Agenda

City of Brookings

VAULT COPY

Common Council Meeting

Brookings City Hall Council Chambers 898 Elk Drive, Brookings Oregon December 13, 2004 7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Ceremonies/Appointments/Announcements
 - A. Ceremonies
 - 1. Presentation of U.S. Flag flown in Afghanistan-Lt. Col. Jerry Law, Commander of Jalalabad Provincial Reconstruction Team
- V. Scheduled Public Appearances
 - A. Mark Leedom, ODOT-Highway 101 Improvements
- VI. Oral Requests and Communications from the Audience
 - A. Committee and Liaison reports
 - 1. Chamber of Commerce
 - 2. Council Liaisons
 - B. Unscheduled
- VII. Staff Reports
 - A. City Manager
 - 1. Public Works Director Job Description [page 5]
 - 2. Community Development Director Job Description [page 15]
 - 3. Writ of Mandamus [page 19]
 - 4. Golf Course lease amendment [page 25]
 - 5. Other
- VIII. Consent Calendar
 - A. Approval of Council Meeting Minutes
 - 1. Minutes of November 15, 2004, regular Council meeting [page 27]
 - 2. Minutes of November 22, 2004, special Council meeting [page 37]
 - 3. Minutes of November 30, 2004, special Council meeting [page 41]

- B. Acceptance of Planning Commission Meeting Minutes
 - 1. Minutes of November 2, 2004, regular meeting [page 45]
- C. Approval of vouchers for the month of November, 2004, (\$182,756.70) [page 49] End Consent Calendar

Brookings Common Council Meeting Agenda December 13, 2004 Prepared by Linda Barker, Administrative Secretary Page 1 of 2



- IX. Remarks from Mayor and Councilors
 - A. Council
 - B. Mayor
- X. Executive Session
 - A. ORS 192.660(2)(i)—Performance Evaluation of Public Officers and Employees
 - B. ORS 192.660 (2)(e)—Real Estate Transaction
- XI. Adjournment

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5:00pm Azalea Park Lights Night Sposored by City of Brookings	9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	2:30pm CC-Safety Committee-Kathy Dunn 6:00pm CC-Victim's Impact Panel-Mindy, Curry Prevention Services-247-2412	8:15am CC-CmtyDevDpt Staff mtg/Llightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Economic Development Committee-Ed Walt, Dianne Snow	1:00pm CC-County/Bruce Bros-Crown Terrace project-John Bischoff 4:00pm CC-tree trimming	
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	Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenals	Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am FH-Surburban Fire				
	7:00pm FH-FlreTng/ChShrp (Fire	District-Phil Cox-469-5729	BEARING SERVICE STREET	4 - 1 ACAD 3-30		1
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CC-Council Chambers FH-Fire Hall

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City of Brookings Events Calendar

January 2005

January 2005					February 2005								
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23	24	. 25	26		28	
	9:00am CC-Municipal Court 7:00pm FH-FireTing/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	2:00pm CC-parks field use meeting	8:15am CC-CmtyDevDpt Staff mtg/Llightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks and Recreation Commission		
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CC-Council Chambers FH-Fire Hall Printed on 12/9/2004 9:03 AM

CITY OF BROOKINGS



STAFF REPORT

Date:

December 8, 2004

To:

Mayor Hagbom & City Councilors

From:

Leroy Blodgett, City Manager

Subject:

New Job Descriptions

REPORT

With the retirement of Leo Lightle, Community Development Director we have begun reorganization of the Community Development Department. Included in your council packet are two organization charts. The first show the current organization. Notice that all functions of planning, building, engineering, water, sewer, streets, etc. come under the one department.

The next chart show how the reorganization will work. Essentially it creates a new stand alone department of public works. Community Development would be responsible for building, planning, code enforcement, GIS mapping, urban renewal and public works inspections. The new Public Works Department will be responsible for engineering, water and sewer treatment, parks, maintenance of water, sewer, streets and other public facilities.

The first step to implement this plan is approval of new job descriptions for the Public Works Director and Community Development Director. Proposed job descriptions are include in the packet. With approval of the job descriptions, Ed Wait, Economic & Urban Development Director will fill the position of Community Development Director and continue his current responsibilities.

The next step is hiring of a Public Works Director. This new position will also be the City Engineer. Currently all engineering work is done by HGE in Coos Bay. Having a Public Works Director who is an engineer will allow us to perform some of that work in house such as grading plans, and other minor engineering. More complex projects may still need to be completed by an outside engineering firm. It will also provide us with an on-site engineer to ensure compliance with plans.

These changes will not require additional staff. Ed Wait will move to another position and his position will not be filled. Leo is leaving on retirement and a new Public Works Director will be hired. Full implementation of the plan will require two new positions in the Community Development Department, GIS Coordinator/Surveyor and Public Works Inspector. In order to prevent departmental conflict the Public Works Inspector position, when filled, will work in the

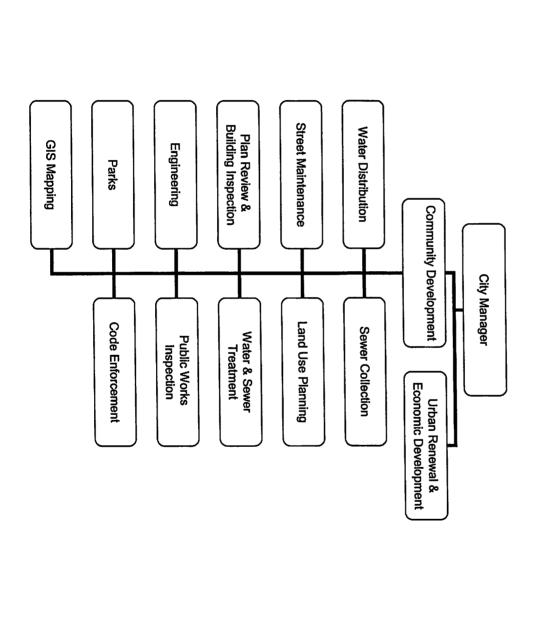


Community Development Department. The hope is to have GIS Coordinator who is a licensed surveyor. Preparation of the 2004-05 city budget will help determine when or if these positions are filled. At that time new job descriptions will be prepared and presented to City Council for consideration.

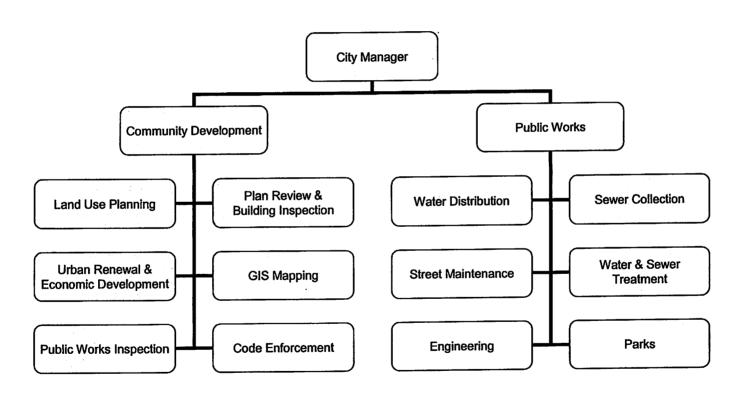
STAFF RECOMMENDATION

Approve the job descriptions for Public Works Director and Community Development Director.

Current Organizational Structure



New Organizational Structure



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CITY OF BROOKINGS



Public Works Director

Job Description

GENERAL STATEMENT OF DUTIES:

Plans, organizes, directs and controls the functions of the Public Works Department. Develops and implements procedures and practices to provide services in engineering, traffic control, parks and recreation, fleet services, water distribution & treatment, sewer collection & treatment, storm drainage, project management and public works inspections. Assures the efficient and economical use of departmental funds and operations. Accomplishes short-term and long-range planning. Does related work as required

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Manager.

SUPERVISION EXERCISED:

Supervises and coordinates public works projects, including planning, organizing, directing and evaluating design, construction or maintenance activities of the City's public works department; activities are coordinated with the City Manager and other department heads. Direct supervision is provided to employees assigned to the Public Works Department including Treatment Plants, Parks, Streets, Water, Sewer, etc.

TYPICAL DUTIES/EXAMPLES OF WORK:

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned to a position in this class.

- 1. Determines when design changes are necessary for public works construction design of existing or contemplated projects;
- 2. Makes oral presentations reports and recommendations to City Council, public agencies, and citizens groups;
- 3. Causes plans for public works projects to be reviewed, reviews preliminary plans, updates standard specifications;
- 4. Makes field design decisions regarding maintenance work on City structures, bridges, waste/water facilities, parks;
- 5. Directs the engineering aspects of the review team for subdivisions and major public works projects;
- 6. Produces written grant applications and public works project reports:
- 7. Recommends updating or revision of applicable City codes, standards and established policies and rules;
- 8. Provides professional and technical management for public works projects, from proposal



through implementation and construction:

- 9. Establishes goals, organizational structure, staffing patterns, and overall work schedules and procedures;
- 10. Interprets project engineering plans, specifications, cost estimates and bid application to determine feasibility, engineering cost effectiveness, compliance with code requirements, accepted engineering or maintenance standards, and conformance with existing site factors such as soil and groundwater characteristics;
- 11. Coordinates contract compliance for construction of facilities, water, wastewater, streets and storm drainage systems with appropriate department heads and employees;
- 12. Approves or recommends payment of contract obligations based on completion and contract compliance;
- 13. Assists in formulation of public works budget proposals, including justifications; monitors budgeted funds to ensure that obligations are met; periodically reviews planned versus actual expenditures, cost projections versus current allotments and financial information related to assigned projects;
- 14. Does related work as required.

EMPLOYMENT STANDARDS

Budgeting, contract compliance for projects involving new construction or maintenance of facilities, buildings, water, wastewater, streets and storm drainage systems, and other public works; Negotiation of critical and controversial issues with engineers and managers of contractors; creativity, foresight and mature judgment in planning, organizing and guiding extensive engineering programs and activities; Evaluating technical or cost information and making administrative or design decisions; formulating and interpreting technical and administrative policy;

Applying standards of acceptable engineering design, construction or maintenance practices and standards based on current technical literature, trends and developments in similar projects including engineering economics; construction or maintenance equipment and materials; pertinent codes, statutes, regulations and laws affecting the project(s) assigned; budgeting/management principles and practices;

KNOWLEDGE, ABILITY AND SKILL REQUIREMENTS:

KNOWLEDGE OF: Acceptable engineering design, construction or maintenance practices and standards based on current technical literature, trends and developments in similar projects including engineering economics; construction or maintenance equipment and materials; pertinent codes, statutes, regulations and laws affecting the project(s) assigned; budgeting/management principles and practices;

ABILITY TO: Effectively supervise the work of others; establish and maintain effective working relationships with other supervisors, employees, outside funding agencies and the

general public.

SKILL IN: Negotiation of critical and controversial issues with top level engineers and managers of contractors; creativity, foresight and mature judgment in planning, organizing and guiding extensive engineering programs and activities; Evaluating technical or cost information and making administrative or design decisions; formulating and interpreting technical and administrative policy;

MANDATORY QUALIFICATIONS

A Bachelor's degree in engineering and a minimum of five years progressively responsible management level experience in public works administration. An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered. Must possess a valid driver's license.

DESIRABLE QUALIFICATIONS

Experience with the administration, management, and regulations governing public work areas, operations, and maintenance. Experience with the preparation, development, management, and oversight of significantly large budgets. Experience with managing bid processes, negotiations, and the performance of contractors. Experience with short and long range planning and public works project management. Experience with reviewing construction plans and specifications. Experience in managing and supervising the work of Public Works staff. Experience in using a computer and a calculator. Registration in Oregon as a Professional Engineer or the ability to obtain within one year of the date of hire.

COMPENSATION TYPE: Salary

EXEMPTION STATUS: Exempt

JOB GRADE: 20

CERTIFICATION PAY: None

CITY OF BROOKINGS



Community Development Director

Job Description

GENERAL STATEMENT OF DUTIES:

Plans, organizes, directs and controls the functions of the Community Development Department. Develops and implements procedures and practices to provide services in land use planning, building inspection, GIS mapping, urban renewal, economic development, code enforcement and public works inspections. Assures the efficient and economical use of departmental funds and operations. Accomplishes short-term and long-range planning. Does related work as required

SUPERVISION RECEIVED:

Work is performed under the general supervision of the City Manager.

SUPERVISION EXERCISED:

Supervises and coordinates public works projects, including planning, organizing, directing and evaluating design of subdivisions and other proposed projects. Activities are coordinated with the City Manager and other department heads. Direct supervision is provided to employees assigned to Planning, Building, Urban Renewal and mapping.

TYPICAL DUTIES/EXAMPLES OF WORK:

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned to a position in this class.

- 1. Determines when design changes are necessary of existing or contemplated projects;
- Makes oral presentations reports and recommendations to City Council, public agencies, and citizens groups;
- 3. Causes to be reviewed, reviews preliminary plans and designs for development projects;
- 4. Directs the review team for subdivisions and major community development projects;
- 5. Produces written grant applications and project reports;
- 6. Recommends updating or revision of applicable City codes, standards and established policies and rules;
- 7. Provides professional and technical management for planning, code enforcement and other department related activities;
- 8. Establishes goals, organizational structure, staffing patterns, and overall work schedules and procedures;



- 9. Interprets project plans and specifications feasibility and compliance with code requirements, and conformance with existing site factors such as soil and groundwater characteristics;
- 10. Periodically reviews and recommends changes for fees and charges for community development activities;
- 11. Approves or recommends payment of contract obligations based on completion and contract compliance;
- 12. Assists in formulation of Community Development and Urban Renewal budget proposals, including justifications; monitors budgeted funds to ensure that obligations are met; periodically reviews planned versus actual expenditures, cost projections versus current allotments and financial information related to assigned projects;
- 13. Establishes goals, organizational structure, staffing patterns, and overall work schedules and procedures;
- 14. Other duties as required.

EMPLOYMENT STANDARDS

Ensure compliance of city zoning, development code, building codes and regulations for projects involving new construction and improvement of existing lots.

KNOWLEDGE, ABILITY AND SKILL REQUIREMENTS:

KNOWLEDGE OF: Trends and developments in similar communities including economics; pertinent codes, statutes, regulations and laws affecting the project(s) assigned; budgeting/management principles and practices;

ABILITY TO: Effectively supervise the work of others; establish and maintain effective working relationships with other supervisors, employees, outside funding agencies and the general public.

SKILL IN: Negotiation of critical and controversial issues with developers and property owners; creativity, foresight and mature judgment in planning, organizing and guiding extensive programs and activities; Evaluating technical or cost information and making administrative or design decisions; formulating and interpreting technical and administrative policy:

MANDATORY QUALIFICATIONS

A Bachelor's degree in engineering and a minimum of five years progressively responsible management level experience in community development or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

DESIRABLE QUALIFICATIONS

Experience with the administration, management, and regulations governing land use planning and community development. Experience with the preparation, development, management, and oversight of significantly large budgets. Experience with short and long range planning and project management.

Experience with reviewing development plans and specifications. Experience in using a computer and a calculator.

COMPENSATION TYPE: Salary

EXEMPTION STATUS: Exempt

JOB GRADE: 20

CERTIFICATION PAY: None

CITY OF BROOKINGS



STAFF REPORT

Date:

December 8, 2004

To:

Mayor Hagbom & City Councilors

From:

Leroy Blodgett, City Manager

Subject:

Writ of Mandamus

REPORT

Negotiations of the conditions to settle the writ of mandamus filed by the Bruce Bros. on the Ransom Creek project have been settled and filed with the court. A complete list of the 45 conditions is included in your council packet. Conditions 4, 8, 11, 12, 13, 14 and 39 are additions from what was approved by the Planning Commission.

John Trew, City Attorney will be available at the meeting to explain the final approval process.

Phone: (541) 469-2163 Fax: (541) 469-3650



CONDITIONS OF APPROVAL CONDITIONAL USE PERMIT/PLANNED UNIT DEVELOPMENT PUD-2-04

(As Writ of Mandamus)

General Conditions

- 1. Approval of this conditional use permit will expire one year from approval, unless the project comes under substantial construction and continues under construction. The Planning Commission may extend the permit for an additional one-year period at the request of the applicant.
- 2. The conditions stated herein are mandatory and must be completed. Failure to comply with any condition will result in the review and possible revocation of your permit pursuant to Section 140.110, Violation of Conditions, of the Land Development Code.
- 3. All development shall meet the provisions of the R-1-10 (Single Family Residential, 10,000 sq. ft. minimum lot size) Zone and of Section 140, Planned Unit Development Approval, of the Land Development Code, or as otherwise authorized by this approval.
- 4. The height of all buildings shall comply with the applicable limitations found in the Brookings Land Development Code (Section 20) for an R-1 district. The building height shall be calculated as specified in the Brookings Land Development Code regarding building heights.
- 5. Prior to any construction or grading on the site, the contractor will place, in a location visible from an existing public street, a sign containing the name of the contractor, a telephone number and address where the contractor can be reached.
- 6. Prior to any grading or construction on the site, the provisions of Section 100, Hazardous Building Site/Hillside Development Standards, of the Land Development Code, shall be satisfied.
- 7. Prior to any building construction each building pad shall be examined by a licensed engineering geologist or licensed geologist working with a licensed engineer to determine the type of foundation required for each.
- 8. Each dwelling unit and the recreational building shall be provided with an internal fire sprinkler system as required by the Uniform Building Code.
- 9. The riparian area extending 50 feet horizontally from the mean high water line of Ransom Creek shall not be disturbed, in any manner except for a hiking trail or similar facility. Plans for all such facility must be submitted to the city for review and approval.
- 10. The applicant shall establish a homeowners association with appropriate bylaws and establish C, C, & Rs including for the maintenance of the project grounds, driveways, parking areas, residential building exteriors, recreation building, and association owned utilities; protection of the riparian area and Ransom Creek waterway. A copy of the C, C, & Rs shall be provided to the city.
- 11. Any further brush or tree removal is limited to areas for building pads, access ways, utility easements, and pedestrian walkways.
- 12. Specific grading/drainage/erosion control plans must be approved by the City Engineer prior to all future grading. Existing grading/drainage/erosion control has been completed as approved by City Engineer.

- 13. The existing delineated wetland shall not be disturbed unless approved by the Oregon Department of State Lands.
- 14. The applicant shall submit an application for and cause to be recorded a lot line adjustment to combine Tax Lots 4900 and 900 into one lot. This condition shall be satisfied prior to issuance of any building permits.

Street Conditions

- 15. Construction plans for the driveway (street) must be reviewed and approved by the City Engineer prior to the start of any construction. The driveway (street) shall be constructed with a travel way of at least 20 feet of pavement.
- 16. A stop sign shall be place on Timberline Dr. or on Brooke Ln. at the intersection. The utimate location shall be determined by the city.
- 17. Either a gate or a "Not A Through Street" or "Private Street" sign shall be placed at the entrance to the project driveway. If a gate is used a coordinated access code shall be agreed upon with the City Fire Chief.

Sanitary Sewer and Storm Drainage Conditions

- 18. The applicant shall extend sewer service mains into the private driveway (street) and throughout the project as shown on the approved plot plan. Service laterals shall be extended to each building within the subdivision.
- 19. Sanitary sewer installation shall comply with the standards of the State of Oregon Department of Environmental Quality and the provisions of Brookings City Ordinance No. 430, and Standard Specifications Document, dated August 1988.
- 20. All sanitary sewer plans shall be approved by the City Engineer prior to any construction and all construction shall be carried out as approved by the City Engineer.
- 21. The location of all sewer laterals shall be appropriately marked on the curb in a permanent manner.
- 22. An easement shall be granted to the city over all sewer mains and pump stations that are to be owned by the city. The width of the easement shall be determined by the City Engineer.
- 23. Any portion of the sewer main and pump station that is outside of the driveway shall be provided with a drivable surface suitable to accommodate repair vehicles.
- 24. All storm drainage including roof drains from the subject property shall be collected and conveyed from the site in a manner that protects all down stream property and the water quality of Ransom Creek.
- 25. All storm drainage plans shall be approved by the City Engineer prior to any construction and all construction shall be carried out as approved by the City Engineer.
- 26. An easement shall be granted to the city over all detention ponds and storm drain systems. The width of the easement shall be determined by the City Engineer.
- 27. Construction of the drainage pond shall be by a licensed engineer working with a licensed geologist.

Water System Conditions

- 28. All lots within the subdivision shall be served by the city domestic water supply system.
- 29. The applicant shall extend water mains into the private driveway (street). Service laterals shall be extended to each building.
- 30. An easement shall be granted to the city over all water mains that are to be owned by the city. The width of the easement shall be determined by the City Engineer.
- 31. All water lines shall be installed pursuant to the provisions set forth in the OAR Chapter 33, Sections 42-200 through 42-243, by the Oregon State Health Division and the City of Brookings Standard Specifications Document.
- 32. Water meters shall be clustered at common points to the extent possible.
- 33. All water system plans shall be approved by the City Engineer prior to construction and all construction shall be carried out as approved by the City Engineer.
- 34. A fire hydrant shall be located in the area shown on the approved plot plan or in a location determined by the City Fire Chief.

Parking and Landscaping Conditions

- 35. The applicant shall provide 72, on-site, marked parking spaces, including those within the garage, as shown on the approved plot plan, that comply with the provisions of Section 92, Off-Street Parking and Loading Regulations, of the Land Development Code.
- 36. All areas denuded during construction and not covered by buildings, driveway or other construction shall be landscaped with indigenous or draught resistant plants. Landscaped areas shall be maintained in a healthy and clean manner.
- 37. Prior to the issuance of an occupancy permit, all landscaping shall be installed in substantial conformance with the approved parking plan.
- 38. All outdoor lighting shall be directed and/or shielded so as to prevent light from falling directly on adjoining properties.
- 39. A landscaped buffer, which will at maturity obtain a height of at least 6 feet, shall be planted on the subject property adjacent to the westerly boundary of Tax Lot 1000 and the northerly boundary of Tax Lots 1000, 1100, 1200, and 1300 of Assessor's Map 40-13-31CA. The landscape buffer shall be installed at the same time other common areas are landscaped.
- 40. Trash bins shall be located on the site at locations shown on the approved plot plan and shall be accessible to the collection truck and enclosed by a 6 foot high sight obscuring fence.
- 41. All utility lines, including but not limited to, electric, communication, street lighting, and cable television shall be placed underground throughout the subdivision. This includes undergrounding of services from existing overhead utilities.
- 42. All utility easements shall be clearly defined as to their scope, purpose and term, preferably to be included within the restrictive covenants which are to be recorded with the subdivision plat.
- 43. All proposed easements shall be clearly shown in dashed lines on the condominium plat map to be recorded, including the size and locations as required by the affected utilities, public agencies and service

companies.

- 44. The applicant shall coordinate the placement of mailboxes with the U. S. Postal Service. Mailboxes shall be placed in a manner that does not obstruct the sidewalk area.
- 45. Prior to any construction on the site including grading, the applicant shall, with a qualified expert, investigate the wetland identified in a survey completed by an previous owner and shown on Exhibit X-3 of the record. If a wetland is identified the applicant shall take all steps necessary to abide by all applicable laws. (Added by the Planning Commission, August 3, 2004)

CITY OF BROOKINGS



STAFF REPORT

Date:

December 8, 2004

To:

Mayor Hagbom & City Councilors

From:

Leroy Blodgett, City Manager

Subject:

Salmon Run Golf Course Lease Amendment

REPORT

This past year the Salmon Run Golf Course had significant damage due to land sliding above one of the greens. Employees and contractors of Salmon Run have made repairs at their expense. Not only was there damage and expense to repair it, but the green has been unusable for many months and may still not be usable until spring. Salmon Run has asked for an amendment to the lease agreement to economically help them to recover at least a portion of the loss some time in the future. The proposed amendment is to the schedule of rent payments.

The lease requires annual payments to begin being made to the City in 2010. Below on the left is the current payment schedule, on the right is the proposed schedule. In both cases after the 7th year the payments would increase each year by the consumer price index up to 5%.

Year 1: (2010)	\$20,000	Year 1: (2012)	\$30,000
Year 2: (2011)	\$25,000	Year 2: (2013)	\$35,000
Year 3: (2012)	\$30,000	Year 3: (2014)	\$40,000
Year 4: (2013)	\$35,000	Year 4: (2015)	\$45,000
Year 5: (2014)	\$40,000	Year 5: (2016)	\$50,000
Year 6: (2015)	\$45,000	Year 6: (2017)	\$52,500
Year 7: (2016)	\$50,000	Year 7: (2018)	\$55,125

Exact language for the amendment is currently being worked on by our attorneys and will be provided Monday evening at the meeting.

STAFF RECOMMENDATION

Approve the lease agreement amendment as described above.



CITY OF BROOKINGS COMMON COUNCIL MEETING MINUTES City Hall Council Chambers 898 Elk Drive, Brookings, OR 97415 November 15, 2004 7:00 p.m.

- I. Call to Order

 Mayor Bob Hagbom called the meeting to order at 7:00 p.m.
- II. Pledge of Allegiance Led by Boy Scout Alan Freeman
- III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances Johns Kern, Craig Mickelson, and Larry Anderson. All Council members were in attendance; a quorum was present.

Staff Present: City Manager Leroy Blodgett, City Attorney John Trew, City Planner John Bischoff, Fire Chief William Sharp, and Interim Administrative Secretary Jan Krick

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other: Approximately 30 other citizens

IV. Ceremonies/Appointments/Announcements

- A. Ceremonies
 - 1. Fire Prevention Week Coloring Contest

 Mayor Bob Hagbom awarded certificates to K-4 grade winners and Police Chief Bill Sharp presented T-shirts.
- B. Announcements
 - 2. Resignation of Commission Ted Freeman

 Mayor Hagbom announced with regret that Ted Freeman has
 resigned from the Planning Commission; he no longer lives within
 the parameters necessary for serving on the commission.
- V. Oral Requests and Communications from the Audience
 - Chamber of Commerce
 Chamber of Commerce President Les Cohen noted that several
 meetings have passed since he last spoke. In that time, he attended
 the Pendleton Conference as Treasurer of that organization. The
 America's Wild Rivers Coast Consortium met for strategic
 planning for the coming year and to develop their new website;
 Cohen reported that the Consortium is strong, with all communities
 in Del Norte and Curry Counties participating. The consortium has

elected new officers. Planning has begun for the Chamber's Business Conference 2005 that will take place on January 5. Dr. John Mitchell of US Bankcorp has agreed to be their keynote speaker. Leadership Brookings Harbor Class of 2005 met in November. The session focused on law and the justice system. Brookings Harbor Chamber has made their trailer available for this year's Nature's Coastal Holiday, for setting up and storing equipment. Cohen noted that the transient room tax collections for October 2004 showed a 28% increase from last year.

B. Committee and Liaison Reports

- 1. Mayor Hagbom said that all Council members and the City Manager attended the LOC Conference in November.
- 2. Councilors Craig Mickelson and Frances Johns Kern had nothing to report at this meeting. Councilor Anderson attended a meeting of the Harbor Sanitary District on November 9, 2004. Councilor Rick Dentino attended a joint City/School District School Safety Preparedness meeting; participated in LOC; and attended the 11-11-11 Veterans' Memorial Ceremony at the VFW Hall. Ex Officio Councilor Wes Enos reported that the Brookings Harbor High School soccer team made the second round of playoffs, and the football squad will have their first-round game against Wilsonville this Saturday. Winter sports have started; try-outs for spring sports take place soon, Enos reported.
- 3. Mayor Bob Hagbom reported that the League of Oregon Cities works with lobbyists and legislators, and that 239 members cities were represented at meeting, including Brookings' Mayor-elect Pat Sherman for whom this event was an opportunity to meet new faces and make new friends. Hagbom added that City Manager Leroy Blodgett continues to serve on the LOC Board of Directors.

C. Unscheduled Address from Audience

1. Rex Atwell, 17169 Parkview Drive, Brookings addressed Council. He had received a letter from a hospital that is dedicated to children's eye care. He admires the effort and time that this community devotes to charitable contributions such as this one, realizing that eye care is expensive and therefore unavailable to some children. The Elks Club, he reported, has a new motto: "Elks Care, Elks Share." Elks is a nonprofit organization that donates over \$100,000 annually for drug awareness, educational

scholarships, Christmas food baskets, impaired speech programs and many other worthwhile projects. The Elks have a request for the City: please consider canceling the city's bed tax, which has cost the Elks \$2800 per year. Mayor Hagbom reminded Mr. Atwell that the City has also returned many services to the Elks, such as sidewalks, paving, and additional parking areas at the Elks Lodge; a travel trailer can now stay throughout the year to monitor the vacation homes parked on the Elks Club property. Mayor Hagbom promised, however, that Mr. Atwell's proposal would be discussed further.

2. Susan Lynch, residing at 99544 Northbank, Brookings, reported that the DEQ biosolids report contains inaccuracies, noting particularly on page 2 where DEQ states that health problems have not been identified. She believes that there are health problems, and that citizens want suspension of biosolids applications. She asked that more qualified staff with proper equipment be made available to access the ramifications of the application process. She referred to literature (Exhibit 1) which indicates that the risks of biosolid application can best be assessed by health and medical professionals.

Larry Aslinger, 439 Buena Vista Loop, Brookings, also addressed the application of biosolids by the City's Wastewater Department. His concern was the difficulties the City could encounter in defending against a health-related suit as a result of the spreading of biosolids on land near our water source. Studies indicate more research is needed to find if it is really safe, according to Aslinger. He presented Biosolid B Sludge information (Exhibit 2).

VI. Staff Reports

A. City Manager

1. Biosolids Update

City Manager Leroy Blodgett presented, and read from, information obtained from DEQ describing the Ranney collector, as well as information about the specific land application of biosolids at Smith Ranch. He reminded concerned citizens that Representative Krieger requested a meeting on this topic on September 29, 2004, after which DEQ was to review the situation. Their review indicated that there has only been one violation of the permit to spread biosolids over the past two years, and the violation did not result in any health concerns. The City is currently

studying the possibility of alternative application sites, and exploring the possibility of composting. The application of biosolids has been suspended since October 31, 2004.

DEQ's Michael H. Kortenhof reported that the City accesses a safe and stable water supply; further information will be brought to Council as it is discovered.

Councilor Anderson asked when additional regulations would apply; Blodgett replied that nothing would be altered until the application season resumes in March of 2005.

Larry Aslinger, 439 Buena Vista Loop, Brookings returned to the podium to speak about application sites other than the Smith Ranch.

Blodgett said that he has spoken with city officials in Crescent City, who reported that their garbage collection service does use the Winchuck area for biosolid applications similar to ours. Aslinger replied that Brookings might want to investigate other areas, stating that he is concerned with contaminants near the Brookings drinking water supply.

City Manager Blodgett responded that in the past 28 years we have not had any contamination.

Susan Lynch, 99544 Northbank, Brookings, returned to the podium asking the City to continue to search for more answers to the indicators that the health of the community is at risk.

The City Manager responded that the City's drinking water is tested on a weekly basis, and that we will be glad to show concerned citizens that data. Susan Lynch replied that she is concerned with both the water supply and airborne contaminants.

No recommendation in response to the staff report was made at this time.

2. Burning Ban Exception

City Manager Leroy Blodgett alerted Council that, at the October 25, 2004, City Council meeting wherein Council adopted a policy to ban commercial burning in the City of Brookings, Council overlooked some of the implications of

that regulation. City Manager Blodgett advised that the City itself burns brush and wood debris from its streets and parks, and that alternative methods for removing wood debris are being examined at this time.

Another implication that was not considered at that time is burning at Harris Beach, both in campfires and during clearing operations. The question arose whether or not that should be considered commercial or private burning. Since the State Park is so large, the situation does present some questions, particularly whether or not City Council should exempt state parks from the City's burning ban. Dave Neighbor from Harris Beach State Park will present information tonight and ask City Council to exempt the state parks from the commercial burning ban.

Councilor Rick Dentino asked for clarification: what would happen if another representative from the State Parks Department wants to burn debris; would that operation also be exempt?

City Manager Blodgett replied that garbage burning is not exempt from the ban.

Councilor Dentino asked if this would require the City to police the Park to see what is being burned.

City Manager Blodgett responded that lifting the ban in this exception would not alter the situation that existed before the ban; we would just allow the previous operations at Harris Beach State Park to continue.

Councilor Larry Anderson stated that, though he understands the request, he would like to remind Council that implementation of the new policy has caused a financial burden for many people who used to burn, including himself, and commented that this is the time for leadership to step forward. Some developers have sought methods to get rid of stumps and other debris and CTR is benefiting drastically from the ban. The campfire burning exemption seems reasonable, but changes in procedures affect us all—we may need to invest in grinders, mulchers, etc., and this is an opportunity to set an example by the City and state parks and other government entities that says let's all bleed together to keep air quality high. To exempt campsite burning seems okay, but Councilor Anderson

remarked that he is hesitant to extend it to brush burning (either by the parks or by the City).

Councilor Craig Mickelson agreed with Councilor Anderson, and recommended approving campfire burning only.

Dave Neighbor, 96659 W Harris Heights Road, addressed Council, confirming that Harris State Park is one of largest land bases in Brookings. Volunteers work, as well as staff, picking up trimmings that are burned only twice per year — in the fall and spring. A chipper is used to chip what they can, but the Park staff must hand peel bark or burn it for eradication of beetles. We are conscientious, he added, and the financial concerns implicit in this ban add to an already stressed budget. Neighbor will look into a machine, but reminds Council that the noise produced disturbs the tranquility of the park.

Councilor Anderson made the motion and it was seconded that the State Park facility at Harris Beach be allowed to continue the current campsite burning policy; however the exemption to the burning ban would not extend to include burning of brush generated by Park cleanup.

3. Quitclaim Approval

Council was asked by City Planner John Bischoff to consider a quitclaim deed pertaining to the property at the northeast corner of Seventh Street at Meadow Lane adjacent to the northerly City limits, as described in Planner Bischoff's Staff Report in this evening's agenda. An error in a survey done several years ago resulted in a 10 foot gap beyond the required 50 foot right of way. To resolve any confusion over the existence and ownership of the gap, Staff is asking for approval of a quitclaim deed to transfer the City's interest to Terravita Development, Inc.

Councilor Craig Mickelson made the motion, and it was seconded, to follow Staff's recommendation that the quitclaim deed be approved. The motion carried.

VII. Executive Session [Pursuant to ORS 192.660(2)(h)
At 8:05 p.m., the Common Council recessed to convene in an Executive Session to discuss the rights and duties of a public body as outlined in ORS 192.660(2)(h).

The Executive Session adjourned at 9:03 p.m., after which the City Manager requested a 5 minute break.

The Regular Common Council meeting reconvened at 9:07 p.m.

City Attorney John Trew reported that the Council had met in an Executive Session per ORS 192.660(2)(h) which states that Council may meet in an executive session with legal counsel. This action is intended to put public bodies on equal footing with private litigants, so that legal counsel may advise Councilors of the legal ramifications of any legal actions they might take.

City Attorney Trew explained the two issues that were discussed in Executive Session:

- 1) On November 12, 2004 the City received a letter dated November 5, 2004 stating that the Cascade Advocacy Group representing several citizens participating in the Lone Ranch development process have filed a notice to appeal to LUBA the decision by Council to approve the Borax project at Lone Ranch.
- 2) A lawsuit filed by Bruce Brothers LLC against the City including a Writ of Mandamus.

ORS 192.660(2)(h) requires a limitation on an executive session that Council may not make any final decision during that executive session. Therefore, based upon advice given in Executive Session tonight, Council is prepared to make a motion at this time.

Councilor Craig Mickelson made a motion, and it was seconded, for City Attorney John Trew to instruct staff to attempt negotiations with Bruce Brothers LLC to settle the Writ of Mandamus. If negotiations are not successful, the City attorney is directed to prepare and file documents to defend the City against the Writ.

City Manger Leroy Blodgett advised further that a decision on the Measure 37 item needs to be made before December 2 as we had been given 30 days to adopt policy before an ordinance is required. This gives the City Council time to discuss the issues and bring information back to this body.

Following discussion by the Councilors, a motion was made to schedule two additional Council meetings, one on November 22, and a second on November 30, 2004.

John Trew will research ordinances that have been adopted in other areas with regard to Measure 37 before the November 30 meeting, reminding Council that we are not required to have the ordinance in place by December 2, 2004, advising that we have something in place, however, before Measure 37 goes into effect.

Councilor Larry Anderson made a motion, and it was seconded, to schedule two additional City Council meetings, on November 22, 2004, and November 30, 2004, starting at 7 p.m. in this Chamber. The motion carried.

VIII. Consent Calendar

- A. Approval of Council Meeting Minutes October 25, 2004
- B. Acceptance of Parks and Recreation Commission Meeting Minutes September 23, 2004
- C. Acceptance of Planning Commission Meeting Minutes Regular Meeting October 5, 2004 and Special Meeting Continuation October 19, 2004
- D. Minutes of Downtown Development Subcommittee Meeting November 10, 2004 will be offered for Approval at the December 13, 2004 Regular Council Meeting
- E. Approval of Vouchers for t he Month of October, 2004 (\$382,864.13)
- F. Acceptance of Building Department Activities Summary October 2004

Items on the Consent Calendar were approved by a motion by Councilor Frances Johns Kern and seconded. The motion carried.

IX. Ordinances/Resolutions/Final Orders

- A. Final Orders
 - 1. No action was taken regarding Final Orders pursuant to Ransom Creek (PUD-2-04).
 - 2. Final Orders for the Woosley Variance (VAR-3-04) were addressed and Staff recommended that Final Orders be approved by Council.

Councilor Craig Mickelson moved to accept Staff Recommendation and approve the Final Orders on the Woosley Variance (VAR-3-04), and it was seconded. The motion carried.

X. Remarks from Mayor and Councilors

- 1. There were no further remarks from the Mayor
- 2. There were no further remarks from the City Council

XI. Adjournment

With no further business before it, the Council adjourned the meeting at 9:20 p.m.
Respectfully submitted:
Bob Hagbom Mayor
ATTEST by City Recorder this day of, 2004.
Paul Hughes Finance Director/City Recorder

CITY OF BROOKINGS COMMON COUNCIL MEETING MINUTES City Hall Council Chambers 898 Elk Drive, Brookings, OR 97415 November 22, 2004 7:00 p.m.

I. Call to Order

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

II. Pledge of Allegiance

Led by County Commissioner Ralph Brown

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilor Larry Anderson; a quorum was present

Council Absent: Councilor Frances Johns Kern and Councilor Craig Mickelson

Staff Present:

City Manager Leroy Blodgett, City Attorney John Trew, City Planner John Bischoff, and Interim Administrative Secretary Jan Krick

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other: Approximately 8 other citizens

IV. Oral Requests and Communications from the Audience

- A. Committee and Liaison Reports
 - 1. Council Liaisons: No reports given

B. Unscheduled

- 1. Don Drivon, 942 Timberline Drive, Brookings addressed Council regarding the Ransom Creek development project. Mr. Drivon asked that Council seriously consider the Brookings Development Code in their negotiations this evening concerning Bruce Brothers LLC.
- 2. Phyllis Cottingham, 1307 English Court, Brookings, addressed Council regarding the need for legislation that can protect the City against claims presented as a result of the passage of Measure 37. Mayor Bob Hagbom responded that Measure 37 is a topic on the agenda this evening; the City must have a procedure in place to respond to claims by December 2, 2004.

Mayor Hagbom read from ORS 192.660(2)(h) outlining the justification and procedure for the convening of an Executive Session. He asked that the chambers be cleared for that purpose at this time.

V. Executive Session

In accordance with ORS 192.660(2)(h), an Executive Session of the City Council convened at 7:13 p.m., and was closed by Mayor Hagbom at 7:30 p.m. at which time the Regular City Council meeting was reconvened.

Counsel Trew iterated the purpose of an executive session -- to allow a municipality the same privacy that an individual citizen is allowed, to private access to Counsel for the purpose of discussing procedural options and ramifications of any litigation before it.

VI. Staff Reports

A. City Manager

1. Writ of Mandamus

City Manager Leroy Blodgett advised that Staff, as directed by the City Council, has begun negotiations to resolve the Bruce Bros., LLC, Ransom Creek project issues (PUD-2-04) currently before Council.

2. Measure 37

City Manager Blodgett said that Staff and Councilors have been doing a lot of reading, and City Attorney John Trew has been reviewing the law concerning Measure 37. Because the measure goes into effect on December 2, 2004, cities and counties are obliged to have a process for filing a claim in place by that date. Trew advises that the City initiate a simple procedure; it is working on a sample ordinance to guide the process. The City Manager pointed out that City Council is not being asked to write an ordinance tonight, but to offer Staff policy direction. Council will meet on November 30, 2004, to address an ordinance; there are compelling reasons to go into detail, and equally good reasons to keep the ordinance very basic. Questions that need to be addressed in the ordinance will include whether or not the City will charge a filing fee; suits by neighboring property owners; who is responsible for hiring an appraiser.

John Trew added his advice that Council needs to be involved in the decisions and not to let decisions be made for which Council must answer. Council decided against drafting a basic ordinance during an executive session and instead to draft its ordinance before the public; Trew considers this a wise decision. Looking at neighboring cities' direction, there are a wide range of approaches; some are being more aggressive, i.e., on the cutting edge of what one would want in an ordinance of this type. However, City Attorney Trew would rather Brookings try an approach of risk management, and thereby reduce the risk of further suits due to the language we put in our law. Further, he advised that, since the measure doesn't provide for fees, we don't charge fee. The measure does allow for a procedure to file a claim. and he advises the City to have a filing procedure in place by December 2, 2004. The process should address the minimum requirements that need to be met to file a claim: claimant's name. including a copy of the property deed, a title report, proof of ownership, any land use regulations restricting the use of the property, etc. Language should also be included that addresses the issue of annexation. City Attorney Trew added that we can learn how to proceed by watching how the state, county, and other cities address the issue of a filing procedure. Trew added that it is appropriate that, if someone asks if the land use measure can be waived, we need to allow that individual to present a case in some forum. In response to an inquiry from City Manager Blodgett, Trew advised against setting up appeal procedures at this time.

Councilor Rick Dentino noted that we may not have the upheaval here we feared with Measure 37, but that every single claim should be given a public hearing.

City Manager Blodgett added that the county will be subject to more claims than the City. County Commission Ralph Brown, 17711 Wimmer Road, Brookings, came to the podium to say that the county is dealing with the same issues and will need to have a similar decision in place; that was the topic of discussion at the recent Association of Oregon Counties conference. The county is going to move slowly, and make available the necessary provisions for accepting claims applications.

City Manager Blodgett responded that issues for the City of Brookings are: an appropriate filing fee: how to facilitate a public hearing; obtaining an appraiser within the 180 days required; the City's legal risk; and the implications regarding annexation.

Councilor Rick Dentino addressed the fee structure – is it refundable if the claimant loses, to which City Manager Blodgett questioned the City's right to charge a fee at all.

Councilor Anderson responded that this is the process we are attempting to define.

Councilor Dentino addressed the issue of questions from developers and how they will be answered. City Manager Blodgett responded that the LOC's position is to refer them to their own lawyers. Councilor Trew reiterated that an ordinance and a procedure will be in place to guide the City.

VII. Remarks from Mayor and Councilors

1. Council:

Council Anderson complimented the Century 21 project for its nice building and plant selection for landscaping, that are an attribute to the City.

- 2. Mayor:There are no further issues are before the Council.
- VIII. Adjournment
 The meeting was adjourned at 8:12 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST by City Recorder this _____ day of ______, 2004.

Paul Hughes
Finance Director/City Recorder

CITY OF BROOKINGS SPECIAL COUNCIL MEETING MINUTES

City Hall Council Chambers 898 Elk Drive, Brookings, OR 97415 November 30, 2004 7:00 pm.

I. Call to Order

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

II. Pledge of Allegiance

Led by Councilor Anderson.

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances Johns Kern, Craig Mickelson, and Larry Anderson. A quorum was present.

Council Absent:

Ex Officio Councilor Wes Enos.

Staff Present:

City Manager Leroy Blodgett, City Attorney John Trew, and Community Development Secretary Cathie Mahon

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Approximately 10 other citizens

IV. Oral Requests and Communications from the Audience

A. None.

V. Executive Session

- A. ORS 192.660(2)(e) Real Estate Transaction
- B. ORS 192.660(2)(h) Litigation Item

The Council went into executive session at 7:04 p.m. and returned to open session at 7:24 p.m. Members of the audience were asked to leave and only designated staff and representatives of the media were permitted.

VI. Staff Reports

- A. City Manager
 - 1. Writ of Mandamus

City Attorney John Trew discussed the result of the Curry County Civil Court hearing earlier in the day. City Manager Blodgett and City Attorney Trew, and Attorney Babin, attorney

Brookings Common Council minutes Special Meeting of November 30, 2004 Prepared by Cathie Mahon, Community Development Secretary for Bruce Brothers LLC, appeared before Judge Hugh Downer to resolve the Writ of Mandamus. Negotiations resulted in a judicial settlement to include the original 39 conditions (previously approved by the Planning Commission, File No. PUD-2-04) plus 7 additional conditions.

Judge Downer reviewed the judicial settlement. He stated both parties; Bruce Brothers LLC and the City, must signed the document within seven (7) days. Judge Downer is expected to finalize the court judgment within 28 days. Attorney Trew will brief the Council on the final status of the court's decision.

2. Ballot Measure 37

City Manager Blodgett stated the City decided some action was necessary in dealing with Measure 37. After the measure was passed by voters in the November election, the City's intention was to adopt an ordinance by December 2nd, thirty days after the measure was passed. He stated there are lots of questions and few answers for the procedure of Measure 37. In reviewing what other cities and counties are doing, it was noted some are doing nothing, others have adopted ordinances. He noted Eugene is one of the first to go to court and the City will be looking at the outcome.

VII. Ordinances/Resolutions/Final Orders

A. Ordinance

1. Ordinance 04-O-566—In the matter of an Ordinance Concerning Real Property Compensation; Adopting Procedures for Processing Claims; Declaring an Emergency; and Providing an Immediate Effective Date.

City Manager Blodgett read the 4-page document into the record.

City Attorney Trew reminded Council that approval of a second reading by title only of Ordinance No. 04-O-566 was appropriate.

Councilor Michelson moved, it was seconded, and the Council voted unanimously to approve the second reading of Ordinance No. 04-O-566 by title only.

Blodgett read Ordinance No. 04-O-566 by title only.

Councilor Johns Kern moved to adopt Ordinance No. 04-O-566, an ordinance concerning Real Property Compensation;

Adopting Procedures for Processing Claims; Declaring an Emergency; and Providing an Immediate Effective Date; it was seconded and the Council voted unanimously to adopt the ordinance.

VIII. Remarks from Mayor and Councilors

- A. City Manager
 - City Manager Blodgett wanted to remind the Council about the Christmas Tree Lighting Ceremony, Saturday, December 4th beginning at 6:00 p.m.
 - On Thursday, December 2nd, the Parks and Recreation Commission will have a public meeting on the future of Bankus Park, particularly the fountain.
 - Leo Lightle, Director of Community Development, has decided to retire, after 20+ years of service. His last day will be January 3, 2005.
 - Linda Barker will be returning to work on December 1, 2004.
- B. Mayor None.

IX. Adjournment

Respectfully submitted:

Councilor Johns Kern moved, it was seconded and by unanimous approval the Council adjourned at 7:45 p.m.

Bob Hagbom Mayor		
ATTEST by City Recorder this _	day of	, 2003.
Paul Hughes Finance Director/City Recorder		

MINUTES

BROOKINGS PLANNING COMMISSION

Regular Meeting November 2, 2004

Chairman Gilmore called the meeting of the Brookings Planning Commission to order 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

Ted Freeman

Bill Dundom

Bruce Nishioka

Randy Gorman

Bob Gilmore

Bill Smith

Emilia Parada, Ex Officio Student Commissioner

Staff Present:

John Bischoff, Planning Director

Dianne Snow, Assistant Planner

Cathie Mahon, Community Development Secretary

Media:

Curry Coastal Pilot reporter, Brian Bullock

Other:

Approximately 10 citizens in the audience.

CHAIRPERSON ANNOUNCEMENTS

Chair Gilmore announced this would be Commissioner Freeman's last meeting because he is moving out of the City of Brookings and therefore cannot serve on the commission. Best wishes were extended to him for his 17 years of service.

The Chair announced a change in the agenda. Item 9.1, a county referral, File No. CR-AD-0444/PUD-0401, will not be heard because of some incomplete application items.

MINUTES

By a 6-0-1 vote (motion: Commissioner Collis; Commissioners Dundom, Freeman, Gilmore, Gorman, Nishioka and Collis voted in the affirmative; Commissioner Smith abstained due to absence at the meeting) the Planning Commission approved the minutes of the regular meeting on October 5, 2004 as written.

By a 5-0-2 vote (motion: Commissioner Freeman; Dundom, Freeman, Gorman, Nishioka and Gilmore vote in the affirmative; Commissioners Collis and Smith abstained due to absence) the Planning Commission approved the minutes of the special meeting (from October 5 hearing) on October 19, 2004, as written.

1

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

1. By a 4-3 vote (motion: Commissioner Collis; Commissioners Gorman, Dundom, Gilmore and Collis voted in the affirmative; Commissioners Freeman, Nishioka, and Smith voted against the motion) the Planning Commission voted to approve a request for an exemption from Section 172.060, which requires street and sidewalk improvements, to allow a deferred improvement agreement for a building permit to construct a single-family dwelling; located at West Blueberry; Bruce and Laura Dodd.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

- 1. By a 7-0 vote (motion: Commissioner Freeman) the Planning Commission voted to approve a request for a subdivision to be known as the *Larry Subdivision*, to divide a 1.00 acre parcel of land into a five lot subdivision; located at Ransom Avenue and Second Street; Assessor's Map 41-13-06BB, Tax Lot 3600; R-2 (Multi-family Residential) zone; Larry Garcia, applicant, File No. SUB-5-04.
- 2. By a 7-0 vote (motion: Commissioner Freeman) the Planning Commission voted to approve the Final ORDER and Findings of Fact for File No. **SUB-5-04.**

All seven commissioners 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 action was taken following questions and comments regarding the request from the following:

Larry Garcia, applicant P. O. Box 3000G Harbor, OR
Don Hoag, engineer 17156 Mountain Drive Brookings, OR
Sally Laasch P. O. Box 7816 Brookings, OR

The applicant waived their right to seven (7) additional days in which to submit written argument.

3. By a 7-0 vote (motion: Commissioner Freeman) the Planning Commission approved an application for a minor partition to divide a 1.03 acre parcel into 2 lots; located at 619 Memory Lane between Cove Street and Memory Lane; Assessor's Map 41-13-06DD, Tax Lot 1003; I-P (Industrial Park) zone; Robert Allsup, applicant; Lloyd Matlock, representative; File No. M3-7-04.

The motion was amended to include the following condition:

• The applicant must sign and record a DIA (Deferred Improvement Agreement) for the installation of the required 20 foot wide landscaped area adjacent to the front property line (Cove Road) and an eight foot high, sight-obscuring fence, wall or landscaping around outside storage areas. This DIA will be implemented either one year from the date of this order or when development occurs on Parcel 2, whichever comes first. This condition of approval must be noted on the partition parcel.

4. By a 7-0 vote (motion: Commissioner Gorman) the Planning Commission voted to approve the Final ORDER and Findings of Fact for File No. M3-7-04.

Commissioners Collis, Freeman, and Dundom 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 action was taken following questions and comments regarding the request from the following:

Lloyd Matlock

P. O. Box 8026

Brookings, OR

The applicant waived their right to seven (7) additional days in which to submit written argument.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None.

UNSCHEDULED PUBLIC APPEARANCES

None.

PLANNING DIRECTOR COMMENTS:

Planning Director Bischoff extended appreciation to Commissioner Freeman for his 17 years of service on the commission.

PROPOSITIONS AND COMMISSIONERS COMMENTS

Commissioner Dundum made a motion, and it was unanimously approved by a 7-0 vote, to send a recommendation to City Council to look at the parking problem at Fawn Avenue and Ransom.

Commissioner Gorman asked Bischoff if Lundeen Lane could be widened. Bischoff's response was lack of funds prevents it from being widened.

ASSISTANT PLANNER COMMENTS:

Assistant Planner Snow updated the Planning Commission on their recommendation for approval on a county case heard at the October5th meeting:

- File No.CR-P-0452, a request for a conditional use permit to construct a 100 foot high monopole, telecommunications tower on the west side of Carpenterville Road, was approved by the County and included the two conditions suggested by the Planning Commission.
 - o That the maximum height of the tower be held to 110 feet including antennas as per the applicant's submittal.
 - O That the county ensures the fall line of the tower would not be across the actual travel way of Highway 101. The right-of-way in that area is 225 feet wide but where the actual travel way is located within the right-of-way should be located to determine if the tower poses a threat.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting adjourned at 8:17 p.m.

Respectfully submitted,
BROOKINGS PLANNING COMMISSION

R. Gilmore, Chairperson

12-07-04

City of Brookings

Check Register - Summary Report GL Posting Period(s): 11/04 - 11/04 Check Issue Date(s): 11/01/2004 - 11/30/2004

Page: 1 Dec 01, 2004 08:23am

1	Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount	
	11/04	11/10/2004	49614	2821	VOID - Geoffrey Masaki	10-00-2005	14.80 -M	
	11/04	11/02/2004	50371	2767	Hooper, Englund & Weil, LLP	10-00-2005	281.58	
•	11/04	11/02/2004	50372	910	OR Department of Justice	10-00-2005	115.38	
	11/04	11/02/2004	50373	1132	OR Department of Justice	10-00-2005	322.15	
	11/04	11/02/2004	50374	1742	OR Department of Justice	10-00-2005	307.93	
1	11/04	11/02/2004	50375	2366	OR Department of Justice	10-00-2005	203.08	
	11/04	11/02/2004	50376	205	PERS Retirement	10-00-2005	11,792.39	
	11/04	11/03/2004	50377	138	Becco, Inc	10-00-2005	57.90	
	11/04	11/03/2004	50378	148	B-H Chamber of Commerce	10-00-2005	5,308.62	
9	11/04	11/03/2004	50379	110	Brookings Auto Parts	10-00-2005	138.81	
	11/04	11/03/2004	50380	313	Brookings Vol Firefighters	10-00-2005	2,083.33	
	11/04	11/03/2004	50381	159	CAL/OR Insurance Specialist	10-00-2005	354.00	
3	11/04	11/03/2004	50382	1840	Chetco Federal Credit Union	10-00-2005	3,330.00	
•	11/04	11/03/2004	50383	2949	David & Kathleen Thompson	10-00-2005	2.80	
	11/04	11/03/2004	50384	316	Donald & Roberta Chandler	10-00-2005	548.00	
	11/04	11/03/2004	50385	2882	Globalstar USA	10-00-2005	79.81	
9	11/04	11/03/2004	50386	131	HGE, Inc	10-00-2005	990.50	
	11/04 11/04	11/03/2004	50387	1082	Hilary Thompson	10-00-2005	26.03	
	11/04	11/03/2004	50388	2948	Martha & DJ Cole	10-00-2005	9.95	
	11/04	11/03/2004	50389 50390	2122	Mastercard	10-00-2005	782.41	
9	11/04	11/03/2004	50390	2940	McLennan Contractors LLC	10-00-2005	37,276.41	
	11/04	11/03/2004	50391	2283 2952	NW Technical Internet Service	10-00-2005	21.95	
	11/04	11/03/2004	50392	2952 2953	OR Dept of Tansportation	10-00-2005	2,000.00	
n	11/04	11/03/2004	50393	2933 311	Oregon Water Resources Dept	10-00-2005	1,575.00	
٠,	11/04	11/03/2004	50395	322	Paramount Supply Company Postmaster	10-00-2005	180.68	
	11/04	11/03/2004	50396	1193	PRN Data Services, Inc	10-00-2005	586.00	
	11/04	11/03/2004	50397	1029	Purchase Power	10-00-2005	3,500.00	
٩	11/04	11/03/2004	50398	199	Richard Harper	10-00-2005	1,019.00	
	11/04	11/03/2004	50399	1438	Steve Cadwalader	10-00-2005	300.00	
	11/04	11/03/2004	50400	179	Trew, Cyphers & Meynink	10-00-2005	9.81	
	11/04	11/03/2004	50401	,,,	Information Only Check	10-00-2005	3,762.00	
7	11/04	11/03/2004	50402	161	United Communications Inc	10-00-2005	V 00.	
	11/04	11/10/2004	50403	167	American Sigma	10-00-2005 10-00-2005	2,220.01 95.15	
	11/04	11/10/2004	50404	1446	Ametek Drexelbrook	10-00-2005		
	11/04	11/10/2004	50405	150	Any Time Coffee Service	10-00-2005	238.06 85.77	
1	11/04	11/10/2004	50406	1344	Ball Janik LLP	10-00-2005	113.40	
	11/04	11/10/2004	50407	2942	Baughman & Sons, Inc	10-00-2005	1,165.00	•
	11/04	11/10/2004	50408	2959	Bill Pharr	10-00-2005	6.72	
F)	11/04	11/10/2004	50409	2966	Bill Welch	10-00-2005	145.00	
	11/04	11/10/2004	50410	714	Brookings Signs & Graphics	10-00-2005	50.00	
	11/04	11/10/2004	50411	1878	Builders Depot	10-00-2005	297.13	
	11/04	11/10/2004	50412	2636	Cal-Pacific Products	10-00-2005	459.00	
7	11/04	11/10/2004	50413	822	Coast Auto Center	10-00-2005	580.82	
	11/04	11/10/2004	50414	183	Colvin Oil Company	10-00-2005	1,944.31	
	11/04	11/10/2004	50415	182		10-00-2005	1,961.97	
3 7	11/04	11/10/2004	50416	2604	Current USA Processing Center	10-00-2005	11.96	
	11/04	11/10/2004	50417	151	Curry Coastal Pilot	10-00-2005	302.20	
	11/04	11/10/2004	50418	173	Curry Equipment Company	10-00-2005	30.50	
	11/04 .			195	Curry Transfer & Recycling	10-00-2005	574.71	
7	11/04	11/10/2004		2925		10-00-2005	20.28	
	11/04	11/10/2004			Information Only Check	10-00-2005	.00 V	,
	11/04	11/10/2004		166		10-00-2005	215.11	
_	11/04	11/10/2004		2963		10-00-2005	1.93	
-	11/04	11/10/2004		259		10-00-2005	653.84	
	11/04 _11/04	11/10/2004		2340		10-00-2005	8,004.00	
	11/04	11/10/2004	50426	2930	Eureka Oxygen Company	10-00-2005	138,18	

M = Manual Check, V = Void Check

Check Register - Summary Report GL Posting Period(s): 11/04 - 11/04 Check Issue Date(s): 11/01/2004 - 11/30/2004

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Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount	
11/04	11/10/2004	50427	153	Ferreligas	10-00-2005	863.14	
11/04	11/10/2004	50428	996	Frank Crouch	10-00-2005	4.07	
11/04	11/10/2004	50429	113	Fred Meyer	10-00-2005	908.62	
11/04	11/10/2004	50430	298	Freeman Rock, Inc	10-00-2005	93.94	
11/04	11/10/2004	50431	198	Grants Pass Water Lab	10-00-2005	140.00	
11/04	11/10/2004	50432	154	Hagen's Dry Cleaners	10-00-2005	43.75	
11/04	11/10/2004	50433	139	Harbor Logging Supply	10-00-2005	11.25	
11/04	11/10/2004	50434	1919	ICI Dulux Paints, Store #774	10-00-2005	415.05	
11/04	11/10/2004	50435	307	Industrial Steel & Supply Inc	10-00-2005	200.00	
11/04	11/10/2004	50436	2964	James & Lois Broyles	10-00-2005	35.00	
11/04	11/10/2004	50437	2955	Jim & Rosita Redd	10-00-2005	43.72	
11/04	11/10/2004	50438	2216	John Rapreager Inc	10-00-2005	18,040.67	
11/04	11/10/2004	50439	350	John Zia	10-00-2005	36.62	
11/04	11/10/2004	50440	2961	Julian & Linda Case	10-00-2005	22.53	
11/04	11/10/2004	50441	2957	Kathy Ledford	10-00-2005	3.17	
11/04	11/10/2004	50442		Information Only Check	10-00-2005	.00 \	,
11/04	11/10/2004	50443		Information Only Check	10-00-2005	.00 \	
11/04	11/10/2004	50444		Information Only Check	10-00-2005	.00 \	
11/04	11/10/2004	50445		Information Only Check	10-00-2005	.00 \	
11/04	11/10/2004	50446		Information Only Check	10-00-2005	.00 V	
11/04	11/10/2004	50447	162	Kerr Hardware	10-00-2005	1,868.64	
11/04	11/10/2004	50448	2958	Len & Linda Barker	10-00-2005	8.01	
11/04	11/10/2004	50449	2962	Linda K Stewart-Curry	10-00-2005	27.50	
11/04	11/10/2004	50450	1706	Lloyd Costa	10-00-2005	48.48	
11/04	11/10/2004	50451	2965	Martini	10-00-2005	2.60	
11/04	11/10/2004	50452	2956	Melonie R Nelson	10-00-2005	33.82	
11/04	11/10/2004	50453	155	Mory's	10-00-2005	10.00	
11/04	11/10/2004	50454	424	Munnell & Sherrill	10-00-2005	111.63	
11/04	11/10/2004	50455	2051	National Waterworks, Inc	10-00-2005	175.20	
11/04	11/10/2004	50456	870	Noah Bruce	10-00-2005	20.15	
11/04	11/10/2004	50457	334	North Coast Electric			
11/04	11/10/2004	50458 ·	2213	PNWS/AWWA	10-00-2005 10-00-2005	77.71	
11/04	11/10/2004	50459	1193		10-00-2005	140.00	
11/04	11/10/2004	50460	187	Quality Fast Lube & Oil	10-00-2005	5,540.50	
11/04	11/10/2004	50461	180	Ray's Food Place	10-00-2005	28.00 87.99	
11/04	11/10/2004	50462	2960	•			
11/04	11/10/2004	50463	169	Roto Rooter	10-00-2005	5.66	
11/04	11/10/2004	50464	486	State Forester	10-00-2005	127.90	
11/04	11/10/2004	50465	2254	Sunny Wheatley	10-00-2005	364.58	
11/04	11/10/2004	50466	1648	Tourangeau Nor Wes Corp	10-00-2005	165.71	
11/04	11/10/2004	50467	990	United Parcel Service	10-00-2005	166.00	
11/04	11/10/2004	50468	136	United Pipe & Supply Co Inc	10-00-2005	66.74	
11/04	11/10/2004	50469	1196	USF Reddaway	10-00-2005	1,507.31	
11/04	11/10/2004	50470	991	•	10-00-2005	293.39	
11/04	11/10/2004	50471	157		10-00-2005	518.24	
11/04	11/10/2004	50472	1483	* ***	10-00-2005	148.81	
11/04	11/10/2004	50473	917		10-00-2005	4,000.00	
11/04	11/10/2004	50474	269	•	10-00-2005	560.06	
11/04	11/10/2004	50475	253	•	10-00-2005	40.41	
11/04	11/16/2004	50475	253 1881		10-00-2005	70.73	
11/04	11/16/2004	50477			10-00-2005	369.48	
11/04	11/16/2004	50477 50478	145 2787		10-00-2005	57.00	
11/04	11/16/2004	50478 50479	2767	, , , , , , , , , , , , , , , , , , , ,	10-00-2005	281.64	
11/04			910	•	10-00-2005	115.38	
11/04	11/16/2004	50480 50481	1132		10-00-2005	322.15	
. 1104	11/16/2004	50481 50482	1742 2366	•	10-00-2005	307.93	
11/04	11/16/2004				10-00-2005	203.08	

City of Brookings

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-	Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
	11/04	11/19/2004	50484	1409	Alan Nagranham	40.00.000	
	11/04	11/19/2004	50485	1409	Alan Neerenberg	10-00-2005	30.36
	11/04	11/19/2004	50486	150	American Sigma Any Time Coffee Service	10-00-2005	94.60
	11/04	11/19/2004	50487	174	Barbara Palicki	10-00-2005	21.90
	11/04	11/19/2004	50488	200		10-00-2005	84.00
_	11/04	11/19/2004	50489	200 147	Bob Hagbom Brookings Class Inc.	10-00-2005	369.63
(_ 1	11/04	11/19/2004	50469		Brookings Glass Inc	10-00-2005	15.00
	11/04	11/19/2004	50490	416 2879	Brookings Lock & Safe Co	10-00-2005	185.80
	11/04	11/19/2004	50491		Bruce Chevrolet Inc	10-00-2005	15,996.78
<u> </u>	11/04	11/19/2004	50492	2160 370	Cashier, DHS Drinking Water Pr	10-00-2005	280.00
, ,	11/04	11/19/2004	50493	2950	CCIS	10-00-2005	958.67
	11/04	11/19/2004	50495	2930 2947	Confed Suites Aircraft	10-00-2005	412.63
	11/04	11/19/2004	50495		Comfort Suites Airport	10-00-2005	871.20
1	11/04	11/19/2004	50496	182	Coos-Curry Electric	10-00-2005	4,570.96
	11/04			1801	Cop Shop Etc	10-00-2005	520.00
	11/04	11/19/2004 11/19/2004	50498 50499	173 2340	Curry Equipment Company	10-00-2005	198.00
	11/04	11/19/2004	50500	2340	Diamond Communications, Inc	10-00-2005	52.00
	11/04	11/19/2004	50501		DMV Business License Unit	10-00-2005	50.00
	11/04	11/19/2004	50501	2972	Eugene Weilenbrock	10-00-2005	84.00
	11/04			499	Fastenal Company	10-00-2005	133.48
	11/04	11/19/2004	50503 50504	2186	Ferguson Enterprises - GP	10-00-2005	.00
<u></u>	11/04	11/19/2004	50505	2921	Ferguson Enterprises - Medford	10-00-2005	2,518.39
	11/04	11/19/2004	50506	105	First Impressions	10-00-2005	1,107.58
	11/04	11/19/2004	50508	298	Freeman Rock, Inc	10-00-2005	493.90
	11/04	11/19/2004	50507	2821	Geoffrey Masaki	10-00-2005	14.80
1—1	11/04		50508	1413	Graybar Electric	10-00-2005	269.98
	11/04	11/19/2004	•	1447	ISCO	10-00-2005	65.42
		11/19/2004	50510	2416	ITT Flygt Corp	10-00-2005	.00
	11/04	11/19/2004	50511	2969	J R & B L Walker	10-00-2005	39.55
	11/04	11/19/2004	50512	526	Joe Ingwerson	10-00-2005	44.00
	11/04	11/19/2004	50513 50514	2684	John Appolonio	10-00-2005	360.00
	11/04 11/04	11/19/2004	50514 50515	350 2970	John Zia	10-00-2005	45.00
L	11/04	11/19/2004	50516	328	Katherine Johnson Les Schwab Tire Company	10-00-2005	45.00
	11/04	11/19/2004	50510			10-00-2005	744.48
	11/04	11/19/2004	50517	525	Mark Haglund	10-00-2005	44.00
	11/04	11/19/2004	50518	2122 2973	Mastercard Michael Eisenbacher	10-00-2005	520.92
1	11/04	11/19/2004	50519		Muffler & More	10-00-2005	20.36
	11/04	11/19/2004	50520	263 2051		10-00-2005	74.00
	11/04	11/19/2004	50521		National Waterworks, Inc	10-00-2005	131.66
~	11/04		50522		Noah Bruce	10-00-2005	52.97
1-		11/19/2004	50523 50524		•	10-00-2005	209.10
	11/04	11/19/2004	50524 50525		OBOA	10-00-2005	90.20
	11/04 11/04	11/19/2004	50525 50526		• •	10-00-2005	35.70
()	11/04	11/19/2004 11/19/2004	50526 50527		• • • • • • • • • • • • • • • • • • • •	10-00-2005	28.35
	11/04	11/19/2004	50527 50528			10-00-2005	35.00
						10-00-2005	175.25
	11/04 11/04	11/19/2004			•	10-00-2005	402.00
	11/04	11/19/2004			•	10-00-2005	96.00
	11/04	11/19/2004				10-00-2005	109.00
	11/04				•	10-00-2005	50.00
	11/04	11/19/2004 11/19/2004				10-00-2005	46.70
()	11/04	11/19/2004			- ,	10-00-2005	25.71
	11/04	11/19/2004				10-00-2005	2,281.77
	11/04	11/19/2004				10-00-2005	289.40
_	11/04	11/19/2004			•	10-00-2005	198.70
•	11/04	11/19/2004				10-00-2005	140.00
	11/04	11/19/2004				10-00-2005 	19.08 175.92
	4	, ,, , , , , , , , , , , , , , , , , ,	30040	. 107	- ming emost reduced	10-00-2005	175.92

City of Brookings

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Per .	Date	Check No	Vendor No	Payee	Check GL Acct	Amount	
1/04	11/19/2004	50541	861	Village Express Mail Center	10-00-2005	17.22	
To	otals:					182,756.70	
D	ated:						
					•		
ty Rec	order:						

BUILDING DEPARTMENT ACTIVITIES SUMMARY

	For the Month of:	September	2004							
No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
1	Single Family Dwelling	\$695.50	\$452.08	\$48.69	\$7,879.00	\$204,831.00	32	\$7,048,786.00	32	\$5,889,450.00
2	Single Family Addition	\$413.00	\$110.83	\$28.91	\$0.00	\$65,000.00	27	\$658,968.00	28	\$640,072.64
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	9	\$200,850.00	11	\$121,094.20
1	Two Family Residential	\$1,090.50	\$708.83	\$76.34	\$12,768.00	\$362,568.00	6	\$2,102,468.00	4	\$1,263,965.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	0	\$0.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$124,416.13	10	\$1,796,675.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	12	\$226,464.00	12	\$342,634.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	. \$0.00	3	\$439,000.00	1	\$5,000.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	3	\$10,542,307.00
1	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$0.00	1	\$0.00
1_	MiscRetaining Wall-Fence	\$10.00	\$0.00	\$0.70	\$0.00	\$500.00	9	\$192,930.00	1	\$10,900.00
6	Total Building Permits	\$2,209.00	\$1,271.74	\$154.63	\$20,647.00	\$632,899.00	103	\$10,993,882.13	103	\$20,612,097.84
,			20220							
5	Mechanical Permits	\$128.30	N/A	\$8.98	N/A	N/A	82	N/A		N/A
	The second secon									
3	Plumbing Permits	\$190.40	N/A	\$13.33	N/A	N/A	40	N/A		N/A
	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A	1	N/A		N/A
	Mfg Home Install - Administrative Fee	\$0.00	N/A	N/A	N/A	N/A	1	N/A		N/A
,										
14	TOTAL PERMITS	\$2,527.70	\$1,271.74	\$176.94	\$20,647.00	N/A	227	N/A	103	N/A
	Total Year to Date Calculated Fees	\$43,706.77	\$29,924.89	\$3,087.40	\$336,491.00					
	2003 YTD Calculated Fees	\$67,935.55	\$54,151.67	\$4,755.49	\$188,150.00					

URBAN RENEWAL DISTRICT - BUILDING DEPARTMENT ACTIVITIES SUMMARY

	For the Month of:	September	2004							
No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
0	Single Family Dwelling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$706,336.00	4	\$1,500,229.00
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$17,288.00	0	\$0.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$33,510.00	1	\$7,140.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$264,636.00	0	\$0.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$124,416.13	4	\$202,663.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	9	\$110,564.00	11	\$604,913.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$439,000.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	MiscRetaining Walf-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$65,000.00	0	\$0.00
0	Total Building Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	19	\$1,760,750.13	20	\$2,314,945.00
-										
1	Mechanical Permits	\$18.85	· N/A	\$1.32	N/A	N/A	9	N/A	7	N/A
1	Plumbing Permits	\$47.60	N/A	\$3.33	N/A	N/A	4	N/A	5	N/A
,										
0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A	0	N/A	0	N/A
0	Mfg Home Install - Administrative Fee	\$0.00	N/A	N/A	N/A	N/A	0	N/A	0	N/A
2	TOTAL PERMITS	\$66.45	\$0.00	\$4.65	\$0.00	N/A	32	N/A	32	N/A
,										
	Total Year to Date Calculated Fees	\$6,609.00	\$4,568.31	\$462.63	\$44,284.00					
	2003 YTD Calculated Fees	\$8,204.85	\$5,396.66	\$574.34	\$19,839.24					

BUILDING DEPARTMENT ACTIVITIES SUMMARY

	For the Month of:	October 20	04							
No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
4	Single Family Dwelling	\$2,582.00	\$1,678.31	\$180.74	\$31,516.00	\$739,208.00	36	\$7,787,994.00	61	\$12,087,032.00
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	27	\$658,968.00	26	\$1,330,602.00
2	Single Family Garage-Carport	\$326.00	\$211.91	\$22.82	\$0.00	\$49,076.00	11	\$249,926.00	10	\$117,090.00
1	Two Family Residential	\$920.50	\$598.33	\$64.44	\$12,768.00	\$294,464.00	7	\$2,396,932.00	9	\$2,217,282.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	3	\$2,118,347.00
1	Commercial New	\$175.00	\$0.00	\$12.25	\$0.00	\$25,000.00	2	\$149,416.13	8	\$2,170,434.00
1	Commercial Addition-Change	\$17.50	\$11.38	\$1.23	\$0.00	\$1,000.00	13	\$227,464.00	22	\$1,264,739.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$439,000.00	1	\$318,008.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$0.00	2	\$0.00
5	MiscRetaining Wall-Fence	\$139.50	\$57.86	\$9.77	\$0.00	\$12,141.00	14	\$205,071.00	5	\$13,664.00
14	Total Building Permits	\$4,160.50	\$2,557.79	\$291.24	\$44,284.00	\$1,120,889.00	117	\$12,114,771.13	147	\$21,637,198.00
8	Mechanical Permits	\$206.55	N/A	\$14.46	N/A	N/A	90	N/A	105	N/A
5	Plumbing Permits	\$285.60	N/A	\$19.99	N/A	N/A	45	N/A	76	N/A
0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A	1	N/A	3	N/A
0	Mfg Home Install - Administrative Fee	\$0.00	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
27	TOTAL PERMITS	\$4,652.65	\$2,557.79	\$325.69	\$44,284.00	N/A	254	N/A	331	N/A
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	Total Year to Date Calculated Fees	\$48,359.42	\$32,482.68	\$3,413.09	\$380,775.00					
	2003 YTD Calculated Fees	\$80,175.07	\$51,776.95	\$5,672.26	\$460,583.44					

URBAN RENEWAL DISTRICT - BUILDING DEPARTMENT ACTIVITIES SUMMARY

	For the Month of:	October 20	04							
No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
0	Single Family Dwelling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$706,336.00	4	\$1,500,229.00
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$17,288.00	0	\$0.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$33,510.00	11	\$7,140.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$264,636.00	0	\$0.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
1	Commercial New	\$175.00	\$0.00	\$12.25	\$0.00	\$25,000.00	2	\$149,416.13	4	\$202,663.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	9	\$110,564.00	13	\$1,124,783.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$439,000.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	MiscRetaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$65,000.00	0	\$0.00
1	Total Building Permits	\$175.00	\$0.00	\$12.25	\$0.00	\$25,000.00	20	\$1,785,750.13	22	\$2,834,815.00
0	Mechanical Permits	\$0.00	N/A	\$0.00	N/A	N/A	9	N/A	9	N/A
0	Plumbing Permits	\$0.00	N/A	\$0.00	N/A	N/A	4	N/A	6	N/A
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0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A	0	N/A	0	N/A
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0	Mfg Home Install - Administrative Fee	\$0.00	N/A	N/A	N/A	N/A	0	N/A	0	N/A
						· · · · · · · · · · · · · · · · · · ·				
1	TOTAL PERMITS	\$175.00	\$0.00	\$12.25	\$0.00	N/A	33	N/A	37	N/A
	Total Year to Date Calculated Fees	\$6,784.00	\$4,568.31	\$474.88	\$44,284.00					
	2003 YTD Calculated Fees	\$10,108.55	\$6,912.76	\$707.60	\$33,202.24					