

BROOKINGS ORDINANCE

ORDINANCE NO. 08-O-607

AN ORDINANCE ADDING CHAPTER 2.63, URBAN RENEWAL ADVISORY COMMITTEE, TO TITLE 2, ADMINISTRATION AND PERSONNEL, OF THE BROOKINGS MUNICIPAL CODE (BMC).

- Section 1: Adds Chapter 2.63
- Section 2: Adds Section 2.63.010
- Section 3: Adds Section 2.63.020
- Section 4: Adds Section 2.63.030

The City of Brookings ordains as follows:

Section 1. This ordinance adds Chapter 2.63, Urban Renewal Advisory Committee, to Title 2, Administration and Personnel, of the BMC.

Section 2. Section 2.63.010, Name, is added to Chapter 2.63, Urban Renewal Advisory Committee, to read as follows:

The Brookings City Council hereby creates the Urban Renewal Advisory Committee for the Urban Renewal Agency.

Section 3. Section 2.63.020, Powers and Duties, is added to Chapter 2.63, Urban Renewal Advisory Committee, to read as follows:

A. General duties and responsibilities:

1. The Urban Renewal Advisory Committee is an advisory body to the City Council acting as the Urban Renewal Agency. It has no authority to spend or approve the expenditure of Urban Renewal Agency funds. Its recommendations are made to the Urban Renewal Agency through its minutes. Recommendations for an action by the Urban Renewal Agency shall be made in the form; "The Urban Renewal Advisory Committee recommends to the Urban Renewal Agency..."
2. Committee members shall serve at the pleasure of the Urban Renewal Agency.
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. Any matters pertaining to the Urban Renewal Plan shall only be acted upon by the Urban Renewal Agency following review and recommendation by the committee.
6. This committee may be assigned other duties related to Urban Renewal by the Urban Renewal Agency.

B. Specific duties and responsibilities.

1. The primary role of the Urban Renewal Advisory Committee is to advise the Urban Renewal Agency on the implementation of the Urban Renewal Plan, including, but not limited to, the following:
 - a. The timing, final design and funding for projects and activities listed in the Urban Renewal Plan

b. The annual or periodic review of work plans related to implementation of the Urban Renewal Plan.

c. Minor or major amendments to the Urban Renewal Plan.

d. Sponsoring public events and other activities to gather input and communicate with the community regarding the plan.

2. Committee minutes, as prepared by staff and approved by the committee, shall be submitted to the Urban Renewal Agency for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the committee at its next meeting.

Section 4. Section 2.63.030, Organization, is added to Chapter 2.63 Urban Renewal Advisory Committee, to read as follows:

A. Membership.

1. The committee shall consist of seven voting members to be appointed by the Chair with approval of the Urban Renewal Agency, and non-voting members to consist of the City Manager acting in the capacity of the Agency's Executive Director, an Agency liaison, and other staff members as deemed necessary or appropriate by the Agency's Executive Director to support the activities of the committee.

2. Insofar as possible, residents of the Urban Renewal District area shall have precedence over other applicants and membership shall consist of representatives in each of the following categories: finance, business, arts, parks, transportation, planning and real estate. These members shall not be officials or employees of the city.

3. The Executive Director shall designate a staff member whose responsibility it shall be to record the minutes of the meetings.

B. Terms of Appointment/Removal/Vacancies.

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.

2. No member shall be eligible to serve for more than two full terms on the committee.

3. Vacancies created by a mid-term resignation or termination shall be filled by appointment of the Urban Renewal Agency.

4. Members may be removed by a consensus of the Urban Renewal Agency for any reason and at any time during the member's term of appointment. Failure of a member to attend less than 50% 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 for a one year term.

2. The 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. Four voting members of the commission shall constitute a quorum.


2. The committee shall meet at least once each month at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary with approval of the committee chair. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (Chapter 192 ORS).

3. Voting by the committee on all matters shall be consistent with the process adopted by the City Council under Chapter 2.05.160 of the Brookings Municipal code, with the exception that the staff member designated by the Executive Director to take the minutes shall call the names of each member and record the votes.

4. Recommendations made by the committee shall be submitted to the Agency in the manner prescribed by city administrative regulation.

First Reading: May 12, 2008
Second Reading: May 12, 2008
Passage: May 12, 2008
Effective Date: June 11, 2008

INTRODUCED AND ADOPTED By the City of Brookings Council and signed by me in authentication of its passage the 13th day of May, 2008



Mayor Larry Anderson

Attest: 

City Recorder Joyce Hoffington