

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

Beginning at 5:30 p.m., before the regularly scheduled Common Council meeting, the Council will meet for an **Executive Session** under the authority of **ORS 192.660(2)(d)** to conduct deliberations with person designated by the governing body to carry on labor negotiations and under the authority of **ORS 192.660(2)(f)** to consider information or records that are exempt by law from public inspection. **The Common Council meeting will begin at 7:00 p.m.**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Ceremonies/Appointments/Announcements
 - A. Confirmation of Mayor's liaison appointments for the American Music Festival and OCZMA alternate.
 - B. Announcements: Introduction of new employee, Treatment Plant Operator Assistant, David Pitts.
- V. Oral Requests and Communications from Audience
 - A. Committee and Liaison Reports
 - 1. Chamber of Commerce
 - 2. Planning Commission Annual Report 2006 [pg. 5]
 - 3. Council Liaisons
 - B. Public Comments – limit to a maximum of **5 minutes per person**. A completed **public comment form**, located near the southern council door, **must be turned in to the Administrative Assistant prior to the start of the meeting**. 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. Consent Calendar
 - A. Approval of Council Meeting Minutes for:
 - 1. December 19, 2006 [pg. 9]
 - 2. January 8, 2007 [pg. 13]
 - B. Acceptance of Planning Commission Meeting Minutes for December 5, 2006 [pg. 17]
 - C. Acceptance of FY 2006 Audit [pg. 21]
 - D. Acceptance of Donald Gallian's resignation from Parks and Recreation Commission Position #2. [pg. 23]
- VII. Remarks from Mayor and Councilors
 - A. Mayor
 - B. Councilors
- VIII. Adjournment

EVENTS

January 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
January 1, 2007	2	3	4	5	6
New Years - Closed (closest work)		10:00am CC- Site Plan Com Mtg/LauraLee Gray	9:00am CC-Crm Stoppers 3:00pm CC SafetyComMtg Kathy Dunn	8:30am CC - Planning & Public Works	
7:00pm FH-FireTng/ChShrp (Fire Hall)		3:00pm CC - Special CC Meeting			
		7:00pm FH-PoliceReserves			
8	9	10	11	12	13
4:00pm CC - Open House for Councilors	7:00pm CC - Planning Commission	10:00am CC- Site Plan Com Mtg/LauraLee Gray	10:00am CC - Muni Court 3:00pm CC Urban Renewal Advisory Committee	8:30am CC - Planning & Public Works	10:00am CC - Safety City 4:00pm 2nd Saturday Art
7:00pm FH-FireTng/ChShrp (Fire Hall)		1:30pm CC - Health Faire Meeting		10:00am CC - Planning/ODOT meeting	
7:00pm CC-Council Mtg					
15	16	17	18	19	20
Martin Luther King Day - City Hall		9:00am CC - Pre App for 10:00am CC- Site Plan Com 2:30pm CC City/County 2:30pm FH - PW Interviews More Items...	2:00pm CC - CEP (Emergency preparedness)	8:30am CC - Planning & Public Works	
9:30am CC-VIPS/Volunteers in Police Service-BP					
11:00am Garden Club Mtg, 7:00pm FH-FireTng/ChShrp					
22	23	24	25	26	27
5:30pm CM - Executive Session		10:00am CC- Site Plan Com Mtg/LauraLee Gray	3:00pm CC - Special URAC meeting	8:30am CC - Planning & Public Works	CC Traffic School with Marvin
7:00pm FH-FireTng/ChShrp (Fire Hall)		1:30pm CC Land Development Code	7:00pm CC-Parks & Rec Comm/City Manager		
7:00pm CC-Council Mtg		5:00pm CC - Council Work			
29	30	31			
7:00pm FH-FireTng/ChShrp (Fire Hall)	10:00am FH - First Aid & CPR Training	10:00am FH - First Aid & CPR Training			
	1:30pm CC - Ball Field Scheduling	10:00am CC- Site Plan Com 1:30pm CC Land			
	7:00pm CC - Special Council	5:00pm CC Council			

CC = Council Chambers
 FH = Fire Hall
 CM = City Managers Office
 AZ = Azalea Park
 BC = Bud Cross
 SP = Stout Park

1/18/2007 11:32 AM

EVENTS

February 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			February 1	2	3
			9:00am CC-Crm Stoppers 11:00am CC - Planning/Developer 3:00pm CC SafetyComMtg Kathy Dunn	8:30am CC - Planning & Public Works	
					4
5	6	7	8	9	10
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	7:00pm CC-Planning Commssn	10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land 5:00pm CC - Council 7:00pm FH-PoliceReserves	3:00pm CC Urban Renewal Advisory Committee	8:30am CC - Planning & Public Works	4:00pm 2nd Saturday Art Walk (Downtown
					11
12	13	14	15	16	17
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg		10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code committee	10:00am CC - Muni Court 2:00pm CC - CEP (Emergency preparedness)	8:30am CC - Planning & Public Works	
					18
19	20	21	22	23	24
Presidents Day - Closed 9:30am CC-VIPS/Volunteers in Police Service-BP 11:00am Garden Club Mtg, 7:00pm FH-FireTng/ChShrp	7:00pm CC Planning Commission meeting	10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code 6:00pm FH - Brookings Fire &	7:00pm CC-Parks & Rec Comm/City Manager	8:30am CC - Planning & Public Works	CC Traffic School with Marvin 225
					25
26	27	28			
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg		10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:30pm CC Land Development Code committee			

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1/18/2007 11:32 AM



City of Brookings Planning Commission

Commissioner Collis (resigned-December)
Commissioner Dundom
Commissioner Gorman
Commissioner Hedenskog
Commissioner Markham
Commissioner Nishioka (Chair)
Commissioner Yock

Annual Report for 2006

The Planning Commission held 19 public hearings. Regularly scheduled meetings are the first Tuesday of the month but due to the workload, additional meetings were scheduled

An amendment to Section 80-Site Plan Approval-LDC-1-06, was reviewed by the Planning Commission and approved by City Council. Amendments to the Transportation Systems Plan, File No. CP-1-06, was reviewed and approved by City Council. Two comprehensive plan zone changes were reviewed by the Planning Commission and approved by City Council. The first one located at 207 North Bank Chetco was a change from Tourist Commercial to Multi-Family. The second one, located at Chetco and Lucky Lane, was a change from General Commercial to Multi-Family.

On November 14th the commission began review of File No. LCD-2-06, amendments to Sections 100, 164, 170, 171, 172, and 176. At the December 5th meeting the review continued with changes. Final review is expected at the January 9, 2007 meeting.

The Planning Commission heard the following requests

Annexations	1- 31.94 acres/7 parcels
Appeals-Decision from Site Plan Committee	2
Appeals-Decision from PC to City Council	5
Measure 37	1
Minor Partitions	8 creating 16 parcels
Major Partition	1 creating 3 parcels
Conditional use permits	8
Minor changes to conditional use permits	3
Zone change	2
Land Development Code change	1
County Referrals	9 (one cancelled)
Variances	1
Extension of time	3
Final Map (3) and Written request (2)	5

A detail of the cases heard are as follows:

- Annexation

<u>Applicant</u>	<u>Request</u>
Gary Cooper and Ron Hedenskog	request of 31.94 acres

The following were appealed to City Council:

- Appeals-decision from Site Plan Committee:

<u>Applicant</u>	<u>Request/Location:</u>
Hughes Comm.	Appeal of Site Plan Committee-lot width
Bruce Brothers	<i>Pacific Terrace</i> -appeal setbacks for water tank

- Appeals-decision from Planning Commission to City Council:

Marina Loop neighbors filed	Bruce Brothers- <i>Pacific Terrace</i> -setbacks
Friends of Tanbark Point	Dwelling Group
Curry County CUP- Change of use and req'd. public improvements-Railroad	
Marina Loop neighbors	Bruce Brothers-water tank setbacks
Bruce Brothers	<i>Pacific Terrace</i> -water tank setbacks

- Minor Partitions

<u>Address:</u>	<u>Applicant</u>	<u>Number of parcels:</u>
16960 Parkview	Ben Murray	3
919 Seventh Street	Richard Smith	3
702 Pioneer	James Macken	2
259 Marine Drive	Konkel	2
735 Pioneer	Bart Kast	2 triplexes
17163 Parkview	Guernsey	2
1359 Chetco Avenue	Gerald Hughes	3 (not approved)
17094 Parkview Drive	Edward Curtis	2

- Major Partition

<u>Address</u>	<u>Applicant</u>	<u>Number of parcels:</u>
Eden Lane	David Reid	3

- Conditional Use Permits

<u>Applicant</u>	<u>Request</u>	<u>Dwellings</u>
Kessler	Dwelling Group-Third St.	4
L.Anderson	dwelling group – Parkview	2
Verizon Wireless	Cell Tower-Railroad	
Carl Tinsley	Crissy Circle-Short Term Rental	
Bart Kast	Pioneer-two triplexes	6
Scott Carlson	commercial building	
Zoltan Isuan Gyurko	dwelling group-Tanbark	3
Chetco Activity Center	replacement sign	

Variances

Applicant	Request
1340 View Ct.	Woudstra encroach into front yard setback

- Miscellaneous-Written Requests

Applicant	Request
Leon Burgess	Street name change-East Harris to Burgess Lane
Ron Grimes for Darwin Apts.	relief from 5 ft. of Public ROW
- Extension of Time

Applicant	Request
Bruce Brothers	<i>Ransom Creek</i> -1-year extension-Timberline
Ross Walton	<i>Chetco Terrace</i> - 1 yr. extension
Ron Gable	Fern-1 year extension-Fern
- Final Map

Applicant	Address	Request
Derr Subdivision	Hassett	Final Map
Gerald Hughes	Chetco	Final Order-M3-6-06
Bruce Brothers	<i>Pacific Terrace</i>	Final Order-APPC-2-06
- Minor Change

Applicant	Request
B-H Christian school	operation of school at Fifth and Ransom
Curry County	Change fr.sheriff's substation to general offices
Bruce Brothers	change emergency exit and water tank setbacks
- County Referrals

File No.	Request
S-0403-Mahar/Kessler Properties	<i>Ocean Heights</i> – 34 lot subdivision
S-0601-Gerald Hughes	Hughes Subdivision-5 residential lots
AD-0618-cancelled	Cell Tower-Hilltop Drive
AD-0623-Kormout	SF on parcel-Dodge Avenue
AD-0625-Jacobson/Johnson	Expansion of <i>Town & Country Clinic</i>
AD-0611-Wm. Vogel	variance from setback requirements
AD-9704	expansion of Gospel Mission facility
S-0501-Dale Court	<i>Crown Terrace Subdivision</i> -11 lots
AD-0639-M. Whipple	2-parcel partition
- Miscellaneous

File No.	Request
CPZ-1-05	zone change from R-1-6 to PO/S-water tank E. Harris Heights and Seacrest Lane

- Measure 37

File No.

Request

M37-1-06-Kenneth Byrtus

location of garage

Respectfully submitted,
Presented to the City Council 1-22-07

Bruce Nishioka, Planning Commission Chair

MINUTES

City of Brookings
Special Council Meeting
898 Elk Drive, Brookings, OR
December 19, 2006

CALL to ORDER

Mayor Sherman called the meeting to order at 7:00 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Council members and staff in attendance:

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Jan Willms, Craig Mickelson and Dave Gordon; a quorum present.

Staff Present: Planning Director Morris, Public Works Director Cowan, Richard Nored, City Engineer, HE., Jim Spickerman, legal council for the City of Brookings, Donna Colby-Hanks, Senior Planner, Cathie Mahon, Planning Secretary

Media: Coastal Pilot reporter Tom Hubba

Other: Approximately 20 participants in the audience

ANNOUNCEMENTS

Mayor Sherman established the procedures of the hearing. The appeals to be considered, APP-5-06 and APP-6-06, address the same application, *Pacific Terrace PUD*, File No. **PUD-1-04/MC-2-06**. Procedures were outlined: City staff will have approximately 20 minutes for presentation, an hour for the appellants for File No. **APP-5-06**, an hour for appellants and representatives for File No. **APP-6-06**, followed by rebuttal from each group. File No. **APP-5-06** was filed by four of the neighbors. File No. **APP-6-06**, was filed by Bruce Brothers LLC.

Mayor Sherman announced a request written by Mr. Andrew Stamp, Attorney for the Mr. and Mrs. Kent, appellants for **APP-5-06**. The request was to have the record held open *for at least seven (7) days for the submission of new evidence*.

Five councilors declared ex parte due to a site visit. Bruce Brothers Attorney, John Babin, submitted a written request for Councilor Anderson to refrain from participation due to bias. (Note: the letter was part of Addendum B). Councilor Anderson declared he had conducted business with the Bruce Brothers but could hear the case without bias.

There was no challenge from the audience as to the jurisdiction of the Council to hear the request.

THE COUNCIL TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARING

Mayor Sherman opened the Public Hearing at 7:08 p.m.

Planning Director Morris summarized the request. The two appeals, **APP-5-06** and **APP-6-06**, were filed in reference to the application, File No. **PUD-1-04/MC-2-06**, which requested approval of a Minor Change and replat to the approved Planned Unit Development (approved in 2004) referenced as *Pacific Terrace PUD*, to change the emergency exit from Izaiha Drive to Pacific Terrace Drive, and to remove the existing water tank, or obtain approval of the water tank as presently located by allowing variations from height and setback requirements, and to plat Sage Lane, a 175 foot private road. *Pacific Terrace PUD*, is located on the east side of Old County Road and Marina Heights Road. The subject property is identified as Tax Lots 1501 through

1530, on Map 40-13-32CC, and is zoned Suburban Residential (SR). Gary and Meta Kent, Ellen and Michael Winger, Harry and Sherry Gallaty, and Eric and Mollie Eastaff, are the appellants who filed **APP-5-06**. File No. **APP-6-06** was filed by Noah Bruce, for the Bruce Brothers,LLC.

Planner Morris referenced a letter from Richard Nored of HGE, dated October 30, 2006, (Attachment A-page 9 in the packet) supporting the water tank in order to serve the Pacific Terrace PUD water needs. Morris also summarized the staff report. The City believes the water tank is a necessary component to the PUD, and additionally would require Condition #43 be upheld. Condition #43 requires that a landscape architect is used to ensure the visual mitigation is accomplished for screening the tank. The recommendation is to deny the appeals, APP-5-06 and APP-06-06, and uphold the Planning Commission's decision to approve the minor change as proposed in PUD-1-04/MC-2-06.

Entered into the record was Exhibit B, four documents from the following:

Andrew Stamp, appellant's legal council (APP-5-06) 4248 Galewood Street Lake Oswego, OR	26 page document
John Babin, Bruce Brothers legal council (APP-6-06) P. O. Box 1600 Brookings, OR	1 page letter
Tammy Beckley, Beckley & Co. Realty P.O. Box 7949 Brookings, OR	1 page letter
Loretta Baldivid, Blue Pacific Realty 16289 Hwy.10, Brookings, OR	1 page letter

The City engineer, Richard Nored, HGE, 375 Park Avenue, Coos Bay, entered into the record Exhibit C, a letter to the Planning Director. In his report was the analysis of water system needs for Pacific Terrace and for the tank. His analysis indicated the tank could be lowered by two rings to bring the height down to approximately 26 feet. If the tank is lowered, it would necessitate installing sprinkler systems in some of the dwellings in Pacific Terrace to provide the needed fire protection.

The following four (4) appellants testified.

Meta Kent	97673 Marina Heights Loop	Brookings
Eric Eastaff	97679 Marina Heights Loop	Brookings
Michael Winger	97670 Marina Heights Loop	Brookings
Sherry and Harry Gallaty	97671 Marina Heights Loop	Brookings

The appellants stated the tank should be reduced in height to fourteen (14) feet or removed.

Entered into the record were exhibits from the following appellants:

- Exhibit D letter to Mr. & Mrs.Winger
 from Bruce Chambers-Blue Pacific Realty
- Exhibit E letter from Scott Nanni
 Brookings Coastal Properties-16367 Lower Harbor Road

A short recess was declared by Mayor Sherman at 8:35 p.m. The meeting reconvened at 8:43

with the same councilors present.

Testimony was taken from the following appellants (**APP-6-06**):

John Babin, attorney, Babin & Keusink
517 Chetco Avenue, Brookings

Noah Bruce, Bruce Brothers LLC
P. O. Box 61, Brookings

Tim Bossard, engineer
133 NW D Street, Grants Pass

Tim Bossard stated the tank was not needed. Noah Bruce stated sprinkling some of the dwellings was an unacceptable expense.

Entered into the record by John Babin and copies distributed to the councilors was:

- Exhibit F John Babin 100-page document

Rebuttal began at 9:37 p.m.

Neighbors Sherry Gallaty, Eric Eastaff, and Meta Kent for **APP-5-06** spoke, followed by John Babin, Noah Bruce and Richard Norad for **APP-6-06**.

Mayor Sherman closed the Public Hearing at 9:50 p.m. for oral testimony and announced the record would be left open for written testimony from any of the appellants. It was brought to the attention by City staff that by leaving the record open and continuing the hearing would run into the problem of going beyond the 120 day period required by statute.

Discussion ensued while the legal representatives, Mr. Spickerman and Mr. Babin, conferred. Mr. Babin consulted with his clients and they agreed to waive the 120 day time limit. Mr. Babin submitted a handwritten waiver to Spickerman.

The Mayor outlined the time frame for submitting written material. During a two-week period from December 19, 2006, to January 2, 2007, material can be submitted by any of the stakeholders who testified. January 2nd through January 9th, the stakeholders (neighbors) can submit rebuttals to that material. Bruce Brothers, LLC, will have from January 9th through January 16th to make final written remarks. Planning Director Morris added City Hall doors close at 4:30 p.m. and submittals must in by that time.

Mayor Sherman announced deliberation by City Council will continue on Tuesday, January 30th at 7:00 p.m

ADJOURNMENT:

With no further business before the Council, the meeting closed 10:07 p.m.

Respectfully submitted:

ATTEST by City Recorder
this ____ day of _____, 2007:

Pat Sherman
Mayor

Paul Hughes
Administrative Services Director/
City Recorder

MINUTES
City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
January 8, 2007

Call to Order

Mayor Sherman called the meeting to order at 7:00 p.m.

Re-elected Mayor, Pat Sherman, and newly elected Councilors Ron Hedenskog and Jan Willms, were sworn in by Judge Richard Harper.

Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Dave Gordon, Jan Willms and Ron Hedenskog: a quorum present.

Staff Present: Interim City Manager Ken Hobson, Administrative Services Director Paul Hughes, Fire Chief William Sharp, Assistant Fire Chief Jim Watson, Public Works Director John Cowan, Judge Richard Harper, City Attorney John Trew and Administrative Assistant Joyce Heffington

Other: approximately 32 other citizens

Ceremonies

Mayor Sherman introduced Interim City Manager Ken Hobson and awarded Certificates of Appreciation to Director Hughes for five years of service to the City, and Chief Sharp for twenty five years of service to the City. Chief Sharp was also presented with a gift certificate and commemorative desk clock. Detective Plaster, who was not present, was also recognized for fifteen years of service to the City.

Chief Sharp announced and presented numerous Department of Public Safety Standards and Training (DPSST) certifications to the City's volunteer firefighters.

Appointments

Mayor Sherman moved, a second followed and Council voted unanimously to re-appoint Councilor Anderson as Council President.

Councilor Willms moved, a second followed and Council voted unanimously to accept Mayor Sherman's recommendation and appoint Steve Bismarck to Planning Commission Position #5.

Councilor Gordon moved, a second followed and Council voted unanimously to approve Mayor Sherman's liaison appointments as follows:

Councilor Willms:

**Curry County Recycling Committee
Urban Renewal Advisory Committee (URAC)
Parks and Recreation Commission**

Councilor Anderson:

**Brookings-Harbor School Board
Harbor Sanitary District
Chetco Watershed Council**

Councilor Gordon:

**Del Norte County Airport Advisory Committee
Southwest Area Committee for Transportation (SWACT)
Local Public Safety Coordinating Council (LPSCC)**

Councilor Hedenskog:

**Port or Brookings-Harbor
Coos Curry Douglas Business Development Corporation (CCDBC)**

Mayor Sherman:

**Curry County
Oregon Coastal Zone Management Association (OCZMA)
Planning Commission**

Public Comments

Mary Rowe, who stated that she is currently homeless, addressed Council on several issues with which homeless women have to contend and presented a list of ten recommendations for helping homeless people in the Brookings area. Mayor Sherman asked Rowe to provide a copy of her address. Rowe advised she would do so at a later date.

Regular Agenda

Director Hughes reviewed the staff report regarding the revised five year agreement with the Brookings Harbor Chamber of Commerce. In response to questions regarding process and the Chamber's position on the revised agreement, Chamber President Les Cohen stated that the Chamber was involved in the revision process and is in agreement with the revisions.

Councilor Gordon moved, a second followed and Council voted unanimously to approve the revised agreement between the City and Brookings Harbor Chamber of Commerce.

Consent Calendar

A. Approval of Council Meeting Minutes for:

1. November 29, 2006
2. December 7, 2006
3. December 11, 2006
4. December 18, 2006
5. January 3, 2007

B. Approval of vouchers for December, 2006 in the amount of \$206,225.69.

C. Approval of calendar for Council/Staff, 2007 Goal and Objectives work-study sessions.

D. Approval to reschedule 2007 meetings for May 28 to May 29, and November 12 to November 13, due to holiday conflicts, and cancel 2007 meetings for November 26 and December 24.

E. Approval of budget calendar and budget officer.

F. Acceptance of Planning Commissioner Jim Collis' resignation.

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

Mayor Sherman stated that she had omitted mention of the memorandum dated December 27, 2006 regarding sewer overflow problems listed on the agenda under "Announcements" and advised that the subject of this memorandum would be tabled to a future meeting to allow the new Interim City Manager, the City Attorney, and the Public Works Director ample time to review the issues. Mayor Sherman commended Public Works staff for giving up family time to deal with the overflow on Christmas Day.

Ordinances

Mayor Sherman stated that the Ordinances would be read by title only as allowed by City Charter. Director Hughes reviewed the changes to Ordinance 07-0-580. Mayor Sherman read the ordinance by title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 07-0-580, and ordinance repealing Section 2.15.060, Severance, Chapter 2.15, "City Manager," of Brookings Municipal Code (BMC).

Director Hughes reviewed the changes to Ordinance 07-0-581. Mayor Sherman read the ordinance by title.

Councilor Willms moved, a second followed and Council voted unanimously to adopt Ordinance 07-0-581, amending Section 3.10.150(A), Use of Transient Room Tax, of Chapter 3.10, "Transient Occupancy Tax," of the Brookings Municipal Code (BMC).

Remarks

Councilor Willms remarked that the Health Fair would be held on January 27, at 10:00 a.m. at the Kalmiopsis School.

City Attorney Trew reviewed the process for adopting an ordinance by title only, stating that the process is complicated and that there may be times when adopting by title only may not be appropriate. Mayor Sherman asked staff to create a check list to ensure that all the steps are followed.

Adjournment

Councilor Willms moved and Council voted unanimously by voice vote to adjourn at 8:04p.m.

Respectfully submitted:

ATTEST by City Recorder
this ____ day of _____, 2007:

Pat Sherman
Mayor

Paul Hughes
Administrative Services Director/City Recorder

MINUTES
BROOKINGS PLANNING COMMISSION
December 5, 2006

The regular meeting of the Brookings Planning Commission was called to order by Chair Nishioka at 7:00 p.m. in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present:

Jim Collis	Ron Hedenskog
Bill Dundom	Bruce Nishioka
Randy Gorman	Richard Yock

Commissioners Absent: Hedda Markham

Staff Present:

Dianne Snow, Planning Director, and Cathie Mahon, Secretary.

Other: approximately 12 participants in the audience

CHAIR ANNOUNCEMENTS

None.

MINUTES

By a 5-0-1 vote (motion: Commissioner Dundom) the Planning Commission approved the minutes of November 7, 2006, as written. Commissioner Collis abstained as he was absent from the meeting.

By a 5-0-1 vote (motion: Commissioner Gorman) the Planning Commission approved the minutes of November 14, 2006, written. Commissioner Yock abstained as he was absent from the meeting.

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

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 6-0 vote (motion: Commissioner Hedenskog) the Planning Commission approved the request for a Comprehensive Plan/Zone Change from C-3 (General Commercial) to R-3 (Multi-family Residential), located adjacent to Lucky Lane and north of Chetco Avenue; Assessor's Map 41-13-06BD, Tax Lot 2000; Jeffrey McCollum, representative for South Curry Development LLC, File No. **CPZ-2-06**. The Planning Commission will make a recommendation to the City Council on this matter.

Planning Director Snow introduced Mr. Craig Stone, of Craig A. Stone & Associates, LLC. The firm is under contract by the city for development projects. Mr. Stone presented the staff report, and fielded questions from the Commission.

The motion was amended to include the following condition as stated in Attachment B, a Staff Report from John Cowan, Public Works Director:

- *Prior to future development, the property owner shall submit engineered analysis of sewer, water, and storm drainage needs for the specific proposal. This analysis shall also determine the adequacy of the existing infrastructure to be used to transport sewer, water, and storm drainage. Any increase in capacity needed by the proposed development must be engineered, constructed, and paid for by the property owner. The City will review and approve all plans.*

Mr. Stone read into the record two letters in favor of the request from:

Yvonne Dunn, Premier Properties	937 Chetco Avenue	Brookings
Richard Wilson, Century 21	1016 Chetco Avenue	Brookings

The action was taken following questions and comments regarding the request from the following:

Jeffrey McCollum, applicant and representative for South Curry Development LLC
P.O. Box 1448, Medford, OR.

Jim Maize, applicant's agent 1473 Honeysuckle Ave. Medford, OR.

Mr. McCollum introduced two representatives from Stover Engineering (they did not testify)

Ward Stover	711 H Street	Crescent City, CA.
Ryan Young	711 H Street	Crescent City, CA.

Commissioners Dundom, Gorman, and Hedenskog declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

The applicant waived their right to seven (7) additional days in which to submit written testimony. The public hearing was closed at 7:50 p.m.

2. Chair Nishioka open the continuation for:

File No. **LDC-2-06**, amendments to Section 100-Hazardous Building Site Protection Hillside Development Standards, Section 164-Enforcement and Penalties, Section 170-Street Standards, Section 171-Neighborhood Circulation Plans, Section 172-Public Improvement Standards and Criteria for Utilities, and Section 176-Land Divisions, of the Land Development Code; City Initiated. The criteria used to decide this case is found in Chapter 140-Amendments, of the Brookings Land Development Code. This is a legislative hearing and the Planning Commission will make a recommendation to City Council.

The Commission continued with their review of Section 100- Hazardous Building Site Protection Hillside Development Standards. Because of the additional changes, it was unanimously decided to continue the review until the next scheduled meeting, January 9, 2007.

COUNTY REFERRELS

None.

UNSCHEDULED PUBLIC APPEARANCE

Councilor Michelson announced this would be his last meeting (as council liaison). He wanted to express his appreciation to the Commission for their time and effort in dealing with the various issues brought before them during the 2006 year.

COMMENTS by the PLANNING STAFF

- Planning Director Snow posed the question to the Commission that the regular public hearing falls on January 2nd, right after the holidays. It was unanimously decided to have the meeting the following Tuesday, January 9, 2007.
- Mentioned elections will be on the January agenda.
- Planning Department received two Measure 37's for review.

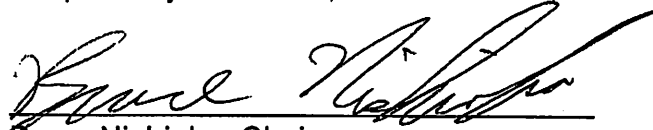
COMMISSIONERS COMMENTS

Commissioner Gorman reminded the Chair and commissioners that the annual report is due.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting closed 9:47 p.m.

Respectfully submitted,



Bruce Nishioka, Chair

(approved at 1-9-07 meeting)

INDEPENDENT AUDITOR'S REPORT

To the City Council
City of Brookings, Oregon:

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Brookings, Oregon, the primary government, as of and for the year ended June 30, 2006, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City of Brookings, Oregon's management. Our responsibility is to express opinions on these basic financial statements based on our audit.

The blended component unit's (Brookings Urban Renewal Agency) financial statements as of, and for the year ended June 30, 2006, were audited by us and our report dated September 15, 2006, rendered an unqualified opinion.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Brookings, Oregon, as of June 30, 2006, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 15, 2006, on our consideration of the City of Brookings, Oregon's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the result of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The management's discussion and analysis and budgetary comparison information on pages 3 through 8 and 54 through 56, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Brookings, Oregon's basic financial statements. The introductory section, combining financial statements, individual nonmajor fund financial statements, individual nonmajor fund budgetary comparison schedules, accompanying required and other supplementary information, supplemental schedules, and statistical tables are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining, individual nonmajor fund financial statements and individual nonmajor fund budgetary comparison schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory section and statistical tables have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

J. Robert Wall, CPA

J. Robert Wall, C.P.A.

Wall & Wall P.C., Certified Public Accountants

Coos Bay, Oregon

September 15, 2006

Joyce Heffington

From: Pat Sherman
Sent: Thursday, January 18, 2007 10:45 AM
To: Joyce Heffington
Subject: parks and rec

Joyce,

I received a voicemail today in response to my letter and phone call regarding Don Gallian's resignation from Parks and Recreation Commission. He had sent a resignation via e-mail to Dale Shaddox about 5 months ago. Apparently the e-mail got lost. So we can officially accept his resignation and announce the vacancy at the next City Council meeting.

Pat Sherman
Mayor
City of Brookings
898 Elk Drive
Brookings, OR 97415
541-469-1100 Phone
541-469-3650 Fax
psherman@brookings.or.us E-mail
www.brookings.or.us

1/18/2007