill Corporation	3.71	10-19-6005	Office Supplies
02/26	02/05/2026	94774	6340	Safeware Inc	2,081.48	50-10-7021	Equipment - Police
02/26	02/05/2026	94775	3499	Simplot Grower Solutions	767.91	10-16-6030	Operating Supplies
02/26	02/05/2026	94776	5377	Andrew Stubbs	1,304.80	10-14-6165	B.F.A. Services
02/26	02/05/2026	94777	6264	Tradewind Signs LLC	65.60	10-13-6030	Operating Supplies
02/26	02/05/2026	94778	861	Village Express Mail Center	14.95	10-13-6030	Operating Supplies
02/26	02/05/2026	94779	6258	Wild Rivers Film Festival	2,000.00	32-10-6090	Contract Services-Events
02/26	02/05/2026	94780	5992	Ziply Fiber	2,735.83	30-10-6135	Communications
02/26	02/12/2026	94781	5908	Amazon Capital Services	88.66	49-10-7030	Computer Hardware
02/26	02/12/2026	94782	5997	AmeriTitle LLC	600.00	53-43-7026	Construction-USDA
02/26	02/12/2026	94783	6326	Beacon Broadband Inc	398.00	30-10-6135	Communications
02/26	02/12/2026	94784	4939	Bi - Mart Corporation	38.76	10-13-6030	Operating Supplies

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
02/26	02/12/2026	94785	5070	Canon U.S.A. Inc	6.44	10-13-6030	Operating Supplies
02/26	02/12/2026	94786	6031	Cascade Home Center	972.50	20-21-6030	Operating Supplies
02/26	02/12/2026	94787	5842	Century West Engineering Corp	31,283.98	33-10-7025	Construction
02/26	02/12/2026	94788	185	Del Cur Supply	603.48	10-16-6030	Operating Supplies
02/26	02/12/2026	94789	1	MCM Construction Inc	229.96	20-00-2070	Deposits
02/26	02/12/2026	94790	1	Melanie Eaton	23.93	20-00-2070	Deposits
02/26	02/12/2026	94791	1	Justin Gallardo	282.49	20-00-2070	Deposits
02/26	02/12/2026	94792	1	Victoria Gandara	180.43	20-00-2070	Deposits
02/26	02/12/2026	94793	1	Seacrest Home Estates	300.00	20-00-2070	Deposits
02/26	02/12/2026	94794	2186	Ferguson Waterworks #3011	1,897.64	20-21-7020	Equipment
02/26	02/12/2026	94795	153	Ferrellgas	708.48	25-31-6130	Utilities
02/26	02/12/2026	94796	6339	Garrett Hemann Robertson PC	345.00	10-12-6065	Legal/Administration Services
02/26	02/12/2026	94797	5754	iFocus Consulting Inc	2,575.00	49-10-6090	Contract Services
02/26	02/12/2026	94798	5858	Jacobs Engineering Group Inc	156,287.42	25-32-6090	Contract Services
02/26	02/12/2026	94799	6065	Local Government Law Group PC	5,949.00	10-12-6065	Legal/Administration Services
02/26	02/12/2026	94800	3561	Oil Can Henry's	177.00	10-13-6015	Equipment Maintenance
02/26	02/12/2026	94801	5388	Palm Restore	10,351.62	10-19-6040	Building Maintenance
02/26	02/12/2026	94802	4	Michael Andersch	300.00	10-00-2070	Deposits
02/26	02/12/2026	94803	4	Ian Bundi	300.00	10-00-2070	Deposits
02/26	02/12/2026	94804	4	Gerald Roberts	300.00	10-00-2070	Deposits
02/26	02/12/2026	94805	4	Riley Ortiz	250.00	10-06-4150	Capella Revenue
02/26	02/12/2026	94806	6370	Power Systems West LLC	93,803.00	53-43-7025	Construction
02/26	02/12/2026	94807	207	Quill Corporation	122.32	10-19-6005	Office Supplies
02/26	02/12/2026	94808	5029	RPM Powder Coating	150.00	10-19-6030	Operating Supplies
02/26	02/12/2026	94809	6350	Sensiba LLP	12,305.00	10-12-6090	Contract Services
02/26	02/12/2026	94810	2125	State of OR Water Resources Dept	1,235.00	20-21-6090	Contract Services
02/26	02/12/2026	94811	797	Town & Country Animal Clinic	243.45	61-41-6030	Supplies - K9
02/26	02/12/2026	94812	4734	Vestis Services LLC	120.00	10-19-6030	Operating Supplies
02/26	02/12/2026	94813	2122	Cardmember Service	11,142.67	10-14-6030	Operating Supplies
02/26	02/12/2026	94814	169	Waste Connections Inc	145.00	61-41-6038	Range Maintenance
02/26	02/12/2026	94815	169	Curry Transfer & Recycling Inc	251.00	10-19-6040	Building Maintenance
02/26	02/12/2026	94816	169	Curry Transfer & Recycling Inc	48.72	15-10-6060	Street Maintenance
02/26	02/12/2026	94817	6259	Willamette Falls Studios	212.50	10-19-6135	Communications
02/26	02/12/2026	94818	5992	Ziply Fiber	202.77	30-10-6135	Communications
02/26	02/23/2026	94819	6334	Aramsco Inc	2,410.00	15-10-6060	Street Maintenance
02/26	02/23/2026	94820	5893	Austin Electric LLC	2,610.00	50-10-7025	Construction
02/26	02/23/2026	94821	4859	Brookings Harbor Garden Club	2,250.00	10-16-6090	Contract Services
02/26	02/23/2026	94822	5070	Canon U.S.A. Inc	682.00	10-15-6030	Operating Supplies
02/26	02/23/2026	94823	193	Central Equipment Co Inc	69.73	10-16-6015	Equipment Maintenance
02/26	02/23/2026	94824	6078	Curry County Reporter	262.50	10-15-6090	Contract Services
02/26	02/23/2026	94825	4534	Daily Journal of Commerce Oregon	299.52	10-15-6090	Contract Services
02/26	02/23/2026	94826	5951	Executech	34.02	49-10-6090	Contract Services
02/26	02/23/2026	94827	6265	H&S Energy Group	3,048.61	10-13-6030	Operating Supplies
02/26	02/23/2026	94828	5860	Lane Council of Governments	3,557.75	10-15-6090	Contract Services
02/26	02/23/2026	94829	6371	Spencer Long	13,445.00	75-10-7027	Facade Program
02/26	02/23/2026	94830	329	New Hope Plumbing	447.50	10-16-6090	Contract Services
02/26	02/23/2026	94831	5703	PacWest Machinery	124.50	15-10-6030	Operating Supplies
02/26	02/23/2026	94832	4	Monica Nanez	250.00	10-06-4150	Capella Revenue
02/26	02/23/2026	94833	4	Cassie Esget	266.00	10-00-2070	Deposits
02/26	02/23/2026	94834	5768	Proficient Auto Center Inc	240.00	10-16-6015	Equipment Maintenance
02/26	02/23/2026	94835	207	Quill Corporation	19.48	10-19-6005	Office Supplies
02/26	02/23/2026	94836	5029	RPM Powder Coating	40.00	15-10-6030	Operating Supplies
02/26	02/23/2026	94837	6262	Stateline Tires LLC	775.00	15-10-6030	Operating Supplies
02/26	02/23/2026	94838	432	USA BlueBook	335.20	25-31-6030	Operating Supplies
02/26	02/23/2026	94839	169	Waste Connections Inc	901.78	10-19-6030	Operating Supplies
02/26	02/26/2026	94840	5908	Amazon Capital Services	186.95	10-19-6005	Office Supplies

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
02/26	02/26/2026	94841	2364	C & S Fire-Safe Services LLC	98.00	33-10-6030	Operating Supplies
02/26	02/26/2026	94842	3834	Clean Sweep Janitorial Service	2,180.00	10-16-6060	Capella Expense
02/26	02/26/2026	94843	5718	Don Kirk Construction Inc	10,926.99	53-43-7025	Construction
02/26	02/26/2026	94844	5344	Dooley Enterprises Inc	999.98	10-13-6120	Training/Travel
02/26	02/26/2026	94845	2640	Dyer Partnership	42,595.94	52-42-7025	Construction
02/26	02/26/2026	94846	1130	H.D. Fowler	956.51	20-21-6030	Operating Supplies
02/26	02/26/2026	94847	6030	Hartwick Automotive LLC	158.32	10-13-6015	Equipment Maintenance
02/26	02/26/2026	94848	4954	John Deere Financial	1,471.54	15-10-6030	Operating Supplies
02/26	02/26/2026	94849	3978	KLB Enterprises	849.76	10-13-6015	Equipment Maintenance
02/26	02/26/2026	94850	6311	Jeremy Maupin	2,500.00	32-10-6090	Contract Services-Events
02/26	02/26/2026	94851	2	Joseph LaMarche	175.00	10-06-4121	Municipal Court Fines Traffic
02/26	02/26/2026	94852	6316	Perfect Pack Dog Training LLC	45.00	61-41-6030	Supplies - K9
02/26	02/26/2026	94853	207	Quill Corporation	139.11	10-19-6005	Office Supplies
02/26	02/26/2026	94854	444	Secretary of State	700.00	75-10-6090	Contract Services
02/26	02/26/2026	94855	380	Stadelman Electric Inc	142.60	10-19-6090	Contract Services
02/26	02/26/2026	94856	6264	Tradewind Signs LLC	119.66	10-12-6030	Operating Supplies
02/26	02/26/2026	94857	861	Village Express Mail Center	31.13	10-13-6030	Operating Supplies
02/26	02/26/2026	94858	5992	Ziply Fiber	248.05	30-10-6135	Communications
Grand Totals:					531,300.74		

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary

M = Manual Check, V = Void Check

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: March 9, 2026

Originating Dept: Administration

Signature (submitted by)

City Manager Approval

Subject: Impact of City of Brookings Façade Improvement Program

Financial Impact: Dependent on Council Approved Budget

Background/Discussion:

The City of Brookings Façade Improvement Program is a strategic investment in the visual quality and economic vitality of the Urban Renewal District. By providing matching grant funds for exterior renovations, the program empowers property owners to modernize and restore their buildings while preserving architectural character. Improved storefronts, coordinated signage, enhanced lighting, and thoughtful design treatments create a more attractive and cohesive streetscape that reflects pride in the community. A well-maintained commercial district strengthens Brookings' identity, improves first impressions for visitors, and reinforces downtown as a welcoming destination for shopping, dining, and services.

For commercial property owners, the program reduces the financial barriers that often delay needed upgrades. Matching grants covering up to 50% of minor improvements and up to 75% of major façade renovations make projects significantly more feasible, allowing owners to reinvest in their properties without shouldering the full cost burden. Eligible improvements such as exterior restoration, new siding, awnings, windows, architectural details, and pedestrian-oriented enhancements can extend building life, reduce maintenance expenses, and increase property value. These upgrades also enhance curb appeal, helping businesses attract more customers and remain competitive in a changing marketplace.

Beyond individual buildings, the program creates a ripple effect that benefits the broader community. Coordinated façade enhancements contribute to a more vibrant and walkable downtown environment, encouraging foot traffic, supporting local businesses, and strengthening the local tax base. As blight is reduced and visual quality improves, private investment becomes more attractive, fostering long-term economic development and business growth. By aligning design standards with community aesthetics and encouraging collaboration through the Design Review Committee process, the program ensures that improvements contribute to a unified and appealing district that residents can take pride in and visitors are eager to explore.

After receiving a Council request, staff would like to discuss the possibilities of expanding the program with certain qualifiers. Below is the Councilor's request:

***Objective**: To expand the reach of the Facade Improvement Program to businesses and buildings that have not yet taken advantage of the program.*

***Background**: The Facade Improvement Program is funded as part of the Urban Renewal Agency Fund, and provides matching funds up to $50K on a variety of building improvements and repairs.*

***Proposal**:*

For exterior painting only, the program would fund 100% of the project cost up to $50K.

This includes exterior walls significantly visible from the Urban Renewal Area streets. While not actually a facade, many buildings on the north side of Chetco Ave have 3 walls significantly visible from Chetco.

The project must be performed by a contractor licensed by the city of Brookings. This is implied by the existing program, as the cost-estimate must be submitted by a licensed contractor, but the existing program does not explicitly state the work must be performed by a licensed contractor.

The Contractor invoice is submitted directly to the city, and the city would commit to a timely payment, like Net 30.

Possible additional constraint to discuss:

Limit these 100% matching funds to a maximum annual dollar amount (i.e. $250K), which would limit the city's financial exposure on these changes.

Related to this program change, I propose notifying business owners via paper handouts/fliers delivered to the business. This should increase awareness of the program.

Another discussion topic was regarding the possibilities of fronting some of the start-up costs for the project. One city allows: 20% of the award is available up front for start-up costs; the remaining award will be issued though reimbursement. Many contractors expect to get a deposit for materials and supplies and this may be a way to help those business/building owners who have limited cash flow.

Attachment(s):

a. City of Brookings Façade Improvement Program Application

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM GUIDELINES

This is a reimbursement program designed to provide financial aid for businesses and property owners who rehabilitate buildings within the Urban Renewal District of Brookings in order to alleviate blight and improve the area's overall appearance.

PROCEDURAL BASICS

- Provides matching grant funds or loans for improvements within the Urban Renewal District.
- Funding amount is based on project need and available funding allocated by the Urban Renewal Agency (URA) Board of Directors.
- Applications are processed as they are received.
- Approved project costs are reimbursed after paid in full by the applicant.

BUILDING FACADE IMPROVEMENT MATCHING GRANTS

- Commercial business building or property owners can receive up to $50,000 in matching grant funds per business. "Matching funds" means that the owner will be reimbursed for half of approved project costs when the work is paid in full and the project is completed.
- Maintenance repairs, paint, dry rot, window replacement and landscape improvements may be reimbursed up to 50% with a maximum match up to $50,000.
- Full façade renovations may be reimbursed up to 75% with a maximum match of $50,000.
- The minimum value of any project to be considered for a grant is $1,500.
- Design consultant fees, when a professional designer is utilized for the project, are eligible for up to 10% of the total project cost or $5,000, whichever is less.
- To qualify for matching funds, exterior design details and colors must be approved by the Design Review Committee (DRC).
- Applications for the “same” improvement on any property within five (5) years of an approved project will not be accepted.

Funds can be used for structural and aesthetic facade improvements clearly visible from the public right-of-way.

GENERAL GUIDELINES

1. This program will not provide any funds for work completed prior to application approval, other than design consultant fees as described above.
2. Exterior facades shall be updated and integrated into a design that complements adjacent structures to provide a harmonious composition of masses, materials, colors, and textures. Submission of color and/or material samples, as applicable, will be required with your application.
3. Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas.
4. Building components, such as windows, doors, eaves and parapets, shall be coordinated with the design theme and proportional with each other.

5. Design attention shall be given to mechanical equipment or other utility hardware so as to screen them from view to the extent feasible.
6. Signs will be a part of the architectural concept and must be brought into compliance with current standards. Size, materials, color, lettering and location shall be harmonious with the building design and the number of signs shall be minimized.
7. The DRC, at its discretion, may consider other conditions or building appurtenances.

COLOR GUIDELINES

Because repainting is one of the easiest, most cost-effective ways to enhance a property — or an entire downtown area — the following color guidelines are a key part of the Brookings Urban Renewal Program.

Basic color guidelines:

- Choose exterior colors that harmonize rather than contrast with surrounding buildings. In short, color should not be used as a "sign" or to attract attention. Intense or extremely bright colors or radical patterns create disharmony that makes the Urban Renewal District look less attractive. Franchise branding paint colors are acceptable.
- Using harmonizing colors does not limit you to the same colors as your neighbors. There is broad latitude in these color guidelines.
- When considering color, be sure to include all elements of your property: walls, fences, planters, signs and other accessory structures.
- Keep it simple. Too many different colors or too many shades of a color are distracting and tend to cheapen a building's appearance.
- Natural materials, like stone or brick, usually are more interesting and attractive when left in their unpainted, natural states, and require less maintenance.

Suggested colors: The sample colors and color combinations provided are only examples to help you select the right color scheme for your property. There are no hard, fast rules. The important thing is to follow the spirit of these guidelines. Photo copies of the sample color combinations are attached and original color chip samples are on file in the Public Works & Development Services Department (PWDSD).

DESIGN REVIEW COMMITTEE (DRC)

The Site Plan Committee, one Planning Commissioner and one City Councilor are hereby designated as the DRC. After the DRC determines that an application is complete and meets program objectives, the application will be forwarded to the PWDSD for further processing.

The DRC shall function as the body that determines whether the project meets the mission and purpose statements of the Facade Improvement Program. Their project funding recommendations will be forwarded to the URA for final approval.

The attached facade illustration can be used as a guide in your preparation for meeting with the DRC. A drawing or photos of your facade with any planned modifications detailed will be very helpful.

PROCESS

In addition to the completed standard application form, your application packet needs to include:

- preliminary design drawings;
- evidence of property and/or business ownership;
- photographs of the site;
- description of methods and materials to be used – including color and/or material samples (paint samples must be paint chips provided by the manufacturer – no photocopies accepted);
- location map;
- itemized cost estimates from licensed contractors using the City's Standard Bid Form;
- itemized cost estimates from a professional design consultant, if one is to be utilized, using the City's Standard Bid Form;
- the amount of matching funds requested; and
- estimated project completion time.

Application packets may be obtained from, and completed applications returned, to the PWDSD. If the application is complete and conforms to the requirements, it will be forwarded to the DRC for review, evaluation, and recommendation to the URA. The DRC process may also include a site inspection and applicant interview.

If the URA approves the application, the construction phase will be monitored by the PWDSD Director or their designee.

Construction must be initiated within six (6) months and completed within twelve (12) months of URA approval.

Matching grant funds will be dispersed upon project completion, after final inspection by the City's Building Official and approval of the City Manager.

CONDITIONS AND CONSIDERATIONS

1. The Brookings URA shall have the sole authority to approve an application. A project may be modified and changes required at either the DRC or URA review levels.
2. Applicant must be the owner.
3. Projects must comply with approved submitted plans in order to qualify for matching or loan funds.
4. Changes to the approved project plan, including additions, deletions or modifications, must be approved in advance and must be submitted on the City's change request form. Failure to do so will release the URA from any obligation to provide any matching grant funds.
5. Commercial and business applicants must be current with all City taxes, licenses and fees.
6. Street addressing must be brought up to code.
7. All signage on the property must be made code compliant as part of any approved project.
8. Approved project costs are reimbursed only after paid in full by the applicant and the project is approved by the City Manager after a passing inspection by the Building Official.

9. Projects in excess of $5,000 require submittal of a minimum of three (3) bids/quotes, unless specifically approved by the City prior to application submission. Bids must come from someone other than the owner, the owner's relatives, business partners or relatives of the business partners. While the applicant will not be required to use the services of the low bidder, reimbursement by the City will be computed, and thus limited, as if the low bid contractor had been selected. Bids must be submitted on a City of Brookings Standard Bid form.
10. Applicant has the responsibility for checking with all appropriate entities regarding any necessary regulatory approvals. This application is intended only for accessing this funding program.
11. The City Manager may grant time extensions beyond set limits due to inclement weather.

DEFINITIONS

Designer means a designer or architect; the designer shall furnish proof of working with a structural engineer and be licensed, bonded, insured, and have all appropriate City licenses. The designer, architect, and structural engineer cannot be the applicant.

ELIGIBILITY

Subject properties must be located within the Urban Renewal District boundary.

Eligible activities including, but not limited to: rehabilitation of building facades, including masonry cleaning, cornice restoration, new siding, exterior painting associated with new siding and trim replacement, canopies, window awnings, repair to gutters and downspouts, removal of old signs and replacement of new conforming signs, refuse container enclosures and improvements which enhance the pedestrian environment. Funds may also be used for structural upgrades to a facade wall. Funds are not intended for general maintenance purposes.

Ineligible activities including, but not limited to: previously completed projects, security systems, personal property, and billboards.

Attachments: Sample Color Combinations

For more information, please contact:

City of Brookings
Public Works & Development Services Dept.
898 Elk Drive
Brookings, OR 97415
541-469-1138

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

APPLICATION

1. Applicant Information:

Name(s): _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☐

Profit ☐ Non-Profit ☐ Tax ID No: _____

2. Business / Building to be Rehabilitated:

Name: _____

Address: _____

Tax Map & Lot Number : _____

3. Owner of Property (If other than applicant):

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

4. Brief Description of Exterior Facade Improvements: (Please be prepared to submit color and/or material samples, if applicable, for Design Review Committee).

_____

_____

_____

_____

5. Total Estimated Cost of Facade Improvements: $ _____

Note: 50% of this amount for minor improvements and 75% for major improvements not to exceed $50,000 for either is the maximum amount eligible for potential reimbursement.

6. In addition to facade improvement, is other work planned at the same time or under the same contract? If yes, a clear separation and delineation of all such costs must be attached.

Yes: ☐ No: ☐

Total of all facade work: $ _____

Total of all other work: $ _____

7. Source of Matching Funds: _____

_____

8. Planned Project Start Date: _____

Planned Project Completion Date: _____

NOTE: The Design Review Committee will review the proposed Facade Improvements Proposal and advise the applicant of its decision. Some proposed improvements may not be funded by the agency.

Certification By Applicant

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal. Evidence of this authority must be attached.

_____ _____

Applicant Signature Date

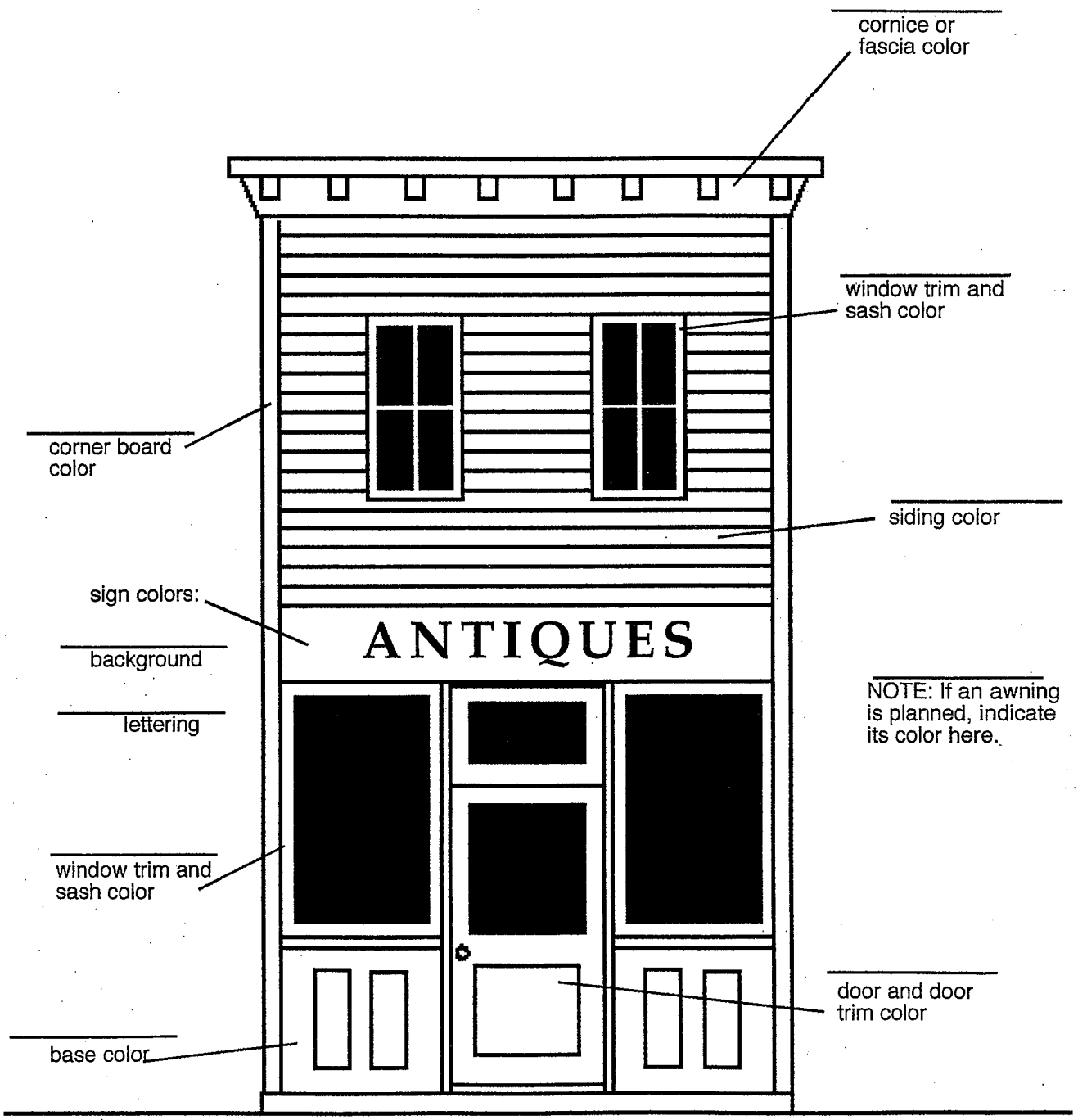
_____ _____

Property Owner Signature Date

Return application with required attachments to:

City of Brookings
Urban Renewal – Design Review Committee
898 Elk Drive
Brookings, OR 97415

Using color chips or color names, numbers and the brand, indicate your facade colors below.





CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM

STANDARD BID FORM

Project Location: _____

Owner: _____

Contractor: _____

License No: **CCB:** _____ **COB:** _____

Narrative: (Brief description of work to be performed)*

_____

_____

_____

_____

_____

**Complete façade color worksheet if painting is proposed.*

Material Description	Cost Per Unit	Total
	Total Materials:	
	Total Labor:	
	Total Project:	

Signature:_____ Date: _____