

City Council Agenda Item Memo

From: Ashley Rentsch, Finance Director

Council Meeting: March 10, 2026

Subject: Resolution 26-016: Consolidated Fee Schedule Amendment

Presenter: Ashley Rentsch, Finance Director

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution amending the 2026 Consolidated Fee Schedule to formally establish:

- Sidewalk Café Permit fee - \$100 annual fee; and
- Parklet Permit Fee - \$250 annual fee.

These fees are consistent with Ordinance 26-009, which amended Chapter 6 and Chapter 74 of the City Code to formally implement regulations for sidewalk cafés and parklets within the public right-of-way.

Item Details:

In 2024, the City implemented a pilot parklet program, which was well received by the community and participating businesses. Based on the success of the pilot, Ordinance 26-009 formally amended City Code to establish permanent regulations for sidewalk cafés and parklets, including permitting requirements, operational standards, and insurance requirements.

The ordinance establishes:

- An annual \$100 application fee for sidewalk café permits.
- An annual \$250 application fee for parklet permits.

Applications must include site plans, proof of insurance naming the City as additional insured, and compliance with design and safety standards as outlined in the Parklet Design Checklist and application materials.

This resolution does not create new fees, but rather incorporates the already adopted ordinance into the City's consolidated fee schedule to ensure consistency between City Code and the adopted fee schedule, transparency and ease of reference for businesses and the public, and proper administrative tracking and annual billing.

The fees help offset administrative review, inspection coordination, and oversight associated with the use of public right-of-way for private commercial purposes.

Legal Consideration:

Ordinance 26-009 amended Chapter 6, Section 6-8 and chapter 74, section 74-40 to authorize sidewalk café and parklet permits and establish the corresponding annual fees. Adoption of this resolution updates the Consolidated Fee Schedule to reflect those code changes.

Strategic Plan Consideration:

- Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.
- Service and Innovation Excellence – The City of Brookings will provide an accessible environment committed to ongoing innovation and outstanding service through listening and engagement.
- Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Financial Consideration:

The annual permit fees are structured to partially recover administrative, inspection, and oversight costs related to application review, engineering and ADA compliance verification, insurance documentation review, and ongoing monitoring and enforcement. These revenues will be recognized in the General Fund.

Supporting Documentation:

Resolution