

Workshop Meeting Agenda

Wednesday, July 6, 2016, 4:00 PM

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

1. Call To Order
2. Roll Call
3. Topics
 - a. Joint Parking Lot With Friends Of Music
Documents: [FOM PARKING LOT. CWR.PDF](#), [FOM PARKING LOT.ATT.A.PROPOSAL.PDF](#), [FOM PARKING LOT.ATT.B.COST.PDF](#)
 - b. Expansion Of Bankus Park
Documents: [BANKUS PARK. CWR.PDF](#), [BANKUS PARK.ATT.A.LOCATION MAP.PDF](#), [BANKUS PARK.ATT.B.LANDSCAPE MAP.PDF](#)
 - c. Tablets For City Council/Staff
Documents: [TABLETS. CWR.PDF](#), [TABLETS.ATT.A.LENOVO SPECS.PDF](#), [TABLETS.ATT.B.SAMSUNG SPECS.PDF](#)
 - d. Noticing Requirements For Short-Term Rental Revisions
Documents: [SHORT TERM RENTALS. CWR.PDF](#)
4. Council Member Request For Workshop Items
5. Adjournment

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 14 days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: July 6, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Joint Parking Lot Project with Friends of Music

Financial Impact:

The rough estimated cost of constructing the parking lot is \$127-172,000. Friends of Music are proposing to contribute \$32,500 toward the \$60,000 cost of purchasing the project site; the City portion would be \$27,500. The total City cost would then be approximately \$154-200,000. There are currently no funds budgeted for parking development.

Background/Discussion:

The Friends of Music have approached the City with a proposal to develop a joint-use parking lot on Railroad and Hemlock Streets. Friends of Music have acquired a parcel at the southwest corner of Fern and Spruce Streets upon which they plan to construct a 120-160 seat Concert Hall. Under the City's development standards, they are not required to provide off-street parking, but plan to include a small number of spaces on the project site. Friends of Music (FOM) have entered an escrow to purchase a nearby site (see attached) for the development of off-street parking. FOM is proposing to substitute the City as purchaser if the site and contribute \$32,500 toward the project, with the City developing and managing the site as a parking lot. The general concept is that the FOM would have first call on the use of the parking lot for performances, but that the parking lot would be available for public use at all other times.

The parking lot design provided by FOM has been reviewed by Planning Manager Donna Colby Hanks who reports that the number of proposed compact spaces exceeds the maximum allowed in the City's development standards, which would bring the number of spaces down from the proposed 20 to 19.

Public Works Director LauraLee Snook has prepared a rough estimate of the cost of constructing the parking lot at \$171,413. Local contractors have been reluctant to provide an estimate without knowing the soil conditions on the site, which have been reported to be "boggy" according to Snook. Tidewater Construction provided an initial estimate of \$127,080. The construction project estimate includes frontage improvements along Hemlock; frontage improvements along Railroad will be constructed as a part of the Railroad Street reconstruction project.

Policy Considerations: This site was not among those recommended for development as off street parking in the 2006 Brookings Parking Plan.

Attachment(s):

- a. Friends of Music proposal.
- b. Preliminary cost estimate.

Friends of Music Propose:

① purchasing and deeding indicated Lot to COB for parking purposes.

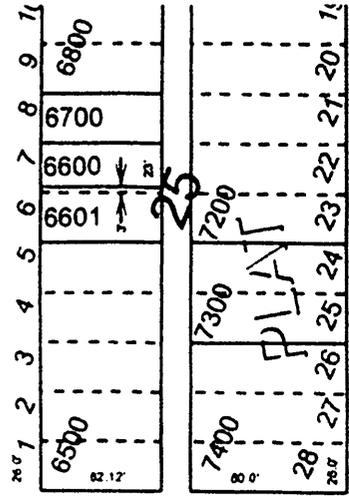
② COB paves, stripes, and maintains Lot.

Questions

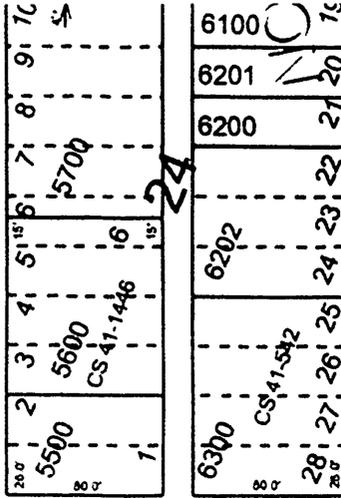
① Does their parking plan work?

② What are the costs to City?

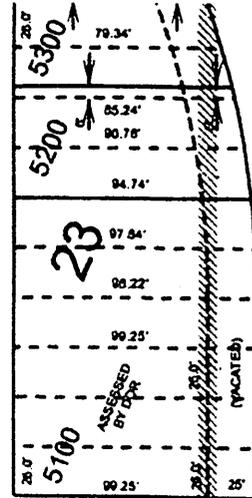
③ Other issues;



SPRUCE

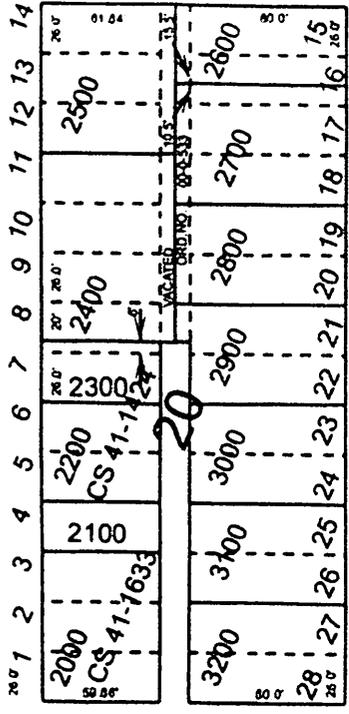


HEMLOCK

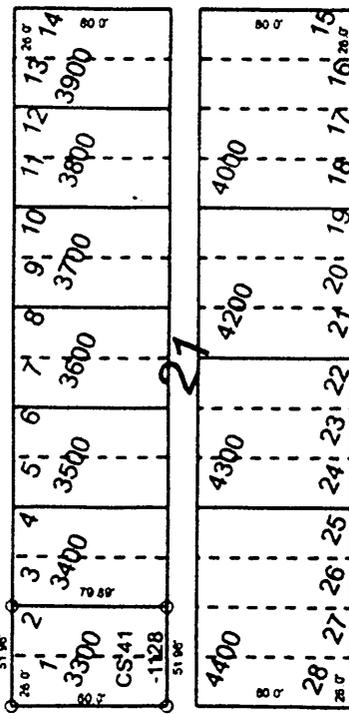


WILLOW ST

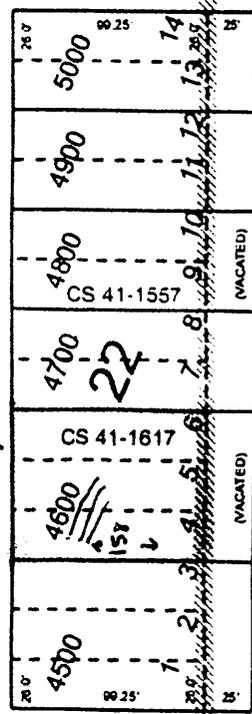
ST



FERN



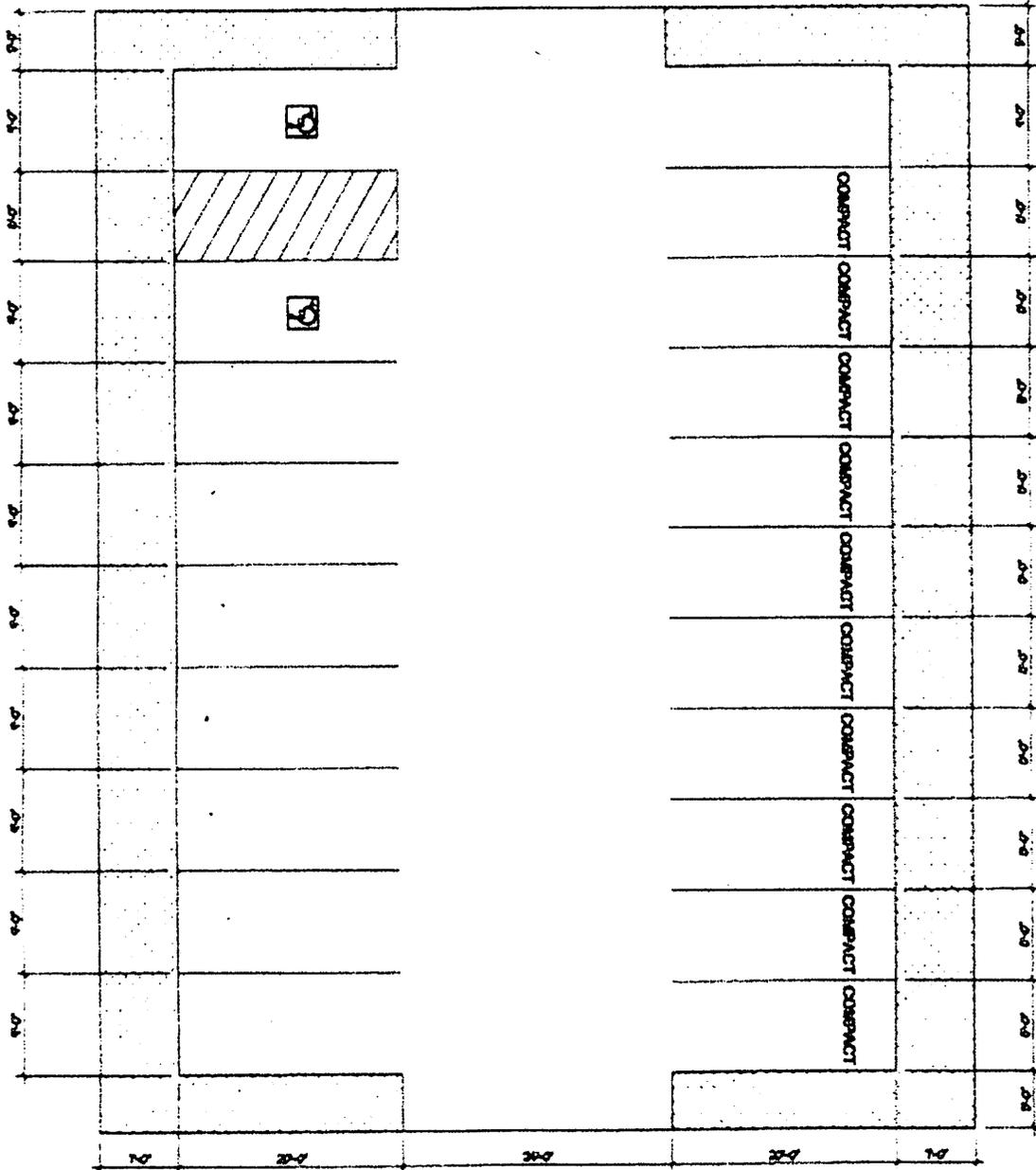
AVE



RAILROAD ST

SEE MAP 41S 13W 05CC

HEMLOCK ST.



RAILROAD ST.

THIS LAY-OUT INCLUDES:
(1) HANDICAP SPACES WITH AISLE
(2) STANDARD PARKING SPACES
(3) COMPACT SPACES

Item	Description	Quantity	Unit	Unit Price	Total
	Railroad/Hemlock Parking Lot				
1	Construction facilities and temp controls	1	LS	\$ 6,000.00	\$ 6,000.00
2	Demolition and Site Preparation	1	LS	\$ 3,000.00	\$ 3,000.00
3	Traffic control	1	LS	\$ 1,500.00	\$ 1,500.00
4	foundation Stabilization	850	CY	\$ 30.00	\$ 25,500.00
5	Subgrade backfill	850	CY	\$ 35.00	\$ 29,750.00
6	3" AC Pavement	230	Ton	\$ 150.00	\$ 34,500.00
7	Striping	1	LS	\$ 5,000.00	\$ 5,000.00
8	5' Concrete Sidewalk	390	SF	\$ 7.00	\$ 2,730.00
9	Curb and Gutter	78	LF	\$ 40.00	\$ 3,120.00
10	Driveway Approach (3)	120	SF	\$ 8.00	\$ 960.00
11	Sub surface drain pipe	160	LF	\$ 22.00	\$ 3,520.00
12	8" storm drain piping	100	LF	\$ 40.00	\$ 4,000.00
12	Storm drain manhole	1	EA	\$ 7,500.00	\$ 7,500.00
	TOTAL BASIC BID				\$ 127,080.00

Proposed parking lot Railroad/Hemlock Street T.L. 4600

Assumed: 12,166 square feet – 7% required parking = 11,314 area to be developed

1.13 BASIC BID UNIT PRICES

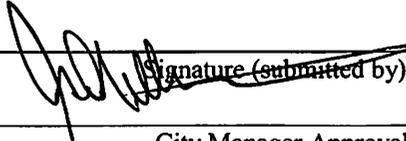
Item	Description	Quantity	Unit	Unit Price	Total
Downtown Improvements Phase 3					
1	Construction facilities and temp controls	1	LS	6000	6000
2	Demolition and Site Preparation	1	LS	3000	3000
3	Traffic control	1	LS	1500	1500
4	foundation Stabilization	11314	SF	6	67884
5	Subgrade backfill	11314	CY	6	7542
6	3" AC Pavement	11314	SF	5.35	60529
7	Striping	1	LS	5000	5000
8	5' Concrete Sidewalk	390	SF	7	2730
9	Curb and Gutter	78	LF	16	1248
10	Driveway Approach (3)	120	SF	8	960
11	Sub surface drain pipe	160	LF	22	3520
12	8" storm drain piping	100	LF	40	4000
12	Storm drain manhole	1	EA	7500	7500
TOTAL BASIC BID					
					171413

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: July 6, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Expansion of Bankus Park

Financial Impact:

Mini Pet Mart has budgeted \$12,000 for landscaping and may contribute up to this amount to the proposed project; no estimate has been developed for proposed project.

Background/Discussion:

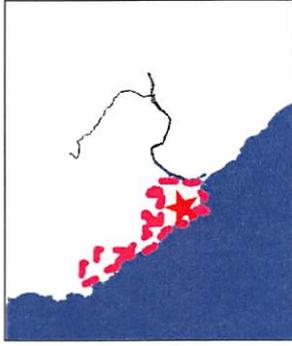
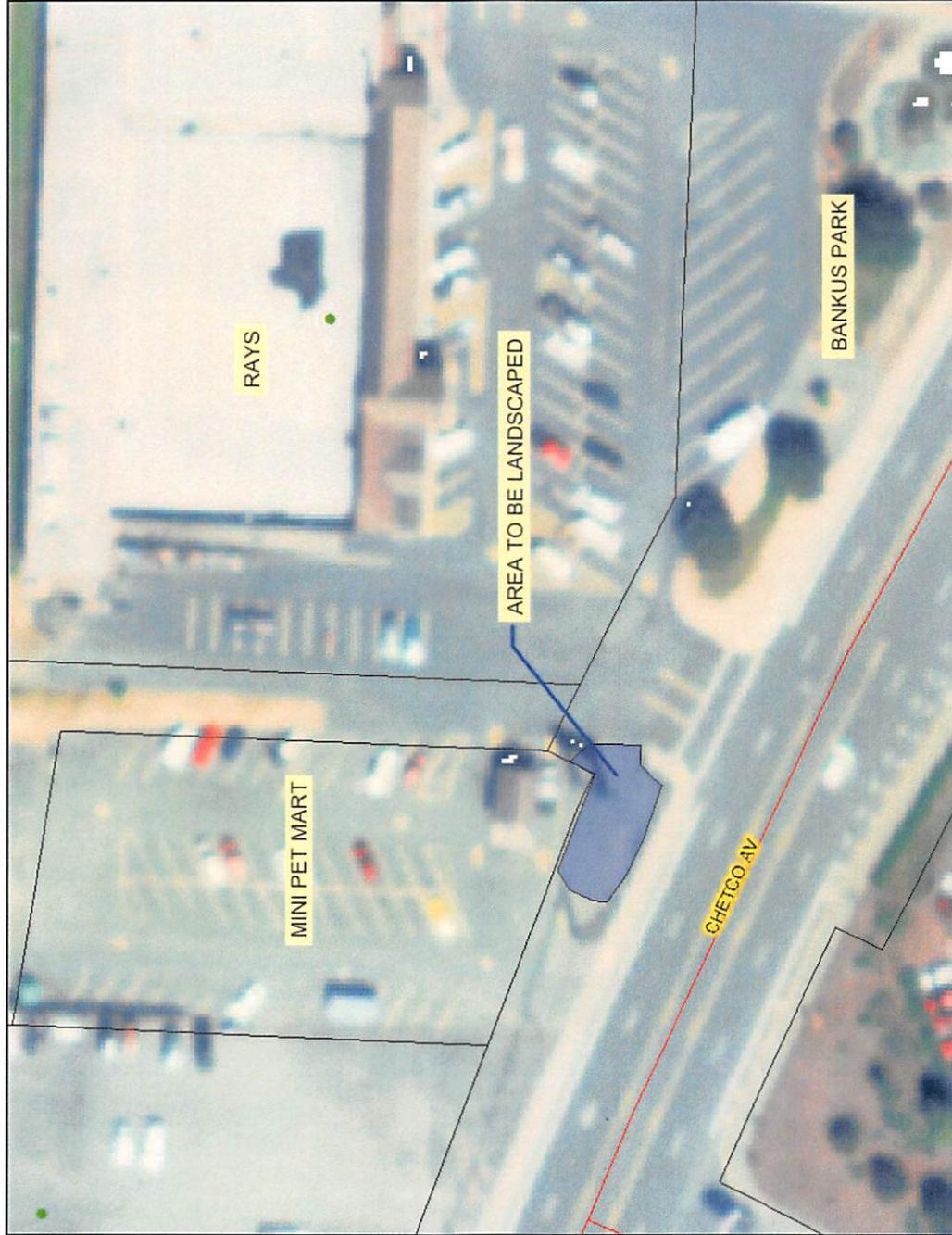
Mini Pet Mart is constructing a new store on property adjacent to Ray's Market. Among the development standards requirements is the installation of landscaping along the frontage of Chetco Avenue (Highway 101). The Highway 101 right-of-way in this area is quite wide (35 feet behind the existing sidewalk). Mini Pet Mart submitted a plan to install landscaping on their property behind the Highway right-of-way.

Staff has proposed relieving Mini Pet Mart of the landscaping requirement if they instead contributed the amount of funding they have budgeted for the landscaping toward a project to landscape the Highway right-of-way between the back of sidewalk and the Mini Pet Mart property line. The City would design and contract for installation of the landscaping to complement the existing Bankus Park. This landscaped area (approximately 4,450 square feet) would then be maintained by the City...possibly by amending the current landscape maintenance contract with the Garden Club.

Attachment(s):

- a. Location map.
- b. Area-to-be-landscaped map.

Mini Pet Mart



Legend

- OWNER
- RIVERS
- ROADS
- PARCELS
- URBAN GROWTH BOUNDARY
- OCEAN



Scale: 1:785

Map center: 42° 3' 18.38" N, 124° 17' 20.36" W

225 ft.

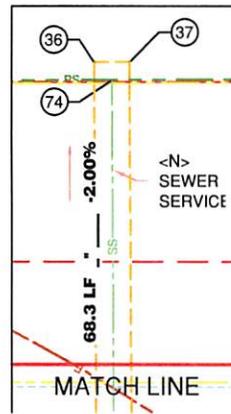
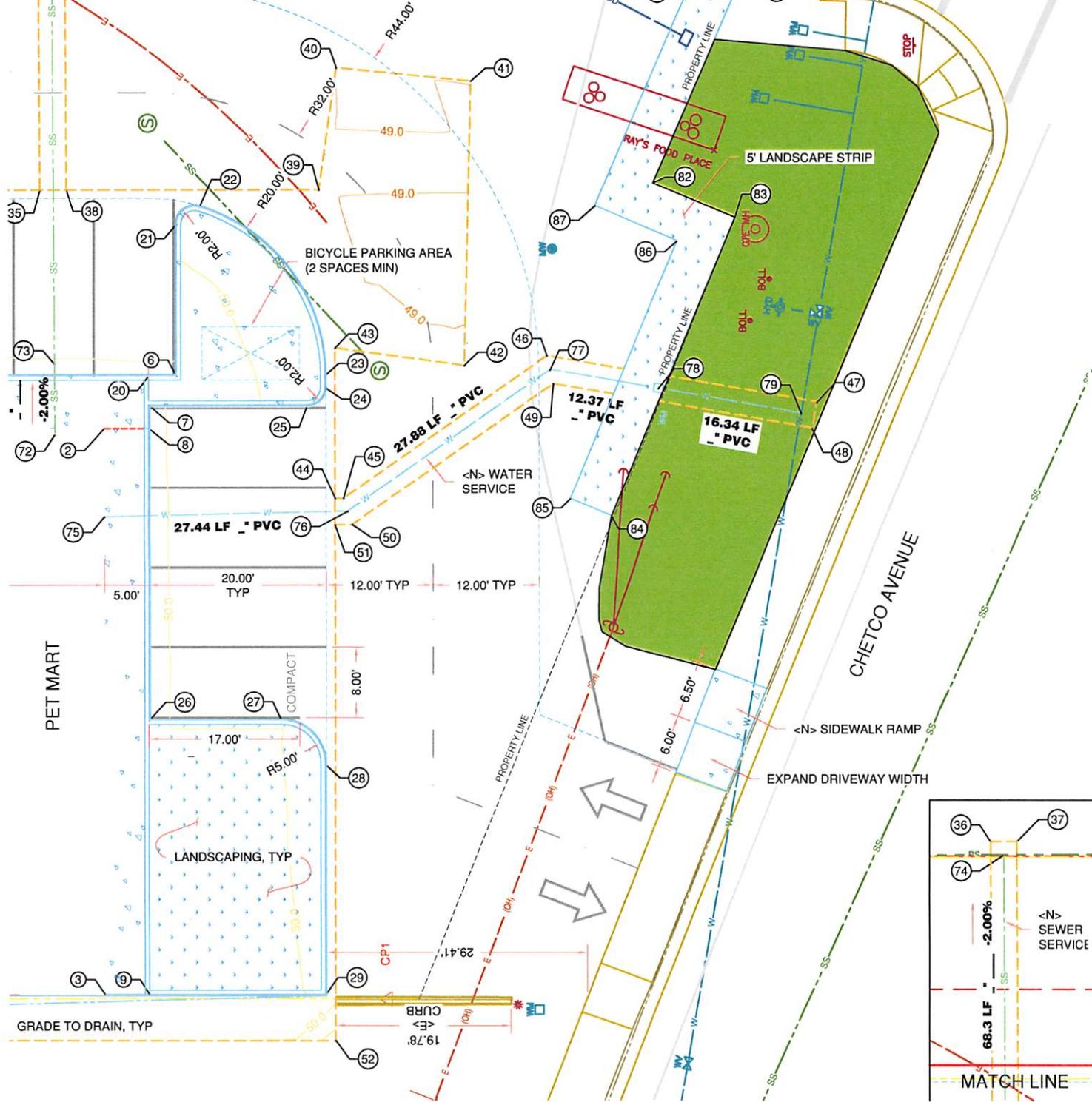
150

75

0

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

MATCH LINE

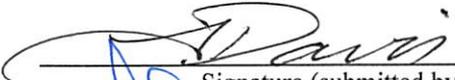


CITY OF BROOKINGS

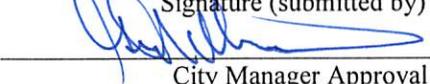
Council WORKSHOP Report

Workshop Date: July 6, 2016

Originating Dept: Administration



Signature (submitted by)



City Manager Approval

Subject: Tablets for City Council and Staff

Recommendation: Purchase seven (7) android tablets for use by City Council, City Manager and Staff presenters

Financial Impact: Depending on model, the financial impact could be as little as \$1,749.93 or up to over \$4,000.00. Funding would come from the Technology Reserve Fund.

Approved by Finance & Human Resources Director: _____

Background/Discussion: At a recent City Council Workshop session, the high cost of producing hard copies of City Council Agenda Packets was illuminated.

In order to save money and to be environmentally mindful, the City is in the process of switching over from hard copy to electronic dissemination of City Council packets. At the June 27 City Council meeting, it was noted that a few glitches existed in the current process of dissemination of abbreviated hard copy packets. These issues can be fully eliminated by providing the City Council, City Manager and presenting Staff members with an android tablet which will allow for more streamlined movement through the agenda. Each Councilor would be able to access the full agenda packet on the tablet via Acrobat Reader. Abbreviated packets with only the agenda, Council Agenda Reports and legislation will still be printed however.

City IT Services Tech Brian Pacchetti has investigated two models for comparison. The first is the Lenovo Tab3 10 Business Tablet priced at \$249.99 each. He is very impressed by the durability and usability of the machine as well the very reasonable price point. He has recently purchased this tablet for the Building Official's use in the field. The screen size is 10.1". It is lightweight and easily transportable.

The second is the Samsung Galaxy Tab Pro priced at \$569.00 each. This model has a screen size of 12.2" which is more similar to a letter sized paper. This model is heavier so somewhat more burdensome for transporting. It offers a full-size on-screen keyboard.

Brian's recommendation is to go with the Lenovo which he feels is geared more toward business needs. The unit that was purchased for the Building Official will be available for demonstration at the Workshop session.

Seven tablets would be purchased: five for City Council, one for the City Manager and one which would be shared by Staff presenters but maintained by the City Recorder.

Policy Considerations: None

Attachment(s):

- Lenovo tablet specifications
- Samsung tablet specifications

Lenovo Tab3 10 Business Tablet

Features

One Tough Tablet

Whether you're on the road or at a work site, the Tab3 10 Business is durable enough to take a beating. It's splash- and dust-resistant – and scratch-resistant as well, thanks to its Gorilla® Glass display.

Business Ready

Android for Work gives you a dedicated work profile with built-in security, management, and application support. Hardware encryption and remote policy control mean the Tab3 10 Business is fully secure, which makes your IT department happy.



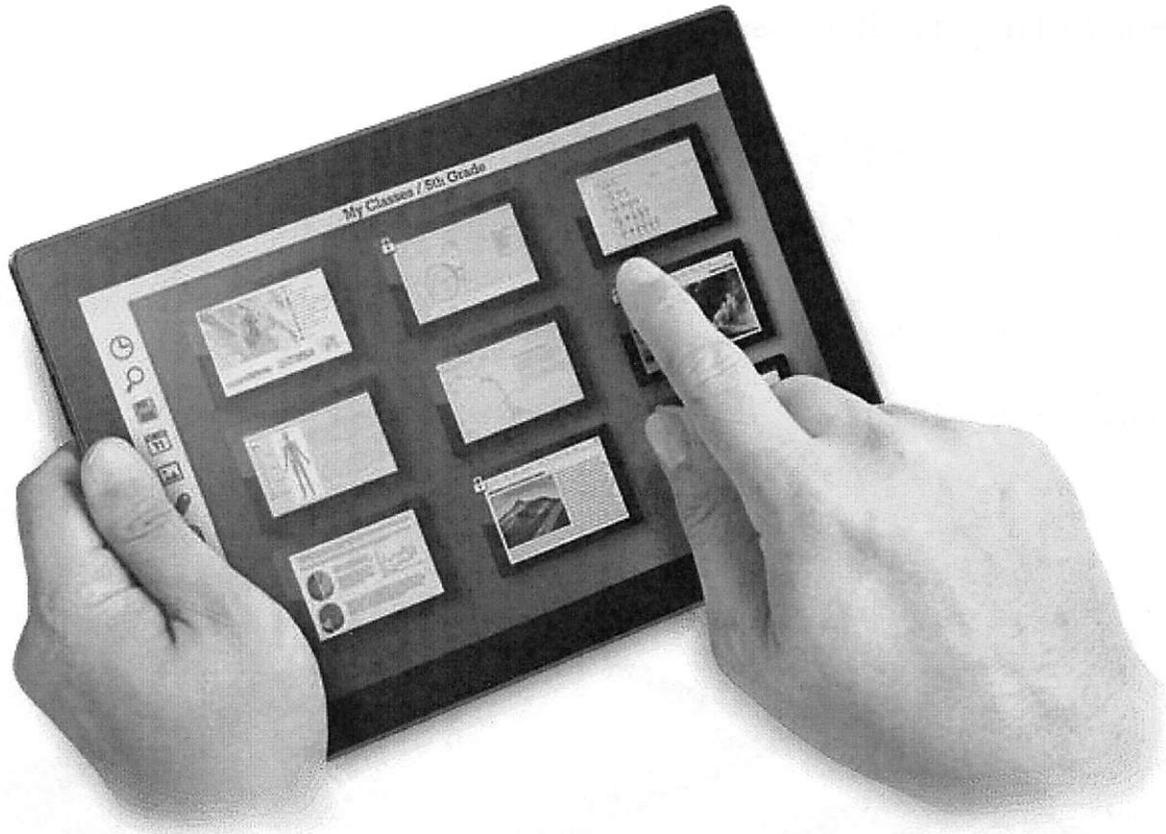
Tab3 10 Business: Enterprise-Ready Tablet

Robust Manageability Features

IT managers, rejoice! The Tab3 10 Business is optimized for mobile device management, boasting remote access, silent application installation, and lock-down features for hardware and software. Device and data encryption, along with persistent endpoint technology, keep your valuable business information secure.

High-Quality Cameras

The Tab3 10 Business takes high-quality photos with the 8MP rear camera, and the 5MP front camera is great for videoconferencing.



Quality cameras mean great videoconferencing

Simultaneous Charge and Sync

The Tab3 10 Business' USB On-the-Go port means you can charge and sync your device at the same time. Support for y-connectors (power and data) – as well as USB 2.0 card readers, keyboards, mice, and RJ45 connectors – expands the possibilities of your tablet.

Clear Communications

Dual speakers enhanced with Dolby Atmos® technology deliver crisp, vivid sound. Great for crystal-clear sound during conference calls.



Crisp, vivid sound

Tech Specs

Processor	MediaTek™ 1.3 GHz Quad-Core, 64-bit
Operating System	Android™ 6.0
Audio	Dual Speakers with Dolby Atmos®
Memory	<ul style="list-style-type: none">▪ RAM : 2 GB▪ Internal Storage : 32 GB + microSD™▪ Expandable Memory : Up to 64 GB
Battery	<ul style="list-style-type: none">▪ Battery Capacity : 7000 mAh▪ Usage Time : Up to 12 Hours
Display	<ul style="list-style-type: none">▪ Size : 10.1" FHD IPS▪ Resolution : 1920 x 1200▪ Scratch-proof : Corning® Gorilla® Glass▪ Durable : IP52 From P2i Technology, Scratch proof IP5X
Dimensions (W x T x H)	<ul style="list-style-type: none">▪ (inches) : 6.73" x 0.35" x 9.72"▪ (mm) : 171 x 8.9 x 247

Weight	Starting at 1.12 lbs (509 g)
Colors	Slate Black
Camera	<ul style="list-style-type: none">▪ Rear : 8 MP Auto-Focus▪ Front : 5 MP Fixed-Focus
Video	<ul style="list-style-type: none">▪ Rear : 8 MP - 1080p▪ Front : 5 MP - 720p
Sensors	<ul style="list-style-type: none">▪ G-Sensor▪ Hall Sensor▪ Vibrator
WiFi	802.11 a/b/g/n/ac
Bluetooth [®]	Yes
GPS Support	Yes
NFC	Yes

3.5 mm Audio Jack

Yes

FM Radio

Yes

○ Specifications may vary depending upon region.

○ Software

Included Applications

- Android™ for Work
- Google Play for Work
-

○

▪ Models

Web price:

\$249.99

Lenovo Tab 3 10 - BlackPart Number: ZA0X0018US

Processor

MTK 8161 Quad-Core Processor (1.30GHz 1MB)

Operating system

ANDROID 6.0

Display

10.1" FHD IPS (1920x1200)

Memory

2.0GB LPDDR3

Hard Drive

32GB eMMC

Network Card

11a/b/g/n/ac Wi-Fi wireless

Bluetooth

Bluetooth Version 4.0

Warranty

One year

Battery

7000 mAh Li-Ion

Camera

Front 5MP, Rear 8MP



Teri Davis

From: IT Pacchetti
Sent: Thursday, June 30, 2016 9:34 AM
To: Teri Davis
Subject: Tablet with larger screen 12.2" instead of 10.1"

Samsung Galaxy Tab Pro 12.2 (32GB, Black)

Amazon listing: <https://www.amazon.com/Samsung-Galaxy-12-2-32GB-Black/dp/B00HWMPKRC>

Product Features

Android 4.4 Kit Kat OS, 1.9GHz Samsung Exynos 5 Octa processor
32 GB Flash Memory, 3 GB RAM
12.2-inch 2560x1600 WQXGA Display
Features Hancorn Office, Multi Window (up to 4), Magazine UX, Remote PC, Sidesync

Processor, Memory, and Motherboard

Hardware Platform: Android
Processor: 1.9 GHz Exynos 5400
Number of Processors: 4
RAM: 3 GB
RAM Type: Unknown

Special Features

Built-in Flash
Built-in Microphone
GPS capability
Integrated Card Reader
Touch Sensitive Screen
Video Recording

Hard Drive

Size: 32 GB
Speed: 1 rpm

Graphics and Display

LCD Native Resolution: 2560x1600

Ports and Connectivity

Serial Ports: 1

Cases and Expandability

Size (LWH): 0.31 inches, 8.03 inches, 11.64 inches
Weight: 1.58 pounds

Power

Battery Type: Lithium Metal
Rated Charge (normal use): 13 hours
Rated Charge Time: 120 minutes

Wireless

Wireless Type: 802.11abg

Brian Pacchetti | 541 469-1155

IT Services

it@brookings.or.us

City of Brookings

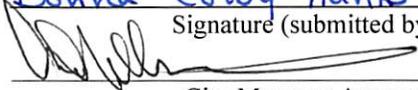
898 Elk Drive

CITY OF BROOKINGS

Council WORKSHOP Report

Workshop Date: July 6, 2016

Originating Dept: PWDS, Planning

Donna Colby-Hanks *DC*
Signature (submitted by)


City Manager Approval

Subject: Noticing requirements for proposed revisions to short term rental criteria.

Recommendation: Discussion.

Financial Impact: \$1,700 in mailing costs for Measure 56 Notice. Financial costs in staff time and future potential litigation are unknown at this time.

Background/Discussion: A short term rental is defined as a dwelling being rented for less than 30 days at a time. The use requires approval by the Planning Commission with a Conditional Use Permit. Short term rentals are allowed in all residential zones as well as the General Commercial (C-3), Tourist Commercial (C-4), and the Industrial Park (I-P) zones.

The Planning Commission conducted a workshop to consider revisions to the approval criteria for short term rentals. One of the criteria being considered is the addition of separation requirements. The requirement would allow a percentage of dwellings within a certain distance to receive short term rental approval. This could prevent neighborhoods from becoming dominated by transient housing. However, it could also prevent the operation of a short term rental on a property that currently could obtain approval.

Staff contacted Dave Perry, the south coast representative for the Department of Land Conservation and Development. Perry advised that the revision would require a Measure 56 Notice to be mailed to each affected property owner within 20 to 40 days of the initial hearing on the matter. The notice is required to advise property owners that the adoption of the proposed regulation may affect the permissible uses of the property and may change the value of their property. This affects approximately 3,407 properties.