

**AGENDA**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
**Monday, September 22, 2008, 7:00 p.m.**

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Public Hearings**
  - A. File LDC-10-08, adding Chapter 17.180, Workforce Housing to the Brookings Municipal Code. *Planning Director Morris [Advance Packet]*
  - A. File LDC-11-08, revising Chapter 17.52, General Commercial (C-3) of the Brookings Municipal Code. *Planning Director Morris [Advance Packet]*
- V. **Oral Requests and Communications from Audience**
  - A. Committee and Liaison Reports
    - 1. Chamber of Commerce Reports
    - 2. Council Liaisons
  - B. Public Comments – limit to a maximum of **5 minutes per person**. A completed **public comment form** must be filled out and turned in **prior to the start of the meeting**. Forms are available in the City Manager's office and may be downloaded from the City's website at [www.brookings.or.us](http://www.brookings.or.us). Completed forms may be turned in to the City Manager's office during regular business hours. Comments **will be restricted** to the topics indicated on the form. All remarks and questions must be addressed to **the presiding officer, only**. Comments will be **respectful**. Harsh or abusive language will not be tolerated.
- VI. **Regular Agenda**
  - A. Approve Caselle accounting system software upgrade. *Administrative Services Director Dunn [pg. 5]*
- VII. **Consent Calendar**
  - A. Approval of Council Meeting Minutes for August 21, August 25, September 2 and September 8, 2008. *[pg. 15]*
  - B. Acceptance of Planning Commission Meeting Minutes for September 2, 2008. *[pg. 25]*
  - C. Acceptance of Traffic Safety Committee Minutes for April 9, June 4, and July 9, 2008. *[pg. 29]*
- VIII. **Remarks from Mayor and Councilors**
  - A. Mayor
  - B. Councilors
- IX. **Adjournment**

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

# September 2008

September 2008							October 2008						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sep 1 - 7	<b>Sep 1</b> <b>LABOR DAY - Closed</b> 9:00am CC- VIPS/Vol 7:00pm FH-FireTng/C	<b>2</b> 12:00pm CC - PD 4:00pm CC - Council 7:00pm CC - Planning	<b>3</b> 10:00am CC- Site Plan 1:00pm CC Staff mee 7:00pm FH-PoliceRes	<b>4</b> 3:00pm CC SafetyCon	<b>5</b>	<b>6</b>	<b>7</b>
	<b>8</b> 7:00pm FH-FireTng/C 7:00pm CC-Council M	<b>9</b> 10:00am Staff 7:00pm CC - Planning	<b>10</b> 9:30am Traffic Safety 10:00am FH - Brooking 10:00am CC- Site Plan 11:00am FH WWTP Int ▽	<b>11</b> 9:00am CC-Crm Stop 1:00pm CC - Court 3:00pm CC Urban Re	<b>12</b>	<b>13</b>	<b>14</b>
	<b>15</b> 9:00am CC-VIPS/Vol 11:00am Garden Club 7:00pm FH-FireTng/C	<b>16</b> 9:30am CC- Promotic 7:00pm CC - Planning	<b>17</b> 10:00am CC- Site Plan 1:30pm CC - LDC Mer	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Sep 8 - 14	<b>22</b> 7:00pm CC-Council M 7:00pm FH-FireTng/C	<b>23</b>	<b>24</b> 8:00am CC - Staff - Ri 10:00am CC- Site Plan 1:30pm CC - LDC Mer 3:00pm Seacrest Resv	<b>25</b> 7:00pm CC-Parks & R	<b>26</b> 10:00am Planning Staf	<b>27</b>	<b>28</b>
	<b>29</b> 8:00am FH - Auditor 5:00pm 7:00pm FH-FireTng/C	<b>30</b>	<b>Oct 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Sep 15 - 21							
Sep 22 - 28							
Sep 29 - Oct 5							

# October 2008

October 2008							November 2008						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

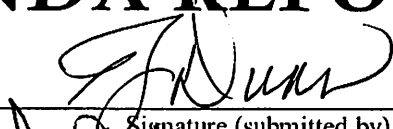
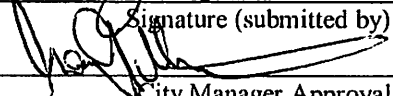
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sep 29 - Oct 5	<b>Sep 29</b>	<b>30</b>	<b>Oct 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			9:00am CC - Staff 10:00am CC- Site Plan 1:30pm CC - LDC Mei 7:00pm FH-PoliceRes	3:00pm CC SafetyCon			9:00am CC - Fire instr
Oct 6 - 12	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	9:00am CC- VIPs/Vol 4:00pm CC - Council ' 6:00pm CC - Econ An 7:00pm FH-FireTng/C	6:00pm CC - Planning 7:00pm CC - Planning	8:00am CC - Seacrest 10:00am FH - Brooki 10:00am CC - Site Plan 12:00pm CC - Stout Pa ▽	9:00am CC-Crm Stop 1:00pm CC - Court 3:00pm CC Urban Re			
Oct 13 - 19	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	7:00pm FH-FireTng/C 7:00pm CC-Council Iv		9:30am Traffic Safety 10:00am CC- Site Plan 1:30pm CC - LDC Mei				9:00am CC - Fire Insti
Oct 20 - 26	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	9:00am CC-VIPS/Vol 11:00am Garden Club 7:00pm FH-FireTng/C	7:00pm CC - Planning	8:00am CC - Seacrest 10:00am CC- Site Plan 1:30pm CC - LDC Mei	7:00pm CC-Parks & R			
Oct 27 - Nov 2	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Nov 1</b>	<b>2</b>
	7:00pm CC-Council Iv 7:00pm FH-FireTng/C		10:00am CC- Site Plan 1:30pm CC - LDC Mei				

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 22, 2008

Originating Dept: Adm. Services

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

Subject: Approve upgrade to City's government accounting software.

Recommended Motion:

Motion to approve the upgrade of City's government accounting software of Caselle to the Clarity version to include staff training for \$30,000.00.

Financial Impact:

Money has been set aside and budgeted for Fiscal Year 2008-09 in the Reserve Fund Account. \$30,000 is available for this upgrade in account 50-10-7025. Most Funds pay an administrative fee to the General Fund for services provided and for support to those Funds. Upgrades to the accounting software enhance the services and support those Funds.

Background/Discussion:

Caselle is the brand of governmental accounting software the Administrative Services Department uses for the utility billing, paying vendors, receiving revenue, bank reconciliation, payroll activities, general ledger, business license management, and asset management. The current system has been improved with an upgrade to the version called "clarity". Overall, staff should see an improvement in security, account information access, time to generate reports, time to perform duties, paper trail, customer service, and ease of navigating.

With the upgrade it offers, the ability to:

*Task-based menus, electronic checklist, administrative controls, improve import/export of data, print to excel/word files, greatly improve report building, enhanced inquiry ability, save default settings, ability to create department separation, set up bank table, ability to have attachments (like letters from customers, attorney, and vendors!), improved history and management tracking.. Refer to Clarity Product Comparison Sheet for more examples of enhanced functionality.*

Break-down of proposed upgrade costs:

Caselle Clarity Software	\$26,750.00
Vista Packages (4 computers)	\$ 1,000.00
Staff Training	\$ 2,250.00
Total	\$30,000.00

Policy Considerations:

This action will complement the Council direction for improving efficiency with current operations by streamlining tasks, improving current technology, reducing work load, reducing paper storage and accurate reporting.

Attachments: Caselle Proposal. Clarity Product Comparison Sheet. Conference Training.

**CITY OF BROOKINGS**  
**Clarity Software Upgrade Proposal**  
**April 14, 2008**

**SUMMARY – PHASE I**

Total Software License	\$ 32,000	
50% Support Contract Discount	<16,000>	
	<hr/>	
Net Software License		\$ 16,000
Total Training Overview		2,750
Total Conversion		3,500
		<hr/>
Total PHASE I Investment		<b>\$ 22,250</b>
		<hr/>

**SUMMARY – PHASE II**

Total Software License	\$ 6,000	
50% Support Contract Discount	<3,000>	
	<hr/>	
Net Software License		\$ 3,000
Total Training Overview		750
Total Conversion		750
		<hr/>
Total PHASE II Investment		<b>\$ 4,500</b>
		<hr/>

Total Clarity Software Upgrade Investment	<b>\$ 26,750</b>
	<hr/>

*A deposit of 50% of the total proposal price is required with order.  
The remaining amount is due for each application when the software is shipped.*

# CASELLE® Clarity 4.x

## Product Comparison Sheet

✓ Available ✓+ Enhanced functionality.

	Clarity 4.0	SQL 3.2	Access 2.8
<b>User Interface Design</b>			
Updated screen and menu design.	✓		
Task-based menus.	✓		
Multi-tasking screens.	✓+	✓	✓
User ID-driven access.	✓+	✓	✓
Electronic Checklist. Lists the tasks that need to be completed.	✓		
<b>Security</b>			
User security.	✓	✓	✓
Administrative controls.	✓		
Field Restriction Password. Protect maintenance fields from unauthorized change.	✓+	✓	✓
<b>Scalability</b>			
Small Sites	✓		✓
Mid-Size Sites	✓	✓	✓
Large Sites	✓	✓	
<b>Stability</b>			
Small Sites	✓		✓
Mid-Size Sites	✓	✓	✓
Large Sites	✓	✓	
<b>Data</b>			
Import/Export data.	✓+	✓	✓
<b>Reports</b>			
Metadocs		✓	✓
Print to Excel file.	✓		
Print to Word file.	✓		
Select columns to include on reports.	✓		
User-defined data display.	✓		
User-defined report formats.	✓		
Supports multiple methods of report presentation. Such as, printed reports, PDF, email, spreadsheet, text file for export, and more.	✓		
<b>Inquiry</b>			
View information.	✓	✓	✓
Print information from Inquiry.	✓	✓	✓
Drill-down to view detail.	✓		
Notes icon. If notes exist, an icon will be displayed on the record. Double-clicking the Notes icon will display the note. If more than one note exists you can pick the note to display.	✓+	✓	
Save default setting. Select the tab to be displayed first when Inquiry is launched.	✓		

	Clarity 4.0	SQL 3.2	Access 2.8
<b>Search</b>			
Search form	✓	✓	✓
Display A-Z or Z-A.	✓	✓	✓
Add or remove a column.	✓		
Filter data.	✓		
Re-order data by column.	✓		
Save default setting for individual users.	✓		
Save default setting for organization.	✓		
Match partial entry.	✓		
<b>Miscellaneous Routines</b>			
Save defaults. Save the user setup as the default setting.	✓		
Selection Criteria grid. Similar to Reports, to allow greater flexibility to select records.	✓		
<b>All Caselle Programs</b>			
Shared Department table. Setup a single department table that contains all departments that are used by all Caselle programs.	✓		
Shared Bank table. Setup a single Bank table that contains all of the banks that will be used by all Caselle programs.	✓		
Attachments. Attach files, images, documents, etc., to a record. Previously available in some 3.x and 2.x programs, but not all.	✓+	-	-
Unlimited user-defined fields on any table.	✓		
History and Management Tracking. Track the prior field value, the new field value, the user that changed the field, and the date the field was changed.	✓+	✓	
<b>Accounts Payable Program</b>	✓		✓
Attachments. Link images, documents, spreadsheets, etc., to vendor records. View attachments in the Vendor table or Inquiry.	✓		
<b>Cash Receipting Program</b>	✓	✓	✓
<b>General Ledger Program</b>	✓		✓
Attachments. Add attachments to the following records: Activities, Banks, Grants, Investments, and Journal Codes. View attachments in maintenance or Inquiry.	✓		
Separate tables for active accounts and header accounts. Improved control and display.	✓		
Changed the Trust and Agency fund type to Agency in the Fund Type table.	✓		
Fund types for Investment Trust, Pension Trust, and Permanent and Private Purposes Trust to the Fund Type table.	✓		
User-defined number of years to keep budget history, period summary, and annual summary in the Organization table.	✓		
Increase the sequence number from 2-digits to 4-digits. Allow up to 9999 sequences in the Transaction table and Budget Transaction table.	✓		
Account Inquiry, Activity Inquiry, Grant Inquiry, and Journal Inquiry. Allow specific features based on Inquiry type.	✓+		✓

	Clarity 4.0	SQL 3.2	Access 2.8
Copy journal entries from one period and/or journal code to another period and/or journal code.	✓+		✓
Create a reversing entry when a regular entry is created.	✓		
<b>Human Resource Program</b>	✓		
<b>Payroll Program</b>	✓		✓
Attachments. Link images, documents, spreadsheets, etc., to the employee file. View attachments in Employee maintenance and Inquiry.	✓		
Monthly view in Inquiry. It shows monthly amounts for the calendar or fiscal year.	✓		
User-defined drill-down in Inquiry. Allows the user to select the type of information to include and the order to include it.	✓		
View employee amounts.	✓	✓	✓
View employer amounts.	✓	✓	✓
View employee and employer amounts.	✓		
Separate sub-tabs for viewing pay code summary and transaction detail on the Pay Period tab.	✓		
View detail information by check number and date on the Pay Period Summary tab.	✓		
Dynamic grid to view transaction detail for employee, employer, and paid and unpaid transactions. The dynamic grid allows you to select columns from transaction tables, filter by column, and save your setup. You can summarize transactions by pay period, and pay code.	✓		
Transmittal Inquiry. View transmittal vendor information.	✓		
Email, fax, and maiden name fields have been added to Employee maintenance.	✓		
Job Position field length is 60 characters.	✓		
Direct Deposit tab in Organization view.	✓		
Fiscal Year End shows month names (Jan, Feb, Mar ...) instead of month number (1, 2, 3 ...).	✓		
Email, fax, delivery point, and country fields have been added to the Organization view.	✓		
Pay Code Separator.		✓	✓
Custom Option fields.		✓	✓
Pay Period Begin Date field.	✓		
Field Tracking.	✓		
<b>Timekeeping Program</b>	✓	✓	✓
Attachments. Link images, documents, spreadsheets, etc. to employee and equipment files. View attachments in the employee file, equipment file, or Inquiry.	✓		
<b>Utility Billing Program</b>	✓	✓	✓
New Fields: Secondary name, driver license, and SSN fields for roommates, spouse, etc.	✓		
Alternate address to accommodate customers with more than one primary address. Example: Snowbirds.	✓		
Attachments. Link images, documents, spreadsheets, etc., to customer file. View attachments in the customer file or Inquiry.	✓		
Setup multiple districts to track customers with different periods/cycles.	✓		



	Clarity 4.0	SQL 3.2	Access 2.8
View all customer-related information, such as services, deposits, meters, etc., in the customer file.	✓		
Create billings on any date, including the period-end date.	✓		
Changed the name of "Terminations" to "Final Bills".	✓		
Seasonal Rates: Bill different rates during different periods.	✓		
<b>Billing Register</b>			
Only Print Manual Billings. Option to only print manual billing transactions on the billing register.	✓		
<b>Billing Transactions</b>	✓		
Option to create a billing transaction on the period-end date or a different date.			
Calculate Penalty Billings. Option to only include payments that have been made through a specified date.			
<b>Contract Payments</b>			
Contract Payments. Allow delinquent customers to pay off past due balances and setup/new connect fees over a specified period.	✓+	✓	-
<b>Correct Prior Readings/Usages</b>	✓		
Abort button. Click this button to abort the current entry.			
<b>Cosigners</b>	✓		
New Fields: DL Number, Social Security Number, Send Utility Bill, Send Delinquent Notice, and Send Shutoff Notice.			
<b>Direct Pay File</b>	✓		
UPPERCASE only. Option to change text in the transfer file to all uppercase letters.	✓		
Include/Omit the Organization Offset Record. Option to include or omit the organization's offset information.	✓		
Activate Direct Pay Pre-notifications routine. Use the batch routine to update the customer's direct pay status from "pre-notification" to "active".	✓	-	-
Tie Direct Pay Disbursements to an existing bank instead of retying the bank's routing number.	✓		
<b>Electronic Meter Reading</b>			
New Variables: Include user-defined fields in the Meter table, and Last kVAR Reading.			
Final Bill: Modify Mailing Address form. Set the default to always display the form to update the customer's mailing address.	✓		
Final Bill: Transfer Amounts. Transfer direct pay or customer information to a different account.	✓		
Inquiry: Collection Comment icon. A Collection Comment icon displays in the Status bar if there is a collection comment in the customer's file.	✓		
Inquiry: Collection Codes. Display in red text.	✓		
Inquiry: Deposit Interest Applied. Transactions are summarized on the Transactions tab.	✓		
Inquiry: Disconnected Services Message. Displays in the upper section on the screen if the customer has disconnected services.	✓		
<b>Customer Services Report</b>			
Only Show Active Services. Include only active services for the selected customers.	✓		

	Clarity 4.0	SQL 3.2	Access 2.8
<b>Deposit Exception Report</b>			
Include only customers who do not have a deposit.	✓		
<b>Enter Meter Readings</b>			
Correct Prior Readings/Usages button. Click this button to open Correct Prior Readings/Usages from the Enter Meter Readings screen. The account you are working on in Enter Meter Readings will be the account displayed in Correct Prior Readings/Usages.			
<b>Landlords.</b>	✓+	✓	✓
Landlord. Tie a specific location to a specific landlord.	✓+	✓	✓
<b>Mailing Address Update</b>	✓		
Import/Export File. User-defined import/export file.	✓		
Fixed Length or Comma-Delimited File. Import or export both fixed length and comma-delimited files.	✓		
<b>Meters</b>	✓		
New Fields: Original Installation Date, Retired Date,	✓		
Registers. Track up to six different registers, including: Reading Demand Used, Demand On-Peak, Demand Off-Peak, kVAR Reading, kVAR used, Power Factor, or Quantity.	✓		
Register Codes. Six new Register Code fields have been added for Electronic Reading.	✓		
Multiplier Value. Increased field size from 99,999 to 999,999.	✓		
Purge Retired Meters routine. Delete retired meters that are not needed in the Utility Billing system.			
<b>New Customer Setup</b>			
Smoother data entry to set up a new customer.	✓		
Click on a billing transaction in Inquiry to view the calculation used to calculate the billing amount.	✓+	✓	
Displays the next available customer number for the book/route when the customer number is entered.	✓		
Copy From Previous Customers. Option to set Copy From Previous Customer as the default. Option to specify the billing record fields to be copied.	✓		
Cosigner field can be searched and you can add a new cosigner.	✓		
Rate field can be searched and you can add additional information to the rate.	✓		
<b>Transactions</b>	✓		
New Fields: Quantity, Quantity Billed (reporting).			
<b>Service Exception Report</b>	✓		
Include only customers who do not have a service.	✓		
<b>Service Orders</b>	✓		
Interface to Utility Billing. Tighter integration between programs.			

# Event Schedule

## Wednesday, October 22

7:00 – 8:15 a.m.	Registration & Breakfast				
8:00 a.m. – 4:30 p.m.	Vendor Exhibits				
8:15 – 8:45 a.m.	Opening Session				
9:00 – 10:00 a.m.	General Ledger	Clarity Utility Management I	Clarity Human Resources	Clarity System Management	Clarity Cash Receipting
10:00 – 10:30 a.m.	Refreshment Break				
10:30 – 11:30 a.m.	Clarity Purchase Orders & Requisitions	Clarity Utility Management II	Payroll Seminar	Clarity Reports	Clarity General Ledger
11:45 a.m. – 1:00 p.m.	Lunch				
1:15 – 2:15 p.m.	Clarity Accounts Payable	Clarity Service Orders	Payroll I	Budgeting	Clarity Business License & Business Tax Collection
2:15 – 2:45 p.m.	Refreshment Break				
2:45 – 3:45 p.m.	Clarity Check on Demand	Cash Receipting	Payroll II	Caselle Online Support Portal	Clarity Payroll I

## Thursday, October 23

7:45 – 8:45 a.m.	Breakfast				
8:00 a.m. – 2:30 p.m.	Vendor Exhibits				
9:00 – 10:00 a.m.	Clarity General Ledger (repeat)	Utility Management I	Clarity Payroll I (repeat)	Purchase Orders & Requisitions	Clarity Utility Management I (repeat)
10:00 – 10:30 a.m.	Refreshment Break				
10:30 – 11:30 a.m.	Clarity Budgeting	Utility Management II	Clarity Payroll II	Accounts Payable	Clarity Accounts Receivable
11:45 a.m. – 1:00 p.m.	Lunch				
1:15 – 2:15 p.m.	CPA/Auditors Panel	Clarity Cash Receipting (repeat)	Improvement Districts	Forms & Table Lists	Clarity System Management (repeat)
2:15 – 2:30 p.m.	Refreshment Break				
2:30 – 3:30 p.m.	Clarity Accounts Payable (repeat)	Clarity Reports (repeat)	Caselle Online Support Portal (repeat)	Clarity Business License & Business Tax Collection (repeat)	Clarity Human Resources (repeat)



**MINUTES**  
**City of Brookings**  
**SPECIAL CITY COUNCIL MEETING**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings Oregon  
**Thursday, August 21, 2008**

**Call to Order**

Mayor Anderson called the meeting to order at 7:00pm.

**Roll Call**

Council Present: Mayor Larry Anderson, Councilors, Gordon, Kitchen and Pieper; a quorum present. Councilor Hedenskog was absent.

Staff present: City Manager Gary Milliman and City Recorder Joyce Heffington.

Other: No members of the media or the public were present.

**Public Hearing**

Due to the absence of Councilor Hedenskog, who had to leave town due to a family emergency, and to Councilor Kitchen's inability to participate in deliberations due to a declared conflict, Mayor Anderson stated that the hearing would be continued to August 25<sup>th</sup> at 7:00pm to allow maximum participation by Council.

At 7:03pm, Mayor Anderson opened the Public Hearing continued from July 16, 2008 in the matter of File No. APP-1-08, an appeal of the Planning Commission's denial for the request of an extension of time for 2 years for an approved Master Plan of Development, known as Lone Ranch Master Plan, a 553 acre parcel located on the easterly side of Highway 101 and north of Carpenterville Road; Assessor's Map 40-14 & Index; Tax lots 2400, 2401, and a portion of 2402; U.S. Borax, Applicant and Appellant; Burton Weast, Representative; File MPD-1-04 Extension. The criteria to decide this matter is found in Chapter 17.70.120, Effective Period of Master Plan of Development (MPoD) Approval, and Chapter 17.152, Appeal to the City Council, of the Brookings Municipal Code.

**Councilor Gordon moved, a second followed and Councilor Gordon, Councilor Pieper and Mayor Anderson voted unanimously that the matter of File No. APP-1-08 be continued to a date and time certain of Monday, August 25, 2008 at 7:00pm, in City Hall Council Chambers.**

The hearing was continued to August 25, 2008 at 7:00pm.

City Manager Milliman asked that the record show that Councilor Kitchen has not participated in discussions on this matter.

### **Resolution**

Mayor Anderson asked for a motion to add Item V to the agenda.

**Councilor Pieper moved, a second followed and Council voted unanimously to add Item V. Resolution 08-R-906, directing staff to submit the ballot title amending Section 42 of the City Charter, pertaining to water service.**

City Manager Milliman reviewed the staff report, and generally stated that in addition to previous discussions regarding this issue had in Budget and other meetings, draft language had been included in the July 28 Council Agenda packet, at which time Council voted to have the title prepared for inclusion on the November ballot. He also stated that this matter was on the agenda for August 25<sup>th</sup> but that it had been determined this morning that, due to the coming holiday, it was necessary to adopt the resolution tonight so that it could be filed with the City on the 22<sup>nd</sup> in order to meet the County's September 4<sup>th</sup> filing deadline. Milliman suggested that this matter remain on the August 25<sup>th</sup> agenda to provide additional opportunity for public comment and to allow maximum exposure on this issue during the seven day public review period. Milliman also stated that this matter was raised at this meeting as an emergency matter and that the City had used its best efforts to notify the public as to the nature of the emergency requiring action this evening. If passed by the voters, the amendment would allow the City to enter into agreements with existing service providers should the areas they now serve be annexed into the City.

**Councilor Gordon moved, a second followed and Council voted unanimously to adopt Resolution 08-R-906, placing the Charter Amendment regarding water service on the November 2008 ballot.**

### **Adjournment**

**Councilor Kitchen moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:19pm.**

Respectfully submitted:

ATTESTED:  
this \_\_\_\_\_ day of \_\_\_\_\_ 2008:

---

Larry Anderson, Mayor

---

Joyce Heffington, City Recorder

**MINUTES**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
**Monday, August 25, 2008**

**Call to Order**

Mayor Anderson called the meeting to order at 7:00 pm.

**Roll Call**

Council present: Mayor Anderson, Councilors Hedenskog, Gordon, Kitchen and Pieper.

Staff present: City Manager Milliman, Planning Director Dianne Morris and City Recorder Joyce Heffington.

Media present: None.

Public present: Approximately 6.

**Public Hearings – Continued**

At 7:03 pm, Mayor Anderson opened the continued public hearing regarding the matter of File No. APP-1-08, an appeal of the Planning Commission's denial for the request of an extension of time for 2 years for an approved Master Plan of Development, known as Lone Ranch Master Plan, a 553 acre parcel located on the easterly side of Highway 101 and north of Carpenterville Road; Assessor's Map 40-14 & Index; Tax lots 2400, 2401, and a portion of 2402; U.S. Borax, Applicant and Appellant; Burton Weast, Representative; File MPD-1-04 Extension. The criteria to decide this matter is found in Chapter 17.70.120, Effective Period of Master Plan of Development (MPoD) Approval, and Chapter 17.152, Appeal to the City Council, of the Brookings Municipal Code.

Mayor Anderson generally stated that Council must follow the guidelines in the Brookings Municipal Code and determine if conditions had changed and recommended that the interpretation of the term "conditions" set forth by Dave Perry be used.

After some discussion, Council, with the exclusion of Council Kitchen who did not participate in the hearing due a previously stated conflict, generally agreed that this interpretation was acceptable.

**Mayor Anderson moved, a second followed and Council, with the exception of Councilor Kitchen who did not participate, voted to find the [definition of 'conditions' to be that provided by] expert testimony from Mr. Dave Perry, [which states] that the City Code (BMC 17.70.220) requires that an extension request be reviewed in light of changes in the circumstances that may significantly undermine the validity of the City's original decision, and with that, there is a reference to the Brookings Municipal Code, this statement having been supported by the applicant's legal Council.**

No exparte or site visits were declared.

No public comments were heard or new testimony submitted.

After some discussion, Council generally agreed that no changes had been made as defined by the agreed upon definition of "conditions," and the extension criteria had been met.

**Councilor Pieper moved, a second followed, and Council, with Councilor Kitchen not participating, voted to overturn the Planning Commission decision to deny the request for an extension of time for MPD-1-04, thereby approving the requested extension to run from the date the Master Plan of Development, known as the Lone Ranch Master Plan, is due to expire on October 25<sup>th</sup>, 2008, and continuing for two years until October 24, 2010, with the stipulation that the original conditions of approval remain in force, adopting the findings and conclusions of law submitted by the applicant and directing staff to prepare a final order with the adopted findings and conclusions of law and bring it to the September 8<sup>th</sup> Council meeting for review and action.**

The hearing was closed at 7:38 pm and Council adjourned for a break.

Mayor Anderson called the meeting back into session at 7:44 pm.

#### **Council Liaison Reports**

Councilor Pieper two City related meetings.

Councilor Kitchen two City and three Coos Curry Electric Cooperative related meetings.

Mayor Anderson two City and one school related meeting.

#### **Regular Agenda**

Port Commissioner Jim Relaford reviewed the request for a letter from Council supporting the participation of the Four Ports Group in a review of the Ocean Marine Reserve designations.

After some discussion, Council generally agreed to provide the letter and to participate at a higher level, to include a Council member serving on the Committee.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to direct staff to authorize the Mayor to execute a letter supporting the Four Ports Group [participation as the community nominating team reviewing proposals for Ocean Marine Reserves designations].**

**Mayor Anderson moved, a second followed and Council voted unanimously to direct staff to put forth, by the next regular meeting, thoughts as to how Council can participate at a higher level by either a Council or staff member.**

#### **Consent Calendar**

- Approval of Council Meeting Minutes for August 11, 2008.
- Approval of street closure request for Duck Derby celebration on Spruce Street between Center & Wharf on Saturday, September 6, 2008 from 8am to 5pm.

**Councilor Gordon moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.**

#### **Resolutions**

City Manager Milliman reviewed Resolution 08-R-906, and generally stated that in order to meet County Elections deadlines, this resolution, which directed staff to prepare the ballot title for the Charter amendment and submit it for inclusion on the November, 2008 ballot, had been voted on at the August 21st Special Meeting.

**Adjournment**

Councilor Kitchen moved, a second followed, and Council voted unanimously by voice vote to adjourn at 8:24 pm.

Respectfully submitted:

ATTESTED by City Recorder  
this \_\_\_\_\_ day of \_\_\_\_\_, 2008:

---

Mayor Larry Anderson

---

City Recorder Joyce Heffington



**MINUTES**  
City of Brookings  
**SPECIAL CITY COUNCIL MEETING**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings Oregon  
**Tuesday, September 2, 2008**

Council met at **4:04pm** in a workshop to discuss water conservation projects. Present were the full Council, City Manager Gary Milliman, Public Works Director John Cowan, Curry Coastal Pilot Reporter Arwyn Rice and approximately 1 public.

**Call to Order**

Mayor Anderson called the meeting to order at 5:07pm

**Roll Call**

Present were Mayor Larry Anderson, Councilors Hedenskog, Pieper, Kitchen and Gordon, City Manager Milliman, Senior Planner Donna Colby-Hanks, Curry Coastal Pilot Reporter Arwyn Rice and approximately 1 public.

**Agenda Item**

City Manager Milliman reviewed the staff report regarding the proposed audit services agreement.

**Councilor Gordon moved, a second followed and Council voted unanimously to authorize the City Manger to execute an agreement with Pauly, Rogers and Company for audit services for Fiscal Year 07-08.**

Council moved into executive session at 5:07pm under authority of **ORS 192.660(2)(d)** to deliberate with the City Manager as the person designated by the City Council to carry on labor negotiations.

Present were Mayor Anderson, Councilors Hedenskog, Pieper, Kitchen and Gordon, and City Manager Milliman.

**Adjournment**

The Executive Session ended and the meeting was adjourned by voice vote at approximately 5:38pm.

Respectfully submitted:

ATTESTED by City Recorder  
this \_\_\_\_\_ day of \_\_\_\_\_, 2008:

---

Mayor Larry Anderson

---

City Recorder Joyce Heffington

**MINUTES**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
Monday, August 25, 2008

**Call to Order**

Mayor Anderson called the meeting to order at 7:00 pm.

**Roll Call**

Council present: Mayor Anderson, Councilors Hedenskog, Gordon, Kitchen and Pieper.

Staff present: City Manager Milliman, Planning Director Dianne Morris and City Recorder Joyce Heffington.

Media present: None.

Public present: Approximately 6.

**Public Hearings – Continued**

At 7:03 pm, Mayor Anderson opened the continued public hearing regarding the matter of File No. APP-1-08, an appeal of the Planning Commission's denial for the request of an extension of time for 2 years for an approved Master Plan of Development, known as Lone Ranch Master Plan, a 553 acre parcel located on the easterly side of Highway 101 and north of Carpenterville Road; Assessor's Map 40-14 & Index; Tax lots 2400, 2401, and a portion of 2402; U.S. Borax, Applicant and Appellant; Burton Weast, Representative; File MPD-1-04 Extension. The criteria to decide this matter is found in Chapter 17.70.120, Effective Period of Master Plan of Development (MPoD) Approval, and Chapter 17.152, Appeal to the City Council, of the Brookings Municipal Code.

Mayor Anderson generally stated that Council must follow the guidelines in the Brookings Municipal Code and determine if conditions had changed and recommended that the interpretation of the term "conditions" set forth by Dave Perry be used.

After some discussion, Council, with the exclusion of Council Kitchen who did not participate in the hearing due a previously stated conflict, generally agreed that this interpretation was acceptable.

**Mayor Anderson moved, a second followed and Council, with the exception of Councilor Kitchen who did not participate, voted to find the [definition of 'conditions' to be that provided by] expert testimony from Mr. Dave Perry, [which states] that the City Code (BMC 17.70.220) requires that an extension request be reviewed in light of changes in the circumstances that may significantly undermine the validity of the City's original decision, and with that, there is a reference to the Brookings Municipal Code, this statement having been supported by the applicant's legal Council.**

No exparte or site visits were declared.

No public comments were heard or new testimony submitted.

After some discussion, Council generally agreed that no changes had been made as defined by the agreed upon definition of "conditions," and the extension criteria had been met.

**Councilor Pieper moved, a second followed, and Council, with Councilor Kitchen not participating, voted to overturn the Planning Commission decision to deny the request for an extension of time for MPD-1-04, thereby approving the requested extension to run from the date the Master Plan of Development, known as the Lone Ranch Master Plan, is due to expire on October 25<sup>th</sup>, 2008, and continuing for two years until October 24, 2010, with the stipulation that the original conditions of approval remain in force, adopting the findings and conclusions of law submitted by the applicant and directing staff to prepare a final order with the adopted findings and conclusions of law and bring it to the September 8<sup>th</sup> Council meeting for review and action.**

The hearing was closed at 7:38 pm and Council adjourned for a break.

Mayor Anderson called the meeting back into session at 7:44 pm.

#### **Council Liaison Reports**

Councilor Pieper two City related meetings.

Councilor Kitchen two City and three Coos Curry Electric Cooperative related meetings.

Mayor Anderson two City and one school related meeting.

#### **Regular Agenda**

Port Commissioner Jim Relaford reviewed the request for a letter from Council supporting the participation of the Four Ports Group in a review of the Ocean Marine Reserve designations.

After some discussion, Council generally agreed to provide the letter and to participate at a higher level, to include a Council member serving on the Four Ports Committee.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to direct staff to authorize the Mayor to execute a letter supporting the Four Ports Group [participation as the community nominating team reviewing proposals for Ocean Marine Reserves designations].**

**Mayor Anderson moved, a second followed and Council voted unanimously to direct staff to put forth, by the next regular meeting, thoughts as to how Council can participate at a higher level.**

#### **Consent Calendar**

- Approval of Council Meeting Minutes for August 11, 2008.
- Approval of street closure request for Duck Derby celebration on Spruce Street between Center & Wharf on Saturday, September 6, 2008 from 8am to 5pm.

**Councilor Gordon moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.**

#### **Resolutions**

City Manager Milliman reviewed Resolution 08-R-906, and generally stated that in order to meet County Elections deadlines, this resolution, which directed staff to prepare the ballot title for the Charter amendment and submit it for inclusion on the November, 2008 ballot, had been voted on at the August 21st Special Meeting.

**Adjournment**

Councilor Kitchen moved, a second followed, and Council voted unanimously by voice vote to adjourn at 8:24 pm.

Respectfully submitted:

ATTESTED by City Recorder  
this \_\_\_\_\_ day of \_\_\_\_\_, 2008:

---

Mayor Larry Anderson

---

City Recorder Joyce Heffington

## BROOKINGS PLANNING COMMISSION

September 2, 2008 Minutes

The regular meeting of the Brookings Planning Commission was called to order by Chair Markham at 7:03 in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

### *Commissioners Present:*

Steve Bismarck	Juliane Leighton
Ken Bryan	Hedda Markham
Randy Gorman	Cheryl McMahan

Commissioners Absent: Bruce Nishioka

*Staff Present:* Planning Director Dianne Morris, Senior Planner Donna Colby-Hanks, and Secretary Cathie Mahon.

*Other:* Approximately 12 participants in the audience and Coastal Pilot reporter Awry Rice

### CHAIR ANNOUNCEMENTS

None.

### WRITTEN REQUEST and COMMUNICATIONS

### THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATIONS

### THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

### THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. Chair Markham opened the public hearing at 7:03 p.m. for File No. **DPP-1-08**, a request to consider an approval for a Detailed Development Plan (DDP) on a 10 acre site and a subdivision creating this 10 acre parcel and platting a street from an 80 acre parent parcel; located on the easterly side of Highway 101 approximately 1 mile north of its intersection with Carpenterville Road; Assessor's Map 40-14-00, Tax Lot 2400; zoned Master Plan Development (MPD); South-western Oregon Community College, applicant. Criteria used to decide this application can be found in Chapter 17.70-Master Plan Development District, Chapter 17.100-Hazardous Building Site Protection Hillside Development Standards, Chapter 17.168-Utilities, Chapter 17.170-Street Standards, and Chapter 17.172.070- Subdivisions, of the Brookings Municipal Code.

The Chair announced: Commissioners Leighton, Bismarck, and Nishioka (absent for this meeting) were not in attendance for the first hearing on August 5, 2008. If the Commissioners watched the DVD of the hearing, read all the materials, they may participate. Both Commissioner Bismarck and Leighton claimed eligibility for File No. **DDP-1-08**, based on their review of both written material and video viewing of the meeting.

No exparte contact, personal bias, personal interest, including site visits since the last meeting were declared by the Commissioners. Commissioner Bismarck stated he had read a letter regarding the application in The Pilot newspaper but could participate in the meeting without bias.

Entered into the record were written comments and rebuttal subsequent to the August 5<sup>th</sup> hearing:

Exhibit D

- James Brown on behalf of Oregon Shores and Catherine Wiley 917 SW Oak St, Portland, OR
- Pat Sherman P. O. Box 1140 Brookings, OR
- Michael Crow, agent for SWOCC 125 W. Central Ave. Coos Bay, OR
- Suntayea Steinruck, for Smith River Rancheria Smith River, CA

Exhibit E

- Pat Sherman P. O. Box 1140 Brookings, OR

Exhibit F

- Michael Crow, agent for SWOCC 125 W. Central Ave. Coos Bay, OR

Exhibit G

- Staff Report for the continuation meeting

The Chair announced no public testimony would be heard. The Commission will deliberate on the evidence and any commissioner may ask questions of staff concerning matters already in the record.

Commission Deliberation

Chair Markham stated the criteria as specified in the staff report would be read, followed by comments from each commissioner. For the record each commissioner would be called and asked to comment on the question: *does the application meet the criteria?*

Criteria outline from the August 5<sup>th</sup> staff report:

Subdivision Criteria- Do you find the preliminary plat meets the Brookings Municipal Code;

Subdivision Criteria-Streets and Utilities-request for a DIA (Deferred Improvement Agreement) and does the criteria meet the criteria for water, sewer, and storm drainage;

DDP-detailed development plan criteria-does the application meet the criteria;

Hazardous Building Site-does the application meet the criteria;

Conditions of Approval from the Lone Ranch Master Plan- do the proposed Conditions of Approval meet the criteria?

### **Motion:**

Chair Markham made a motion to approve File No. **DDP-01-08**. Commissioner Gorman seconded the motion.

Discussion ensued. The motion was withdrawn.

After further discussion two changes (italicized) were as follows:

- Condition # 24. The Applicant must follow the recommendations as stated in the U. S. Fish and Wildlife letter dated July 30, 2008 (attachment B) *if the applicant decides to pursue introduction of the Western Lily on the subject property.*
- Condition #33. All water lines, booster pumps, and reservoirs shall be installed pursuant to the provisions set forth in the OAR Chapter 33, Section 42-200 thru 42-243, by the Oregon State Health Division and the Public Works document "General Engineering Requirements and Standard Specifications". *The Applicant must get approval from the City Public Works Department concerning the allowable time to flush and test new water lines.*

### **Motion:**

Chair Markham made a motion to approve File No. **DDP-01-08** with the amended Conditions #24 and #33. The motion passed with a 6-0 vote for approval.

The Planning Commission directed staff to prepare *Findings* and a *Final Order* reflective of the decision. The Chair announced the Commission will meet to vote on the *Final Order* on September 9, 2008, at 7:00 p.m. in Council Chambers.

### **COUNTY REFERRELS**

None.

### **APPROVAL of MINUTES**

By a 5-0-1 vote (motion: Commissioner Bismarck) the Planning Commission approved the minutes of August 5, 2008, as written. Commissioner Leighton abstained due to absence.

By a 6-0 vote (motion: Commissioner McMahan) the Planning Commission approved the minutes of August 19, 2008, as amended.

### **COMMENTS by the PLANNING STAFF**

Planning Director Morris discussed the October 7<sup>th</sup> meeting:

- Asked if the Commission was available to attend a 6:00 p.m. workshop with the consultants, *Echo Northwest*, who created the "Economic Opportunity Analysis" survey. Representatives from *EcoNorthwest* will discuss the findings.
- Following the workshop at 7:00 p.m. will be the regular Planning Commission meeting. The continuation for File No **CP-1-08**, adoption of the "Storm and Surface Water Facilities Plan" will be open and continued.
- After the Public Hearing closes, a joint workshop with the County to continue discussion of the Storm and Surface Water Facilities Plan" will take place.

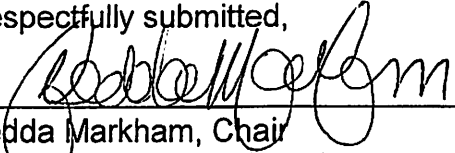
## COMMISSIONERS COMMENTS

None.

## ADJOURNMENT:

With no further business before the Planning Commission, the Chair adjourned the meeting at 7:43 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Hedda Markham", is written over a horizontal line.

Hedda Markham, Chair

(approved at Sept 9, 2008 meeting)



**MINUTES**  
**TRAFFIC SAFETY COMMITTEE**  
**Council Chamber, 898 Elk Drive**  
**April 9, 2008**

**ROLL CALL**

Don Tilton, Jim Watson, Roy Steward, Marvin Parker

*Staff Present:* John Cowan, Director of Public Works

Meeting called to order at 9:30 am

**APPROVAL OF MINUTES**

The minutes from the February 6<sup>th</sup> and March 12<sup>th</sup> meetings were submitted, a motion was made to approve the minutes and by a voice vote, they were approved as written.

**OLD BUSINESS**

- A. Curb on Fern Avenue, east side of Macklyn House has been removed, patch area will be paved when weather permits.
- B. Right turn sign advisory at the schools has not been installed yet by the schools. When installed to be an advisory only, as not approved through City Council.

**NEW BUSINESS**

- A. Bumpout curb at Redwood Movie Theatre to be painted yellow and from cross walk to the stop bars in both directions to prohibit parking between stop bar and crosswalk.

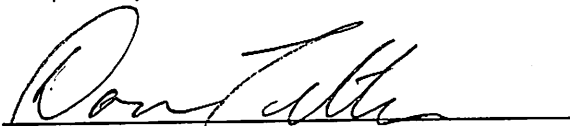
**PUBLIC COMMENT**

None

**ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 10:03 am.

Respectfully submitted,



Don Tilton, Chair

(approved at September 10<sup>th</sup>, 2008 meeting)

**MINUTES**  
**TRAFFIC SAFETY COMMITTEE**  
**Council Chamber, 898 Elk Drive**  
**June 4, 2008**

**ROLL CALL**

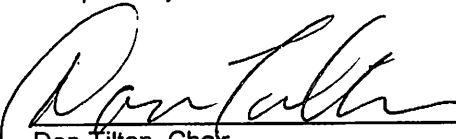
Don Tilton, Jim Watson – quorum not present  
Meeting called to order at 9:40 am

**ADJOURNMENT**

Without a quorum present the meeting was adjourned at 9:41 am.

Next meeting scheduled for July 9<sup>th</sup> at 9:30 am.

Respectfully submitted,

  
\_\_\_\_\_  
Don Tilton, Chair  
(approved at September 10<sup>th</sup>, 2008 meeting)

**MINUTES**  
**TRAFFIC SAFETY COMMITTEE**  
**Council Chamber, 898 Elk Drive**  
**July 9, 2008**

**ROLL CALL**

Quorum not present

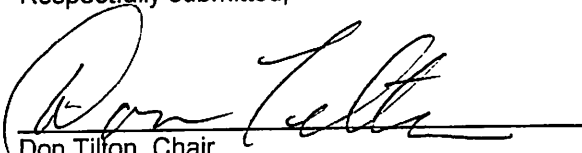
Meeting called to order at 9:40 am

**ADJOURNMENT**

Without a quorum present the meeting was adjourned at 9:41 am.

Next meeting scheduled for September 10<sup>th</sup> at 9:30 am.

Respectfully submitted,

  
Don Tilton, Chair  
(approved at September 10<sup>th</sup>, 2008 meeting)

# Advance Packet

Dated: 9-15-08

*for*

**Monday, September 22, 2008, Common Council Meeting**

Included in this packet is documentation to support the following Agenda Items:

**Public Hearings:**

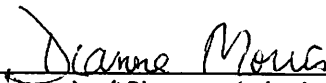

- File LDC-10-08, adding Chapter 17.180, Workforce Housing to the Brookings Municipal Code. (*pg. 3*)
- File LDC-11-08, revising Chapter 17.52, General Commercial (C-3) of the Brookings Municipal Code. (*pg. 13*)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 22, 2008

Originating Dept: Planning

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

---

**Subject:** A hearing on File LDC-10-08 an amendment to the Brookings Municipal Code (BMC) to add provisions related to Workforce Housing, Chapter 17.180.

**Recommended Motion:** Motion to approve File LDC-10-08, adding Chapter 17.180, Workforce Housing, BMC and direct Staff to prepare an adopting ordinance. Also direct staff to prepare a resolution to set the registration fee for dwellings approved using provisions in 17.180.030 (B) and 17.180.040.

**Financial Impact:** None.

**Background/Discussion:** The City's Land Development Code (LDC) Committee drafted provisions to provide incentives that will hopefully encourage construction of workforce housing. On June 17, 2008 the Planning Commission conducted a workshop to solicit comments from the public in this review process. The general provisions received support. Concern was expressed that the median income used, found in **Attachment A** – U.S. Dept. of Housing and Urban Development chart, was possibly too high. Also there were concerns that the percentage of the qualifying annual income used in the formulas to calculate the mortgage or rental payment may be too low. The Planning Commission requested the LDC Committee to do further review on these elements. A letter dated July 2, 2008 was received from the Department of Land Conservation and Development (DLCD) (**Attachment B**) with comments and suggestions. The LDC considered these matters, made a few revisions to the draft, and decided to leave the median income and percentage formulas the same as explained below. At the August 19, 2008 hearing on this matter, Staff and the Planning Commission made a few additional revisions which can be seen in the italicized text in the attached draft of Chapter 17.180.

### PROPOSED LANGUAGE

- Median Income
  - Reviewed several other sources of income data.
  - The City of Brookings has a higher median income than Curry County.
  - If this figure is lowered it will further limit those who will qualify and those that will qualify may be on such a limited budget they are not able to consider using this program.
  - If this figure is lowered it will force the cost of a dwelling unit or rental so low that construction of these homes may not be financially feasible.

- It is very desirable to use the U.S. Department of Housing and Urban Development (HUD) chart (the source of the median income figures being considered) as it is updated annually and this same chart is also used for other affordability programs.
- Percentage of Income Used for Mortgage or Rental Payments
  - Staff contacted 5 local lending institutes to research the percentage of income they consider appropriate for home loans. The percentages ranged from 28% to 41%, depending on other debt the individual may have.
  - Our economy is suffering right now due to lending institutes giving loans that require too much of the total income to make the mortgage payments.
  - A letter submitted in the Workshop from the Coos-Curry Housing Authorities described spending 40% of an income on mortgage or rental payments as a burden (**Attachment C**).
  - LDC Committee felt the 30% limit for mortgage payments and 23% for rental payments was realistic.
- Dave Perry, Dept. of Land Conservation and Development (DLCD) expressed support for Chapter 17.180 and had the following comments/ suggestions:
  - In the “Density Bonus” incentive Perry feels the 50 ft. minimum lot width is a barrier to flexibility. It would lessen the backyard area potentially and thereby the privacy. LDC Committee removed the lot width requirement. Another suggestion was lessening the front yard setback to these smaller lots. The Planning Commission did not suggest lessening this setback requirement.
  - The “Accessory Dwelling Units” (ADU) provisions required two off-street parking spaces for the unit. Perry felt one was more realistic and the LDC Committee revised the requirement to one space. Another possible disincentive was felt to be the annual ADU registration fee. The LDC Committee and Planning Commission left that provision in. There needs to be annual review of the ADU’s for compliance and this registration/ fee would trigger that review and cover some of the cost of Staff time to process these.

The Planning Commission recommends approval of the attached draft of Chapter 17.180, Workforce Housing, BMC.

Policy Considerations: N/A

Attachment(s): **Draft version of Chapter 17.180, Workforce Housing, BMC.**

**Attachment A** – U.S. Dept. of Housing and Urban Development chart

**Attachment B** – DLCD letter

**Attachment C** – Coos-Curry Housing Authorities letter

Pages 3-6

Page 7

Pages 8-9

Page 10

## Chapter 17.180

### WORKFORCE HOUSING

Draft August 20, 2008

Changes proposed by the Planning Commission, the Department of Land Conservation, and Staff are bold and *italicized*.

#### Sections:

- 17.180.010 Purpose.
- 17.180.020 Definitions
- 17.180.030 Density bonus.
- 17.180.040 Accessory dwelling unit.
- 17.180.050 System Development Charge (SDC) deferrals.

#### **17.180.010 Purpose.**

Affordable housing is needed within our community to provide for those individuals and households earning less than the median income as defined by the United States Department of Housing and Urban Development (HUD). The provisions of this Chapter are intended to create flexibility, provide developer incentives and provide a means for developing affordable housing.

#### **17.180.020 Definitions.**

"Affordable ownership unit" means housing with a mortgage payment that does not exceed 30% of the qualifying annual net income.

"Affordable rental unit" means that the rent charged for the dwelling unit does not exceed 23% of the qualifying annual net income.

"Accessory dwelling unit (ADU)" means a separate dwelling unit contained within or detached from a single-family dwelling on a single lot, containing 1000 square feet or less, excluding any garage area or accessory buildings, and sharing a driveway with the primary dwelling unless from an alley. A recreational vehicle cannot be used as an accessory dwelling unit.

"Accessory dwelling unit occupant" means the renter of the ADU.

"Qualifying ~~monthly~~ *annual* income" means annual net income that does not exceed 80% for ownership and 60% for rentals of the area median income as determined by the United States Department of Housing and Urban Development (HUD).

**17.180.030 Density bonus.**

When applying to create a subdivision or planned unit development (PUD), the option of using a density bonus is available based on the following criteria:

Residential developments may devote 20% of the proposed lots to affordable housing pursuant to the following requirements:

1. In the following Residential zones; SR, R-1, R-MH, a density bonus for up to 20% of the proposed lots would allow a minimum lot area for each dwelling unit of 4,000 square feet. *No specific minimum lot width is required.*

2. In the following Residential zones; R-2, R-3, a density bonus for up to 20% of the proposed lots would allow a minimum lot area of 5,000 square feet for the first two dwelling units and for each additional unit, the lot area shall increase by 1000 square feet. *No specific minimum lot width is required*

3. All other provisions and requirements of the zoning district shall apply.

4. Any lots created using the Density Bonus lesser square footage requirement must site a dwelling unit in compliance with one of the following options:

A. Affordable housing for purchase. Dwelling units designated as affordable housing available for purchase shall:

1. Only be sold to individuals or families whose annual net income does not exceed 80% of the area median income as determined by HUD; and

2. Have a mortgage payment not to exceed 30% of the monthly net income as outlined below:

- a. Studio Apartment – 1 person qualifying monthly income
- b. 1 bedroom – 2 person qualifying monthly income
- c. 2 bedrooms – 4 person qualifying monthly income
- d. 3 bedrooms – 6 person qualifying monthly income
- e. 4 bedroom – 7 person qualifying monthly income; and

3. Have a deed restriction signed and recorded establishing a period of affordability of not less than 15 years. In no event will a purchaser be required to sell the unit subject to this agreement for less than the purchase price plus any applicable closing costs and realtor fees. If an owner of a dwelling unit subject to this deed restriction decides to rent the unit, 17.180.030 (B), below, is applicable.

B. Affordable housing for rent. Dwelling units designated as affordable housing available for rent shall:

1. Only be rented to individuals or families whose annual net income does not exceed 60% of the area median income as determined by HUD; and

2. Have the rent charged not exceed 23% of the qualifying family net income as outlined below:

- a. Studio Apartment – average of the 1 & 2 person qualifying monthly income.
- b. 1 bedroom – average of the 2 & 3 person qualifying monthly income.
- c. 2 bedrooms – average of the 3, 4, & 5 person qualifying monthly income.
- d. 3 bedrooms – average of the 4, 5, 6, & 7 person qualifying monthly income.
- e. 4 bedrooms – average of the 5, 6, 7, & 8 person qualifying monthly income; and



3. Have a deed restriction signed and recording establishing a period of affordability of not less than 15 years.

4. *An annual registration fee, set by resolution of the City Council, must be paid and a copy of the current rental agreement provided to the City. Beginning January 1<sup>st</sup> of each year the City will conduct an annual review of registered affordable rentals to ensure compliance. Properties determined to be in non-compliance shall be subject to abatement pursuant to BMC 8.15.090.*

5. *With any change of tenants new qualifying information must be provided to the City.*

#### **17.180.040 Accessory dwelling unit.**

The Site Plan Committee shall authorize an Accessory Dwelling Unit (ADU) only if it is found that all of the following general requirements are and will be met by the applicant.

A. An ADU may be created within, or detached from, any single-family dwelling, whether existing or new, as an accessory use.

B. Only one ADU may be created per parcel accessory to the single-family dwelling;

C. Only the property owner may apply for an ADU. The property owner must occupy the primary dwelling as their primary residence. A primary residence shall be the residence where the owner is registered to vote, used as the primary residence for tax purposes, or other proof that the residence is primary. The owner shall sign an affidavit before a notary affirming that the owner occupies the primary dwelling. A deed restriction shall be recorded and a copy provided to the City declaring the Accessory Dwelling Unit status of the subject property.

D. The rental of an ADU must comply with 17.180.030 (4) (B), Affordable housing for rent, BMC.

E. An owner may convert an ADU to another lawful accessory use. If the owner wishes to re-convert the space to a dwelling unit, it may only be used in compliance with the ADU requirements.

F. *One* off-street parking space shall be provided for the ADU in addition to the two off-street parking spaces required for the primary dwelling pursuant to BMC 17.88.

G. ADU's shall contain 1,000 square feet or less.

H. All other applicable standards for the zone including, but not limited to setbacks, must be met *with the exception of requiring a garage.*

I. An annual ADU registration fee, set by resolution of the City Council must be paid. Upon sale of the property, the new owner shall be required to reregister the ADU.

J. If a garage or detached structure does not currently meet setbacks, it may not be converted to an ADU.

K. The owner of the property shall pay System Development Charges (SDC) for the additional dwelling unit and accept full responsibility for sewer and water bills.

L. Neither the ADU nor the primary dwelling may be used as a short-term rental.

M. Beginning January 1<sup>st</sup> of each year the City will conduct an annual review of registered ADUs to ensure compliance. Properties determined to be in non-compliance shall be subject to abatement pursuant to BMC 8.15.090.

#### **17.180.050 System Development Charge (SDC) deferrals.**

The City of Brookings will offer SDC deferrals to developers of housing projects that contain affordable units as defined in 17.180.020, BMC pursuant to the following requirements:

A. SDC deferrals will be offered for a period of two (2) years at a 0% interest rate. Developers utilizing this incentive will be required to sign a Promissory Note and System

Development Charge Deferral Agreement with the City of Brookings. *The SDC Deferral Agreement must be recorded and a copy provided to the City.*

B. SDCs will be due in full or will need to be financed with the City of Brookings upon transfer of ownership or at the end of the two (2) years deferral period.

C. The rental of a dwelling unit with a SDC deferral must comply with 17.180.030 (4) (B), Affordable housing for rent, BMC.

# FY 2008 Income Limits Documentation System

## FY 2008 Income Limits Summary

Curry County, Oregon										
FY 2008 Income Limit Area	Median Income	FY 2008 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Curry County	FAMILY 4 PEOPLE \$43,100	<u>Very Low (50%) Income Limits</u>	\$16,900	\$19,300	\$21,750	<b>\$24,150</b>	\$26,100	\$28,000	\$29,950	\$31,900
		<u>Extremely Low (30%) Income Limits</u>	\$10,150	\$11,600	\$13,050	<b>\$14,500</b>	\$15,650	\$16,800	\$18,000	\$19,150
		<u>Low (80%) Income Limits</u>	\$27,050	\$30,900	\$34,800	<b>\$38,650</b>	\$41,750	\$44,850	\$47,950	\$51,000

Income Limit areas are based on FY 2008 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2008 Fair Market Rent documentation system.



# Oregon

Theodore R. Kulongoski, Governor

## ATTACHMENT B

Department of Land Conservation and Development  
Oregon Coastal Management Program Field Office

PO Box 451

Waldport, Oregon 97394-0451

(541) 270-3279

Web Address: <http://www.oregon.gov/LCD>

July 2, 2008

Dianne Morris, Planning Director  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Re: Affordable Housing Code Amendments

Dianne,

Gloria Gardiner and I We have reviewed the above referenced proposal and would like to offer some comments and suggestions for your consideration. We understand that there is a wide gap between the price of affordable homes and rents and the typical price point for homes and rentals in Brookings. We therefore commend the city for this proactive effort to promote the construction of housing that is affordable to workers earning an average wage in southern Curry County.

The stated purpose of the city's proposal is to create flexibility in the design and construction of housing and to provide incentives to developers. In our review, we found that some of the proposed regulatory tools could be improved for better consistency with those objectives.

**Density Bonus.** Allowing smaller lots in exchange for providing affordable units is a good incentive, but the proposed 50 foot minimum lot width for these lots is a barrier to flexibility and good site design. For a 4,000 square foot lot, a 50 foot minimum width allocates more of the lot to the sides than to the front and back yards. Home owners generally prefer to have a back yard large enough for family use. Where permitted, a larger back yard also makes it more feasible for a developer to locate garage access to the rear of the home. To provide for better usage of yard setback areas on smaller lots, other Oregon communities allow a shorter front yard setback, and shorter minimum lot dimension standards. In some cases, minimum lot dimensions are dispensed with altogether.

**Accessory Dwelling Units.** Accessory dwelling units are not very common in Oregon communities, so they are unlikely to have a significant impact on the city's residential areas. They represent an efficient means of providing affordable housing and should be encouraged. However, some of the city's proposed requirements could provide barriers to encouraging accessory dwelling units as an affordable housing option. For example, the requirement for two off-street parking spaces for the accessory dwelling unit is excessive. Other communities require one space or none at all. The requirement to pay an annual accessory dwelling unit registration fee could also prove to be a disincentive.

Thank you for the opportunity to provide these comments and suggestions. If you have questions, please feel free to call.

Sincerely,

Dave Perry  
South Coast Regional Representative



**NORTH BEND CITY / COOS-CURRY HOUSING AUTHORITIES**

1700 MONROE STREET

NORTH BEND OR 97459

541-756-4111 FAX: 541-756-4990

TOLL FREE: 1-877-897-9349

Oregon Relay Service/TTY: 1-800-735-2900

Managing Agent – Woodland Apartments Preservation Inc/ Powers Housing Development Inc

June 12, 2008

To Whom It May Concern:

The Coos-Curry Housing Authority supports any initiative which increases the affordable housing options in Brookings. The housing authority current has 677 total families on our Housing Choice Voucher (Section 8) waiting list. Of these families, 114 live in Curry County and 68 live in the Brookings/Harbor area. We current subsidize 114 families in the Brookings/Harbor are through our Housing Choice Voucher program.

Affordable housing has different meanings to different people. Affordable housing can range from house a family making \$70,000 can afford to purchase to an apartment that a person on Social Security or SSI can afford to rent with some assistance. Another area of affordable housing that is lacking is units for the lower wage working family. The workers in the service industry need safe, sanitary, and affordable place to live in order to provide the services that the community demands and needs. Many of the families in the community have a housing burden of over 40% of their income.

Another concern that comes up when discussing affordable housing is the "not in my neighborhood" syndrome. Some people do not understand the largest group of people who get a housing subsidy are homeowners with a mortgage who are able to deduct the interest of their income tax at the end of the year. This is a federal subsidy.

I would encourage the local government to support the increase in recording fees that that the state legislators are working on to create a pool of funds to increase the affordable housing stock throughout the state. I would also encourage local governments to look at fees that can be waived to assist in reducing the costs of construction of affordable housing.

Once again, I applaud any effort that the community can take to bring affordable housing into the area.

Sincerely,

*SUBMITTED BY  
COUNCILOR KITCHEN*

Ned Beman  
Executive Director

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: September 22, 2008

Originating Dept: Planning

Donna Colby-Hanks  
Signature (submitted by)  
[Signature]  
City Manager Approval

---

Subject: A hearing on File LDC-11-08 to consider revisions to Chapter 17.52, General Commercial (C-3) of the Brookings Municipal Code (BMC).

Recommended Motion: Motion to approve File LDC-11-08 making revisions to the above Chapter after deliberation and consideration of any input the public may provide and direct staff to prepare an adopting ordinance.

Financial Impact: None

Background/Discussion: The City's Land Development Code (LDC) Committee reviewed and made revisions to Chapter 17.52, General Commercial (C-3) District, BMC. Most of the revisions were to insert additional permitted and conditional uses, put items in more appropriate Sections, and clarify language. The Planning Commission reviewed the revisions and after debating the requirements for auto dealerships, hospitals, motels, and hotels recommend approval. Following are some of the more important changes:

- Under 17.52.020, Permitted Uses. Additions to dwellings and (M) Hospitals and out-patient medical clinics were added. The examples of light service shops were expanded. (N) Motels and hotels were made a stand-alone use separate from (B) One or more dwellings, not on the ground floor.
- Under 17.52.030, Accessory uses. Accessory uses for dwellings were added to be consistent with residential uses in other zones.
- Under 17.52.040 Conditional uses. Language was added to (F) Veterinarians and animal hospitals to clarify that the boarding of animals is not allowed unless they are being treated at the facility. Several new uses were added in (K), (L), (M), and (N).
- Under 17.52.080, Other required conditions. Provisions for temporary sales were added. (E) through (H) were moved from other sections of the code to be more easily found here. (I) was added to address concerns raised by citizens regarding the appearance of commercial dumpsters.

Policy Considerations: N/A

Attachment(s): **Attachment A** – Draft version of the C-3 zone.  
**Attachment B** – Letter dated August 13, 2008 from Rick Bishop

Chapter 17.52

GENERAL COMMERCIAL (C-3) DISTRICT

Draft July 9, 2008

Text to be added is *bold and italicized*.

Text to be omitted has ~~strikethrough~~.

Sections:

- 17.52.010 Purpose.
- 17.52.020 Permitted uses.
- 17.52.030 Accessory uses.
- 17.52.040 Conditional uses.
- 17.52.050 Maximum building height.
- 17.52.060 Signs.
- 17.52.070 Parking.
- 17.52.080 Other required conditions.

**17.52.010 Purpose.**

This District is designed to stabilize, improve and protect the commercial characteristics of the ~~central business district~~ *general commercial area*. *The District is limited to commercial uses of less intensity than are found in an industrial zone. A pedestrian friendly mixture of commercial and residential uses are to be promoted by the provisions found in this District.* ~~Due to the interdependence of the various commercial uses upon pedestrian traffic and the necessity for joint provisions and utilization of off street parking facilities, off street parking is not required for individual commercial uses within this district fronting on U.S. Highway 101 (Chetco Avenue) easterly from Pacific Street. [Ord. 89-O-446 § 1.]~~

**17.52.020 Permitted uses.**

The following uses are permitted:

- A. Existing residential uses, *including additions, without any increase in the number of dwelling units;*
- B. One or more dwellings not on a ground floor, ~~motels, and hotels;~~
- C. ~~Retail stores~~ *businesses and offices;* ~~shops, businesses and offices supplying commodities or performing services to meet the needs of the community, including department stores, specialty shops, banks and financial institutions, personal and business service establishments, antique shops, artists' supply stores, gift shops, hardware stores, drug stores, bakery shops, grocery stores, beauty and barber shops, garden and nursery shops, and other similar uses;~~
- D. Business and technical schools, photography, art, music, *theater*, and dance schools and studios;
- E. Restaurants, cafes, cocktail lounges, bars, taverns, *including with or without* entertainment;
- F. Commercial recreational uses, such as bowling lanes, dance halls, pool halls, skating rinks, or theaters, not including drive-in theaters;
- G. Printing, publishing and newspaper offices;
- H. Light service shops such as *beauty salons, barbershops, pet grooming with no overnight boarding of animals*, upholsterers, picture framing, tailoring, and appliance repair;



I. Places for public assembly such as ~~churches~~ *places of worship*, meeting halls, auditoriums, community centers, lodges, clubs and fraternal organizations, ~~mortuaries and crematories in conjunction with a mortuary and subject to BMC 17.124.090;~~

J. Public buildings, structures and uses as may be appropriate to the C-3 district including transportation terminals and facilities;

K. Commercial parking lots for passenger vehicles, subject to Chapter 17.92 BMC;

L. Museums, art galleries or similar facilities;

~~M. Professional or business offices. [Ord. 03-O-446.NN; Ord. 93-O-446.L § 6; Ord. 89-O-446 § 1.]~~

*M. Hospitals and out-patient medical clinics;*

*N. Motels and hotels;*

#### **17.52.030 Accessory uses.**

A. Any uses, buildings or structures customarily appurtenant to a permitted use, such as incidental storage facilities and the like, are permitted. ~~On-duty personnel living quarters, either conventional or manufactured, in conjunction with ambulance services and/or fire departments. [Ord. 93-O-446.P § 3; Ord. 89-O-446 § 1.]~~

##### **B. Accessory uses for dwelling units**

1. *Home occupations, subject to the provisions of Chapter 17.104 BMC.*

2. *Other accessory uses and accessory buildings and structures, such as non-commercial greenhouses, customarily appurtenant to a permitted use.*

#### **17.52.040 Conditional uses.**

The following conditional uses may be permitted subject to a conditional use permit:

A. Automobile, boat, truck, or trailer sales, service or repair; provided, that all repair shall be conducted entirely within an enclosed building;

B. Implement, machinery, and heavy equipment sales and service;

C. Automobile service station, including automobile maintenance and repair which shall be conducted entirely within an enclosed building;

D. Lumber or building materials sales and storage; provided, that service, business, sales and storage is either entirely within an enclosed building or enclosed within an eight-foot-high, sight-obscuring fence;

E. Contractors' ~~offices and~~ storage, provided all storage is either entirely within an enclosed building or within an eight-foot-high, sight-obscuring fence;

F. Veterinarians *and* animal hospitals, ~~and pet grooming~~, provided all business, service and kennels are entirely within an enclosed building. *This does not allow boarding of animals unless they are being treated at the facility;*

G. Buildings over 40 feet in height;

H. Rental storage units, provided they are used exclusively for storage purposes;

I. Day care *and* nursery schools, ~~and kindergartens~~ pursuant to BMC 17.124.010.

J. Short-term rentals pursuant to the provisions of BMC 17.124.170. [Ord. 01-O-446.MM; Ord. 00-O-446.II § 2; Ord. 92-O-446.H § 2; Ord. 89-O-446 § 1.]

*K. Mortuaries and crematories in conjunction with a mortuary and subject to BMC 17.124.090;*

*L. On-duty personnel living quarters, either conventional or manufactured dwelling unit, only in conjunction with ambulance services and/or fire departments.*

*M. Utility substations or pumping stations subject to BMC 17.124.030.*

*N. Fabricating of products is permitted when conducted in conjunction with a retail sales establishment occupying the ground floor facing the public street.*

**17.52.050 Maximum building height.**

No structures shall be over 40 feet in height except as allowed as a conditional use, and as provided in BMC 17.128.030. [Ord. 89-O-446 § 1.]

**17.52.060 Signs.**

Signs shall be permitted in accordance with Chapter 17.88 BMC. [Ord. 89-O-446 § 1.]

**17.52.070 Parking.**

Off-street parking shall be provided in accordance with Chapter 17.92 BMC, except for the area described in 17.92.030(A). ~~these lots fronting U.S. Highway 101 (Chetco Avenue) easterly from Pacific Street.~~ [Ord. 89-O-446 § 1.]

**17.52.080 Other required conditions.**

A. Site plan approval required as provided in Chapter 17.80 BMC.

B. All businesses, services and processes shall be conducted entirely within a completely enclosed structure, except for conditional uses and off-street parking and loading areas, outdoor dining areas, nurseries and garden shops, ~~Christmas-tree seasonal sales lots, dispensers, vehicle and boat sales, and~~ bus stations. *In addition, temporary sales, of no more than 3 consecutive days, may be conducted outside on private property. These sales may occur no more than 3 times during a calendar year. The seller must have a current City business license and required parking spaces must remain available for use by vehicles.*

C. In any C-3 district directly across a street from, or abutting any lot in a "R" Residential district, the parking and loading area shall be set back at least 10 feet from the street right-of-way or lot line and said area shall be appropriately landscaped to protect the character of said adjacent residential properties. Such landscaping shall be *constructed and maintained in compliance with 17.92.100 (H), BMC.*

D. All business shall be conducted from a structure placed on a permanent foundation unless specifically exempted by the provisions of this or other city ordinances. [Ord. 00-O-446.JJ § 5; Ord. 89-O-446 § 1.]

*E. Prior to any development activity on the property, the applicant must comply with 17.100.030, General Mitigation, BMC.*

*F. An accessway to a new proposed off-street parking area shall be improved from the public roadway to the parking area to a minimum width of 20 feet for two-way traffic. If the accessway is a one-way in or one-way out, it shall be a minimum width of 10 feet and have appropriate signage.*

*G. Provide for the improvement of an existing dedicated alleyway which is intended to be used for egress and ingress, or backup space of off-street parking for the development.*

*H. Screen from view all roof-, wall-, or ground-mounted mechanical equipment and devices, in addition to propane tanks.*

*I. Refuse receptacles or dumpsters shall be appropriately positioned, colored or screened to minimize visibility to vehicular traffic or pedestrians.*



POB 1062 / 365 WHARF ST. BROOKINGS OR 97415  
800-707-3126 541-469-3126 F) 541-469-9090  
www.bbmazda.com

8-13-08

City of Brookings  
898 Elk Dr.  
Brookings OR 97415

Attn; Planning Commission

To Whom It May Concern:

I would like to bring attention to a few concerns I have as a business owner in down town Brookings. My father started this business here over 30 years ago and at that time the only place that was commercial zoning and that there was land available and a car dealership could operate is at 365 Wharf St. Since that time, apparently, the zoning has been changed and my business is now under a conditional use clause. Which means that if I have the opportunity to grow and expand it has been hindered due to the expense and red tape created by this clause. My time, the many stipulations, the committees, applications, and approvals that I would have to go through will effect my future business decisions.

I question what benefits the rezoning of down town is going to have for the growth and profit of the City of Brookings if it takes away the opportunities of the business' to grow and create more revenue. From employing more people to the taxes that would be paid to the city. This is a small seasonal community and putting restrictions on the very established business' can only lead to negative impacts to and for the City of Brookings. In these tough economic times hindering and restricting business is not good business. Over the years there have been many small shops, offices and restaurants open and close through the down town area. Perhaps if the city could figure out a way to make it easier for a business to stay open and grow it would benefit the entire community as opposed to restricting, obstructing and costing a business more than the worth of remaining in the area is.

Brookings is a great small town and with the recent efforts of the City of Brookings and the local business owners the look of down town has improved greatly. It would make sense to continue this trend and find out from the local business owners what they feel would help to improve their situation. Create more business create more jobs create more income, these are the things that any city committee should be working on as a team. When the main artery through a town has committees with members that have no business

or property in the affected areas trying to change it to suit the individuals needs or wants it could cause a failure that the City of Brookings and the residents may not be able to overcome. As an average the residents of Brookings are at the lowest in Oregon for income and affordable housing. Does the City of Brookings think that causing the up and coming young minds that are raised here and then want to leave here as soon as the graduate high school is going to help? They can move 2 hours away and make 2x the money and pay less for everything. How can we keep Brookings growing and prospering? The people that have lived here all of their lives or even most of their lives should be listened to and considered before anything or anyone else. We all want to see Brookings continue on and not turn in to a ghost town and we all need to work together to accomplish this. Look around, see the people, see the business' see the good and the bad and let's try to improve it all.

I would ask the City of Brookings to consider changing the zoning back to the way it was as commercial zoning that allows business' to expand and grow with the City of Brookings without having to be considered 'conditional usage'.

I am anxiously awaiting the city's decision and look forward to what all of us working together for the benefit of our home town can do.

Sincerely;

A handwritten signature in black ink, appearing to read 'RL Bishop', with a stylized flourish at the end.

Ricky L. Bishop  
President / Owner

RLB/mms