

Agenda

City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
March 8, 2004 7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Ceremonies/Appointments/Announcements
 - A. Appointments
 - 1. Planning Commission Positions No. 2 and 3 [page 5]
- V. Public Hearing
 - A. In the matter of a Comprehensive Plan change from Industrial to Commercial and a zone change from M-2 (General Manufacturing) to C-3 (General Commercial) on a 1.06 acre parcel of land located in the southwest corner of Railroad and Center streets; Richard Wilson Applicant; Planning Commission File No. CPZ-1-04 [page 7]
- VI. Oral Requests and Communications from the Audience
 - A. Committee and Liaison
 - 1. Chamber of Commerce
 - 2. Council Liaisons
 - B. Unscheduled
- VII. Staff Reports
 - A. City Manager
 - 1. Brookings-Harbor Chamber of Commerce special requests for 2004 Azalea Festival [page 15]
 - a. Request to consume alcohol on City property-Azalea Park for Chamber Mixer
 - b. Other requests
 - 2. Planning Assistant Job Description [page 25]
 - 3. Appointment of System Development Charge Review Board [page 29]
 - 4. Other

VIII. Consent Calendar

- A. Approval of Council Meeting Minutes
 - 1. Minutes of February 23, 2004, regular Council meeting [page 31]
 - B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of January 22, 2004, regular Commission meeting [page 43]
 - C. Acceptance of Planning Commission Minutes
 - 1. Minutes of January 20, 2004, special work-study session [page 47]
 - 2. Minutes of February 3, 2004, regular Commission meeting [page 59]
 - D. Acceptance of Budget Committee meeting of February 23, 2004 [page 63]
 - E. Approval of Vouchers for month of February, 2004 (\$186,023.18) [page 73]
- End Consent Calendar

IX. Ordinances/Resolutions/Final Orders

- A. Ordinances
 - 1. In the matter of an ordinance amending the Comprehensive Plan of the City of Brookings from an Industrial designation to a Commercial designation and the zoning map by rezoning from M-2 (General Manufacturing) to C-3 (General Commercial) on certain properties located in the southwest corner of Railroad and Center streets. Ordinance No. 04-O-561 [page 77]
- B. Final Orders
 - 1. In the matter of Planning Commission File No. CPZ-1-04, an application for a Comprehensive Plan change and Zone Change; Richard Wilson, applicant [page 81]

X. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

XI. Adjournment

City of Brookings Events Calendar

March 2004

March 2004						
S	M	T	W	T	F	S
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30	31			

April 2004						
S	M	T	W	T	F	S
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	March 1 10:00am Meet with Kenneth-Diamond Communications and Paul re city hall sound system	2 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!! 7:00pm Planning Commission Meeting	3 10:30am Dr. Hochberg's Radio Program 12:00pm Community Agencies Meeting (Mayor, CM, Council) (Chetco Sr. Center)	4 Council Packets out by noon	5 Update and Publish Web Page by 4 pm Update Channel 4 check notes (Counc 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	6
7	8 Time Sheet to Leroy 4:00pm Set up chambers-Ck Cndrs/Clocks (Council Chambers) 7:00pm Common Council meeting (Council Chambers)	9 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	10 10:30am Dr. Hochberg's Radio Program 1:00pm Hair appointment	11 12:00pm Chamber Forum-Leroy/Mayor (Flying Gull) 6:30pm Downtown Development Committee meeting-7 to 10 pm	12 Arizona Trip Update and Publish Web Page by 4 pm Update Channel 4 check notes (Counc 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	13
14	15 Arizona Trip	16 LOC Northwest Regional Managers Conference- Best Western Agate Beach Inn, Newport	17 Saint Patrick's Day (United States) 10:30am Dr. Hochberg's Radio Program	18 12:00pm Council Packets Out!	19 Update and Publish Web Page by 4 pm Update Channel 4 check notes (Counc 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	20
21	22 Time Sheet to Leroy 4:00pm Set up chambers-Ck Cndrs/Clocks (Council Chambers)	23 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	24 10:30am Dr. Hochberg's Radio Program	25	26 LauraLee Out/Covering with County Update and Publish Web Page by 4 pm Update Channel 4 check notes (Counc 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	27
28	29	30 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	31 OJPA/ODOT Judicial conference Linda Berker's Birthday 10:30am Dr. Hochberg's Radio Program			

CC-Council Chambers
FH-Fire Hall

City of Brookings
Events Calendar

4

April 2004

April 2004							May 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				April 1 OJPA/ODOT Judicial conference Update and Publish Web Page by 4 pm Update Channel 4 check notes (Council) 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	2	3
4	5 Time Sheet to Leroy	6 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!! 7:00pm Planning Commission Meeting	7 LOC Board of Directors Meeting-Best Western Agate Beach Inn, Newport	8 OCZMA Meeting-place to be determined Council Packets out by noon 12:00pm Chamber Forum-Leroy/Mayor (Flying Gull) 6:30pm Downtown Development Committee meeting-7 to 10 pm	9 Update and Publish Web Page by 4 pm Update Channel 4 check notes (Council) 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	10
11 Easter Day (United States)	12 4:00pm Set up chambers-Clock/Clocks (Council Chambers) 7:00pm Common Council meeting (Council Chambers)	13 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	14 10:30am Dr. Hochberg's Radio Program	15 Tax Day (United States)	16 Update and Publish Web Page by 4 pm Update Channel 4 check notes (Council) 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	17
18	19 Time Sheet to Leroy 9:00am Municipal Court (City Council Chambers)	20 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	21 10:30am Dr. Hochberg's Radio Program	22 12:00pm Council Packets Out! (Admin Sec Office)	23 Update and Publish Web Page by 4 pm Update Channel 4 check notes (Council) 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	24
25	26 4:00pm Set up chambers-Clock/Clocks (Council Chambers)	27 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	28 10:30am Dr. Hochberg's Radio Program	29	30 Update and Publish Web Page by 4 pm Update Channel 4 check notes (Council) LauraLee-Out/Covering with County 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	

February 3, 2004

MAYOR BOB HAGBOM
CITY OF BROOKINGS
898 ELK DRIVE
BROOKINGS, OR. 97415

DEAR MAYOR HAGBOM

I WOULD LIKE TO SUBMIT MY REQUEST TO CONTINUE AS
THE POSITION 2 PLANNING COMMISSIONER FOR THE NEXT
TERM. I HAVE ENJOYED MY SERVICE TO DATE AND FEEL THAT
I WILL BE EVEN MORE EFFECTIVE IN THE FUTURE WITH THE
EXPERIENCE I HAVE GAINED.

I AM HAPPY TO HAVE AN OPPORTUNITY TO SERVE MY
COMMUNITY AS WE MOVE INTO A PERIOD OF INCREASED
GROWTH AND RESULTANT CHANGE.

SINCERELY,

A handwritten signature in cursive script, appearing to read "William A. Smith".

WILLIAM A. SMITH

Jan. 15, 2004

Mr. Bob Hagborn
City of Brookings

Dear Mr. Mayor;

At the January Planning Commission meeting, John Bischoff, brought to my attention that my term on the Commission expires on April 4, 2004. When Mr. Fritze resigned you appointed me to finish his term as position 3 on the Commission.

I respectfully request to be appointed to a full term, at position number 3, at your earliest convenience.

Thank you for the opportunity to serve our fair city. I look forward to the future on the Planning Commission and the challenges that we will experience.

Thanks again
Sincerely

William J. Dandow

TO: Mayor and City Council
FROM: John Bischoff, Planning Director
THROUGH: Leroy Blodgett, City Manager
DATE: February 27, 2004



Issue: Comprehensive Plan and zone change on a 1.06 acre parcel of land located in the southwest corner of Railroad St. and Center St.; Assessor's Map 41-13-6D, Tax Lot 309. File No. CPZ-1-04.

Background: The applicant has requested a Comprehensive Plan change from an Industrial designation to a Commercial designation and a zone change from M-2 (General Manufacturing) to C-3 (General Commercial) on the subject property to allow the property to be used for commercial purposes. The Planning Commission Staff Report is attached.

Recommendation: The Planning Commission and staff are recommending approval of this request. An ordinance and final order to that effect are attached.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Comprehensive Plan/Zone Change
FILE NO: CPZ-1-04
HEARING DATE: February 3, 2004

REPORT DATE: January 22, 2004
ITEM NO: 8.2

GENERAL INFORMATION

APPLICANT: Richard Wilson.

REPRESENTATIVE: None.

REQUEST: A Comprehensive Plan change from Industrial to Commercial and a zone change from M-2 (General Manufacturing) to C-3 (General Commercial) on a 1.06 acre parcel of land.

TOTAL LAND AREA: 1.06 acres.

LOCATION: Southwest corner of Railroad St. and Center Ave.

ASSESSOR'S NUMBER: 41-13-6D, Tax Lot 309.

ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING: M-2 (General Manufacturing).

PROPOSED: C-3 (General Commercial)

SURROUNDING: South—M-2; East— I-P (Industrial Park); West—C-3; North on west side of Pacific Ave.—C-3; North on east side of Pacific Ave. I-P.

COMP. PLAN: Industrial.

LAND USE INFORMATION

EXISTING: Warehouse.

PROPOSED: Use of same building for commercial use.

SURROUNDING: South—Plywood mill; East—Commercial and industrial uses; West—Coos/Curry Electric; North—Commercial uses.

PUBLIC NOTICE: Mailed to all property owners within 250 feet of the subject site and advertised in the local newspaper.

BACKGROUND INFORMATION

The subject property is a flat, 1.06 acre, parcel of land located in the southwest corner of Railroad Ave. and Center St. The property has 385 feet of frontage on Railroad St., 152 feet of frontage on Center St. with a southerly property line of 348 feet and a westerly boundary of 125 feet. An existing warehouse building, approximately 110 x 65, is located in the approximate center of the property (See Exhibit 2).

The property is currently zoned M-2 (General Manufacturing) as is the area to the south, which is the site of the plywood mill. The area to the west is zoned C-3 (General Commercial) and is the site of the Coos/Curry Electric Office. Directly north on the west side of Mill St. is zoned I-P (Industrial Park) and is developed with a mixture of light industrial and commercial uses. The area east of Mill St. is zoned C-3 and developed with commercial uses. The area to the east, across Center St. is zoned I-P and developed accordingly.

Railroad St. is a paved travel way within a right-of-way that apparently drops from 70 feet of width on the west side of Mill St. to 60 feet of width on the east side of Mill. A sidewalk on the south side of Railroad St. ends at the westerly property line of the subject property. On the north side of Railroad a sidewalk extends from Mill St. west for approximately 240 feet. Center St. is a paved travel way within a 40-foot right-of-way with no other improvements. Water and sewer service is available to the subject site.

PROPOSED ZONE CHANGE

The applicant is requesting a Comprehensive Plan change from the Industrial designation to a Commercial designation and a zone change from the existing M-2 (General Manufacturing) Zone to the C-3 (General Commercial) Zone. The intended use of the building at this time is for a paintball equipment sales and repair and an indoor paintball gaming facility.

ANALYSIS

The Land Development Code does not contain specific criteria to be considered when deciding a change of zone. However, in the process of making such a decision the Commission must consider the different uses allowed as permitted in the requested new zone and the compatibility of those uses with, and the impact they may have on, existing uses in the surrounding area. The Commission must also consider how the requested change affects the goals and policies of the City's Comprehensive Plan. The requested zone change presents three areas that must be analyzed - compatibility with existing uses, traffic impact on existing streets and consistency with the goals and policies of the Comprehensive Plan. The following is staff's analysis.

Compatibility.

The change from industrial uses to commercial uses should not generate any particular compatibility issues because the entire surrounding area is a mixture of industrial and commercial uses. Ideally, in the long term it would be best to have commercial uses along both sides of Railroad St. for its entire length, particularly if the couplet is the final highway solution. The proposed zone change is a step in that direction and removes the General Manufacturing Zone from the only parcel with that zone fronting on Railroad St.

Traffic Impacts.

As a warehouse the primary traffic generated from the property was from trucks. The commercial zone will allow uses that will generate much more traffic than the former use. However, the property is located on a major street that may become the southbound leg of the highway. The street system will accommodate any of the permitted uses of the C-3 Zone. As mentioned above the uses along both sides of Railroad St. should be commercial rather than the heavy manufacturing allowed in the M-2 Zone.

Comprehensive Plan.

The primary issue with the Comprehensive Plan policies is the balance of commercial, industrial and residential land within the city and its urban growth boundary. In the Brookings urban growth boundary there is slightly more industrial land than the growth projections indicate are needed and slightly less commercial land, thus this change tends to even the balance. Placing commercially zoned land along major street corridors with the industrial lands further back, but with adequate access, is more appropriate for the downtown area of the city, particularly if Railroad St. become the southbound leg of Highway 101. The proposed change generates no particular conflict with the goals and policies of the Comprehensive Plan.

FINDINGS

1. The applicant is requesting a Comprehensive Plan change from the existing Industrial designation to the Commercial designation and a zone change from M-2 (General Manufacturing) to C-3 (General Commercial) on a 1.06 acre parcel of land.
2. The property directly south of the subject property is zoned M-2 and the property to the west is zoned C-3 and I-P (Industrial Park) to the east. On the north side of Railroad St. west of Mill St. the area is zoned I-P and C-3 on the east side of Mill.
3. The subject property is located in the southwest corner of Railroad St. and Center St.
4. The property contains a warehouse building that is approximately 110 ft. by 65 ft. or 7,150 sq. ft. in size.
5. Railroad St. is a paved travel way within a right-of-way that is 70 feet wide on the west side of the intersection with Mill St. and 60 feet on the east side of Mill St.
6. Railroad St. is a considered alternative for mitigation of projected traffic congestion in the future and thus may become the southbound leg of Highway 101.
7. Center St. is a paved travel way within a 40-foot right-of-way with no other improvements adjacent to the subject property.

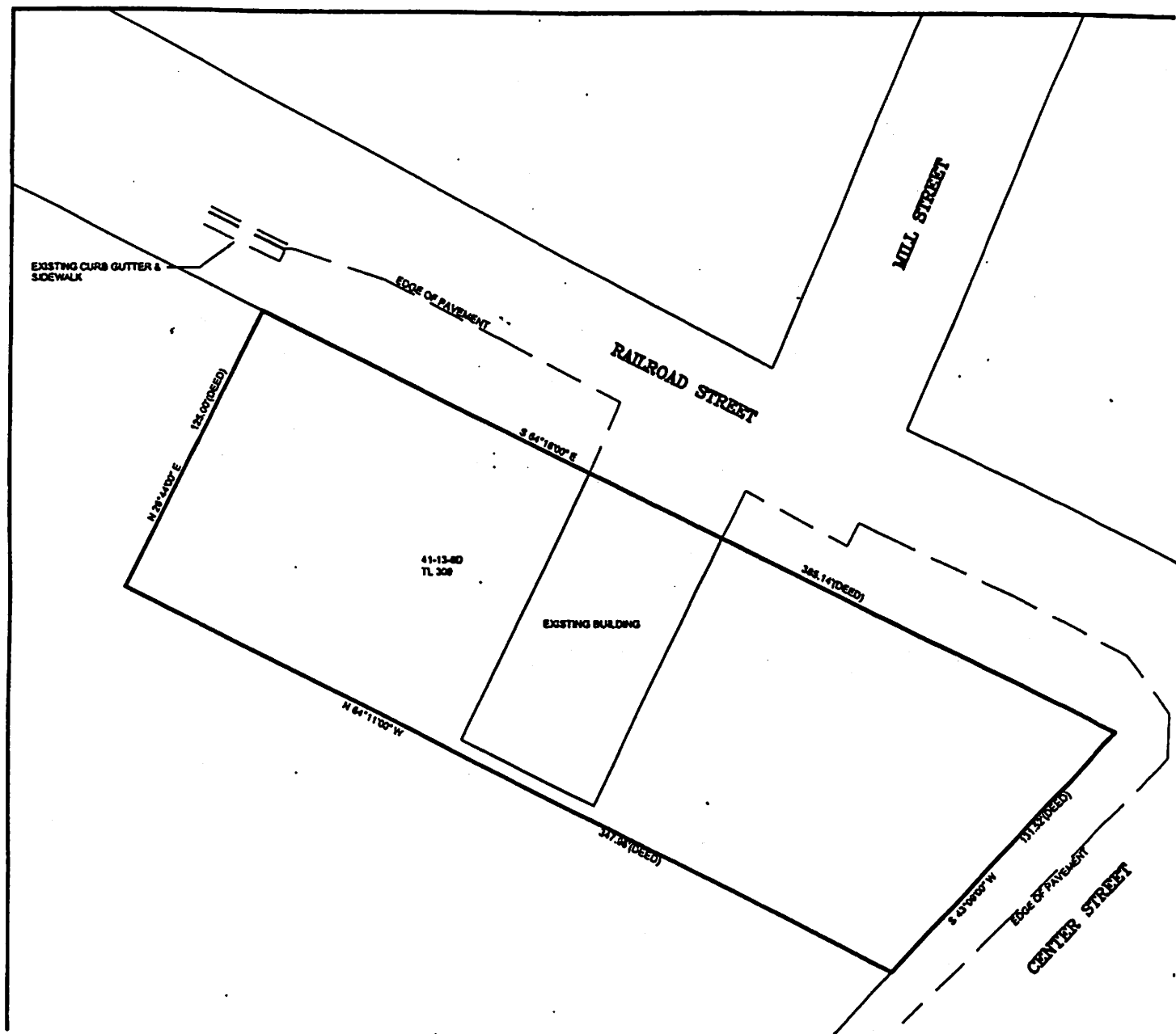
CONCLUSIONS

1. The proposed Comprehensive Plan and zone change is compatible with the existing uses within the surrounding area, which are a mixture of commercial and light industrial uses. It is more

appropriate to place commercial uses along Railroad St. than the existing heavy industrial uses that are allowed in the existing M-2 Zone, particularly if Rail Road St. becomes the south bound leg of Highway 101. Railroad St. is a 70 and/or 60 foot wide right-of-way thru its entire length and can accommodate all of the traffic generated by any of the permitted uses in the C-3 Zone. The proposed change will help correct the slight imbalance in the ratio between industrially zoned land and commercially zoned land with in the city and its urban growth boundary. The proposed change will not generate and particular conflict with the goals and policies of the Comprehensive Plan.

RECOMMENDATION

Staff supports a recommendation of **APPROVAL** of Case File No. CPZ-1-04, to the City Council based on he findings and conclusions stated in the staff report.



Applicant: Richard Wilson

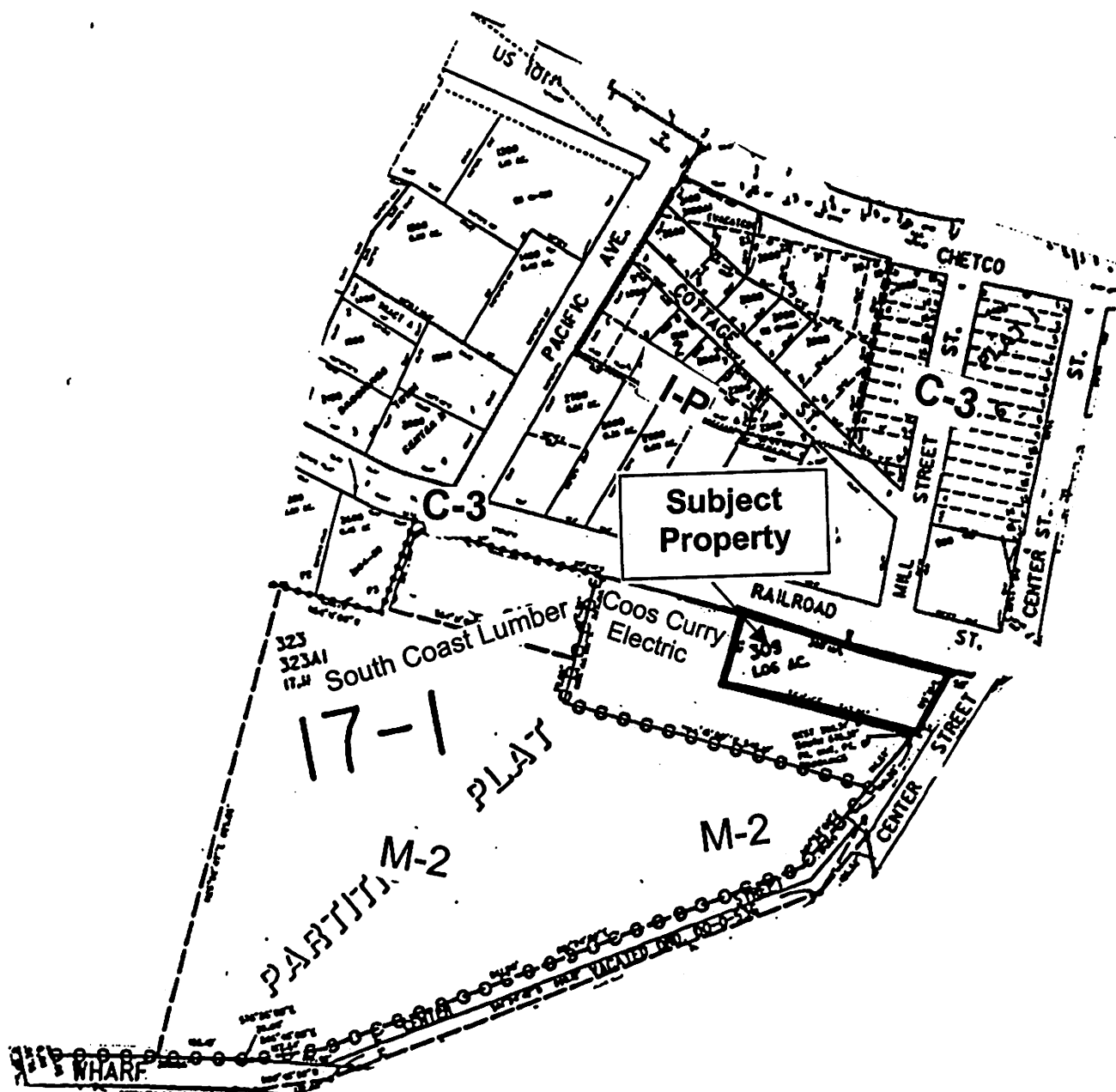
Assessor's No: 41-13-06 D Tax Lot 309

Size: 1.06 acre parcel

Location: 805 Railroad Road

Zone: M-2 (General Industrial) to C-3 (General Commercial District)





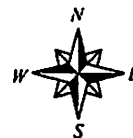
Applicant: Richard Wilson

Assessor's No: 41-13-06 D Tax Lot 309

Size: 1.06 acre parcel

Location: 805 Railroad Road

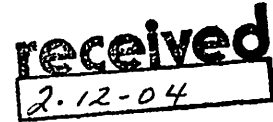
Zone: M-2 (General Industrial) to C-3 (General Commercial District)



Harold E. Thiesen

Mail - P. O. Box 4183
1223 Barclay Lane
Brookings, OR 97415

February 4, 2004



Mayor R. Hagbom
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Mayor:

I am writing this letter with concern for our citizens safety.

In the meeting last Saturday a lot of conversation was passed around about pedestrian safety . I wonder if this is being considered if an approval were to be given for a zone change on Railroad Avenue.

Please go down to this location and sit in your car for a half hour anytime of the day. This is not a place where people should be crossing Railroad to go to a gaming establishment. The traffic is terrible and this will only compound it. Try to pull onto Railroad from Center St. Some times it takes a long time for a clearance in a car, I can not see having pedestrians trying it.

I realize we want to attract as much business to Brookings as we can but is this a good or pratical decision for this location.

Will you please see that the council and Mr Blodgett are made aware of this concern.

Sincerely,

Harold E. Thiesen

CITY OF BROOKINGS



STAFF REPORT

Date: March 2, 2004

To: Mayor Hagbom and Councilors

From: Leroy Blodgett, City Manager

Subject: Chamber of Commerce Azalea Festival Request

Again this year the Brookings-Harbor Chamber of Commerce has made a request for permits and waivers of certain requirements for the upcoming Azalea Festival. This is the 65th year for the annual event. This event affords entertainment to local citizens and brings many visitors to the area to enjoy the activities.

The requests made by the Chamber are ones that have been approved for past Azalea Festivals and have not caused any problems. As a condition of approval staff is recommending:

- Brookings-Harbor Chamber of Commerce should contact Ray's, and other affected businesses as to when streets will be closed and parking areas used.

As in the past, the Chamber has purchased a city business license covering the street fair vendors and other event participants.

Staff Recommendation

Approve the requests made by the Brookings-Harbor Chamber of Commerce with the additional condition that the Chamber of Commerce inform affected merchants of street closures and/or use of parking area.



the PULSE of
America's
Wild Rivers
Coast.
101 MILES OF NATURE'S BEST

February 18, 2004

Mr. Leroy Blodgett
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Leroy:

In anticipation of the 65th Azalea Festival, scheduled for the Memorial Day Weekend, May 28th through the 31st, 2004, the Brookings-Harbor Chamber of Commerce asks the City to permit the following requests:

1. The closure of the Frontage Road in the area bordering Highway 101, in front of Chetco Pharmacy, Spotlight Video and Washington Mutual Bank (see attached map), from 5 p.m., Friday, May 28 to 7:00 p.m., Monday, May 31, 2004.

2. The closure of Ross Lane - the area between Mory's and the entrance to Chetco Pharmacy & Gifts (see attached map), for the same time frame as in request #1.

BOTH OF THESE CLOSURES ARE TO INSURE PEDESTRIAN SAFETY. AN ADEQUATE EMERGENCY VEHICLE LANE WILL BE MAINTAINED.

3. Request for a sufficient number of city barricades for both closures.

4. The waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1. We believe that by allowing merchants along Chetco Avenue to create an atmosphere of interest and festivity, more foot traffic will be generated and retail and restaurant sales will benefit.

5. Waiving requirement for the need for a Brookings Business License for Azalea Festival Street and Crafts Fair participants.

6. Waving the fee for the use of the Azalea Park Garden Area on Friday, May 28, 2004, for the Azalea Festival Mixer, and "Stage Under The Stars" for the Park Program component of the festival on Saturday, May 29, 2004 ("Park Use Application Form" previously submitted).

7. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 30, 2004, to coincide with the parade.

Page Two – 2004 Azalea Festival Requests

8. Use of parking area south of City Hall (between City Hall and the Elks Lodge). Access for emergency vehicles will be maintained.

9. Use of public right of way by fountain area adjacent to parking lot in front of Ray's #1, Hwy 101.

With the above requested assistance from the City of Brookings we are confident that this year's Azalea Festival, our community's 65th, with its theme of "Surf, Sun and River Fun" will again be a big success.

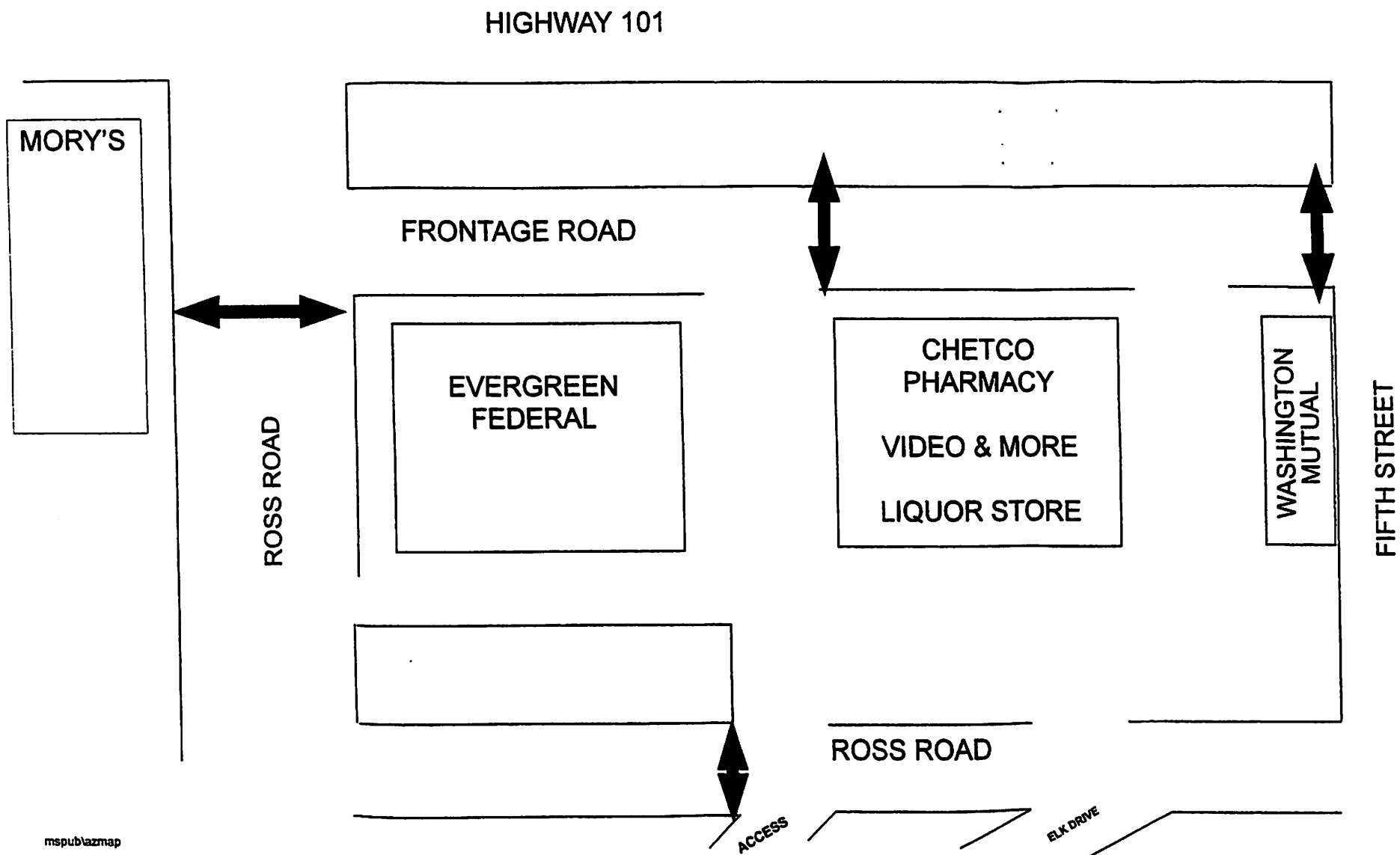
Sincerely,

A handwritten signature in black ink, appearing to read "Les Cohen", with a long horizontal stroke extending to the right.

Les Cohen
Executive Director

enclosures

xc: Chris Wallace, Chief, Brookings Police Department



msspublazmap

Application to Possess and Consume Alcoholic Beverages on City of Brookings Public Property



- ◆ GROUP OR ORGANIZATION NAME Brookings-Harbor Chamber of Commerce
- ◆ CONTACT PERSON Les Cohen
- ◆ DAYTIME PHONE NUMBER 469-3181
- ◆ ADDRESS P.O. Box 940
- ◆ PUBLIC LOCATION REQUESTED Azalea Park Gardens
- ◆ DATE REQUESTED Friday, May 28, 2004
- ◆ TIME REQUESTED 5:00- 8:00 p.m.
- ◆ TYPE OF ALCOHOLIC BEVERAGES INVOLVED Beer & Wine
- ◆ PURPOSE OF GATHERING Azalea Festival
After Hours Business Mixer

As an official representative of the above named group I request a temporary permit to possess and consume alcoholic beverages on public premises in accordance with Brookings Ordinance No. 79-0-315, Sec. 4., which I have reviewed (SEE-Ordinance No. 79-O-315 Form). I understand our organization must meet all State of Oregon requirements for serving alcohol and must provide insurance as shown on the attachment (SEE-Alcohol Ins. Requirements Form).

[Signature]
Representative Signature

2.11.04
Date Signed

FOR CITY PERSONNEL USE ONLY: Completed App. received: 2-12-04

Forwarded to: Date Sent 2-17-04 to ☒ Comnty Dev/PubWrks: (circle one) APPROVE/DO NOT APPROVE-date/initials: _____
 Date Sent 2-18-04 to ☒ Chief of Police: (circle one) APPROVE / DO NOT APPROVE-date/initials: 2-18-04 wps
 Date Sent - _____ to ☐ Fire Chief: (circle one) APPROVE / DO NOT APPROVE-date/initials: 2-18-04 wps
 Date Sent 2-19-04 to ☒ Finance Dept: (circle one) APPROVE / DO NOT APPROVE-date/initials: 2-19-04
 Date Sent 2-25-04 to ☐ City Manager

DEPARTMENT HEADS: Please consider any applicable City ordinance requirements, initial, & date; PC's to follow after final approval by City Manager.

As City Manager, I, Leroy Blodgett, having reviewed the aforementioned application do hereby _____ recommend/_____ do not recommend to the common council of the City of Brookings approval of said application in the name of _____ for purposes of possessing and consuming alcoholic beverages on City property as provided on application.

[Signature]
City Manager

2-25-04
Date Signed

CITY COUNCIL: ☐ APPROVED ☐ DISAPPROVED on _____ day of _____, 20____



PARK USE APPLICATION FORM

The City of Brookings programs, service and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

FOR CITY PERSONNEL USE ONLY:

Completed App. Received: 2/12/04
Forwarded to: Date Sent- 2/17/04 to ☒ Comm. Dev/PubWrks
Date Sent- 2/18/04 to ☒ Chief of Police
Date Sent- 2/18/04 to ☒ Fire Chief
Date Sent- 2/19/04 to ☒ Finance Dept
Date Sent- _____ to ☐ City Manager

APPROVAL ON BACKSIDE: Please consider any applicable City ordinance requirements; Make notations, sign & date; PC's to follow after final approval.

SPECIFIC PARK/LOCATION: (Circle One)

Azalea Park Bud Cross Park
Chetco Point Park Stout Park
Easy Manor Park Other: _____

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

Gazebo Bandshell/Stage Kidtown Picnic-Area
Lawn-ONLY/Area: _____ Little League Field(s)
Softball/Soccer Field(s) Tennis Courts Other: Garden

Event Date(s): May 28, 2004 Time: From - 5:00 am/pm To - 8:00 am/pm

Approximate Number expected to attend event (each day): 100 - 150

Nature of Event: Azalea Festival After Hours Mixer

Name of Organization: Brookings - Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6-26-44 DrLic#&State: 4892139-OR

Mailing Address: P.O. Box 940 Phone: 469-3181 ☒ Day ☐ Night

ANSWER YES OR NO TO ALL QUESTIONS (Circle one):

Is this event free to the public? ☒ Yes ☐ No - If entry fee required/need City Reserve Police Officer(s)
Will there be dancing? ☒ Yes ☐ No
Will you be using amplification equipment? ☒ Yes ☐ No
Type of equipment? _____
Will any merchandise be sold? ☒ Yes ☐ No
What? _____
Will alcohol be sold? ☒ Yes ☐ No
Or consumed? ☒ Yes ☐ No - SEE alcohol use permit/application information

⇒ **THESE ACTIVITIES may require SPECIAL licenses/permits/applications! Contact City Hall** ⇒

SPECIAL REQUESTS BY ORGANIZATION (Print or Type): _____

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Les Cohen Date: 2-11-04

Print name of person completing this application: _____ **REVIEW BACK PAGE**

APPLICANT – Review Attached Procedures and consider any requirements that might apply.

FOR CITY USE ONLY

But applicant is to review as obtaining any required permits
and/or license is the responsibility of the applicant

SITE PLAN (Required for Certain Events)

To be provided with complete application.

Contact City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

☒ INSURANCE (Required for Certain Events)

Applicant must provide proof of insurance for this event as shown on attached Park Use Requirements information page.

☒ SPECIAL LICENSES OR PERMITS REQUIRED (Required for Certain Events)

City Business License required:

☒ Yes ☐ No

in effect

City Alcohol Permit & Ins. for same required:

☒ Yes ☐ No

To Council 3-8-04

OLCC Alcohol Permit required:

☐ Yes ☐ No

Proof of Insurance required:

☒ Yes ☐ No

on file expires 2-22-04 - will
provide new when issued

City Dance License required:

☐ Yes ☒ No

Security Officer(s) required:

☐ Yes ☐ No

of officer ____ /Reason ____

☒ Signs—Identify quantity, location, and type:

in/ discretion

Use Fee: \$ _____ by applicant's check # _____ and City Paid Receipt # _____

Deposit: \$ 100.00 by applicant's check # _____ and City Paid Receipt # _____

Comments or restrictions on reservation: _____

Community Development Approval per

Date: 2-18-04

Police Department Approval can/201

Date: 2-18-04

Fire Department Approval W/S

Date: 2-18-04

Finance Department Approval per

Date: 2-19-04

City Manager Approval per B.C.

Date: _____

After approval and processing—Copy to:

- ☒ Police Department
- ☐ Fire Department
- ☒ Public Works
- ☐ Community Development
- ☐ Finance Department
- ☐ VIPS (Volunteers in Police Service)
- ☒ Applicant w/letter
- ☒ Original to Admin. Sec (file w/letter copy)

After event, set for _____, Deposit was/was not returned/refunded: DATE: _____ / _____ :
(date) (initials) (why)



PARK USE APPLICATION FORM

The City of Brookings programs, service and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

FOR CITY PERSONNEL USE ONLY:

Completed App. Received: 2/12/04
Forwarded to: Date Sent- 2/17/04 to ☒ Comm. Dev/Pub Wrks
Date Sent- 2/18/04 to ☒ Chief of Police
Date Sent- 2/18/04 to ☒ Fire Chief
Date Sent- 2/19/04 to ☒ Finance Dept.
Date Sent- _____ to ☐ City Manager

APPROVAL ON BACKSIDE: Please consider any applicable City ordinance requirements; Make notations, sign & date; PC's to follow after final approval.

SPECIFIC PARK/LOCATION: (Circle One)

Azalea Park

Bud Cross Park

Chetco Point Park

Stout Park

Easy Manor Park

Other: _____

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

Gazebo

Bandshell/Stage

Kidtown

Picnic-Area

Lawn-ONLY/Area: _____

Little League Field(s)

Softball/Soccer Field(s)

Tennis Courts

Other: _____

Event Date(s) Saturday, May 29, 2004 Time: From - 11:00 am To - 5:00 pm

Approximate Number expected to attend event (each day): 300

Nature of Event: Azalea Festival Program

Name of Organization: Brookings - Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6-26-44 DrLic#&State: 4892139 - OR

Mailing Address: P.O. Box 940 Phone: 469-3181 Day/Night

ANSWER YES OR NO TO ALL QUESTIONS (Circle one):

Is this event free to the public? Yes No - If entry fee required/need City Reserve Police Officer(s)

Will there be dancing? Yes No

Will you be using amplification equipment? Yes No

Type of equipment? _____

Will any merchandise be sold? Yes No

What? _____

Will alcohol be sold? Yes No

Or consumed? Yes No SEE alcohol use permit/application information

⇒⇒ THESE ACTIVITIES may require SPECIAL licenses/permits/applications! Contact City Hall ⇒⇒

SPECIAL REQUESTS BY ORGANIZATION (Print or Type): Respectfully request waiver of stage fee

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Les Cohen Date: 2.11.04

Print name of person completing this application: _____ REVIEW BACK PAGE

APPLICANT – Review Attached Procedures and consider any requirements that might apply.

FOR CITY USE ONLY

But applicant is to review as obtaining any required permits
and/or license is the responsibility of the applicant

SITE PLAN (Required for Certain Events)

To be provided with complete application.

Contact City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

INSURANCE (Required for Certain Events)

Applicant must provide proof of insurance for this event as shown on attached Park Use Requirements information page.

SPECIAL LICENSES OR PERMITS REQUIRED (Required for Certain Events)

City Business License required:

☒ Yes ☐ No

for event participants

City Alcohol Permit & Ins. for same required:

☒ Yes ☐ No

OLCC Alcohol Permit required:

☒ Yes ☐ No

Proof of Insurance required:

☒ Yes ☐ No

*copies 2/22/04 - well found
1600 index - found*

City Dance License required:

☐ Yes ☒ No

Security Officer(s) required:

☐ Yes ☐ No

of officer _____ /Reason _____

Signs—Identify quantity, location, and type:

at discretion

Use Fee: \$ _____ by applicant's check # _____ and City Paid Receipt # _____

Deposit: \$ _____ by applicant's check # _____ and City Paid Receipt # _____

Comments or restrictions on reservation: _____

Community Development Approval *APL*

Date: *2-16-04*

Police Department Approval *(CDU)/2001*

Date: *2-18-04*

Fire Department Approval *1/53*

Date: *2-18-04*

Finance Department Approval *01*

Date: *2-19-04*

City Manager Approval *[Signature]*

Date: _____

After approval and processing—Copy to:

- ☒ Police Department
- ☐ Fire Department
- ☒ Public Works
- ☐ Community Development
- ☐ Finance Department
- ☐ VIPS (Volunteers in Police Service)
- ☒ Applicant w/letter
- ☒ Original to Admin. Sec (file w/letter copy)

After event, set for _____, Deposit was/was not returned/refunded: DATE: _____ / _____ : _____
(date) (initials) (why)

CITY OF BROOKINGS



STAFF REPORT

Date: March 4, 2004
To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Subject: Assistant Planner Job Description

REPORT

Over the past two years development has increased four-fold and we expect continued growth for the next few years. This dramatic increase in development has made it impossible to keep up with the work load with only one planner. To keep up with the increased work load staff is recommending creating the position of Assistant Planner.

A proposed job description is included in the council packet. If approved, we expect to fill the position within the next 60 days. In addition to daily planning duties this position will be responsible for code enforcement. This is currently a shared responsibility of the city planner and building official.

The position is non-exempt (non-supervisory) with a job grade classification of 14. Grade 14 has a salary range of \$2,838 - \$3,802 per month.

STAFF RECOMMENDATION

Approve the Assistant Planner job description as presented.

CITY OF BROOKINGS



Assistant City Planner

Job Description

GENERAL STATEMENT OF DUTIES:

Under the supervision of the City Planner performs planning work requiring a broad understanding of planning principles and advanced planning areas. Performs professional planning work related to the comprehensive plan and implementing ordinances and programs, support staffing to the Planning Commission and other duties as assigned

Conduct field investigations and gather pertinent information for determining compliance with zoning and other land use codes, with ultimate goal of resolution with property owners and complainants. Provide information to the general public on related codes, general planning and zoning issues.

SUPERVISION RECEIVED:

Works under the direction of the City Planner, who outlines policies, objectives and reviews work on the basis of results obtained. The City Planner is directly supervised by the Community Development Director.

SUPERVISION EXERCISED:

Supervision of volunteers, part-time and/or temporary employees may be required at times. May require supervision of others when the City Planner is absent.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

1. Review applications for land development for compliance with the Comprehensive Plan, Development Code and identify conflicts therewith. Process and evaluate zone changes, conditional uses, variances, vacations, subdivisions, plan amendments, master planned developments, and sign permit applications. Prepare staff reports, studies and recommendations related to the development and updating of the City's comprehensive plan, and planning applications. Performs field inspections to insure applicant's compliance with various site requirements.
2. Provide oral and written presentations for the Planning Commission and City Council.
3. Provide general and technical information and assistance to Planning Commission, city staff, general public, developers, etc. in person or by phone, on matters relating to community development and general development issues, the planning process and planning commission procedures. Interprets ordinances and other development regulations.

4. Participates in the preparation of reports, maps, graphics; Comprehensive Plan, Ordinance and Policy drafts.
5. Perform research and organize information; contact public and private agencies to collect data necessary for projects assigned.
6. Recommend methods and systems to improve customer service, application processes and completion of reports, memos and forms.
7. Participate in the development of methods and procedures for citizen involvement in the planning process; assist citizen groups in establishing priorities, needs and objectives. Work with groups to improve the appearance of the City by coordinating special community projects. Speak to community groups as requested.
8. Operation and data entry of Geographical Information System
9. Enforce Land Development Code and land use regulations including issuance of abatement and/or enforcement orders
10. Respond to public regarding complaints, problems and requests for information

KNOWLEDGE, ABILITY AND SKILL REQUIREMENTS:

KNOWLEDGE OF: Thorough knowledge of planning concepts, principles, techniques and practices; laws, codes and ordinances applicable to land use planning; zoning regulations.

ABILITY TO: Ability to read and understand maps, land use data and other technical planning materials; comprehend, interpret and apply comprehensive plan policy and land development ordinances; analyze data, prepare written reports and make formal recommendations; establish and maintain effective working relationships with contractors, property owners, other employees and the general public; communicate effectively both verbally and in writing.

SKILL IN: Meeting and resolving conflicts with the public. Working knowledge of Geographic Information System (GIS), preferably Arc View. Requires excellent written and oral communications, organization and presentation skills

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Bachelor's degree in Urban Planning, Public Administration, Civil Engineering, Landscape Architecture, Geography, or a related field or an equivalent amount of experience. Must have or have the ability to obtain within thirty (30) days a valid Oregon driver's license

Two years experience in a city, county or state government land use planning and development.

EXEMPTION STATUS:	Non-Exempt
JOB GRADE CLASSIFICATION:	14
CERTIFICATION PAY:	None

CITY OF BROOKINGS



STAFF REPORT

Date: March 4, 2004
To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Subject: SDC Review Committee

REPORT

The City has begun the process of reviewing and updating all System Development Charges (SDC's) and plans. The process requires a SDC Review Committee. The committee is a short term committee with the single purpose of reviewing SDC's. The review process will take about 4-6 months and require approximately 6 meetings.

At the last quarterly Budget Committee meeting those citizen members in attendance agreed to also serve as the SDC Review Committee. Seeing that the outcome of the review may have an impact on the budget having those individuals on the Review Committee may be advantageous. Of course all meetings of the Review Committee will be open to the public and others are welcome to attend and give comment. The final update of the plan will be presented to City Council for adoption.

STAFF RECOMMENDATION

Appoint the five citizen members of the Budget Committee to the SDC Review Committee.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
February 23, 2004 7:00 p.m.**

I. Call to Order

Mayor Bob Hagbom called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

Led by Judge Richard Harper

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances Johns Kern, and Craig Mickelson, a quorum present (Position No. 2 vacant).

Council Absent: None

Staff Present:

City Manager Leroy Blodgett and Community Development Secretary Cathie Mahon

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Chamber of Commerce Executive Director Les Cohen

Municipal Judge Richard Harper

Parks and Recreation Chair Bill Boynton
and approximately 10 other citizens

IV. Ceremonies/Appointments/Announcements

A. Appointments

1. Council Position No. 2

Each of the three applicants, Lorraine Kuhn, Larry Anderson and Bob Gilmore, spoke briefly and answered questions from the Council about their experience and reasons for wanting to be a Councilor.

After Council discussion, Councilor Mickelson moved, a second followed and the Council voted unanimously to appoint Larry Anderson, PO Box 1746, Brookings to Council Position No. 2, term ending December 31, 2004.

B. Ceremonies

1. Swearing in of Councilor for Position No. 2

Municipal Judge Harper swore in new Councilor Position No. 2, Larry Anderson.

Anderson took his seat on the Council bench following his swearing in.

C. Announcements

None

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Brookings Municipal Court—Annual Report for 2003

Municipal Court Judge Richard Harper gave the court report for Calendar Year 2003. Total receipts for the year were \$15,037.69: \$14,390.33 from the state court for new charges by our officers cited into circuit court in Gold Beach; \$647.36 from accounts receivable collections and new fines for ordinance violations. Ordinance violations for 2003 included control of domestic animals (resulting in dog bites), nuisance control (hazard to public) and discharge of air gun within the city limits. Harper said little time had been given to monitoring prior active court cases and this could result in additional income if personnel were delegated for this task.

2. Chamber of Commerce—Annual Report for 2003

Executive Director Les Cohen presented the Chamber of Commerce's annual report in accordance with the agreement between the Chamber and the City and as specified in Ordinance No. 80-O-342, Transient Room Tax, Paragraph 7. The report is attached and made a part of these minutes.

3. Park and Recreation Commission—Annual Report for 2003

The Parks and Recreation Commission annual report was given by Chair Bill Boynton. Boynton addressed each park and reported on developments. The report is attached and made a part of these minutes.

4. Council Liaisons

Councilor Mickelson attended the Chamber Forum February 12, and the Coos Curry Douglas Business Development Corporation meeting in Coos Bay, February 19.

Councilor Dentino also attended the Chamber Forum where the Mayor presented his State of the City address; a celebration of life ceremony at the Elks Lodge for the late Don Kern; sat in on a teleconference call to the League of Oregon Cities regarding the

General Governments Committee; and represented the City at a VIP-sponsored high school assembly concerning responsible teen driving.

Mayor Hagbom also attended the high school assembly and gave a brief overview of the program. Councilor Anderson commented the value structure in this community fosters kids that are polite. Hagbom also spoke on the Elks Scholarship contest that he, Councilor Dentino and City Manager Blodgett, among others, judged.

B. *Unscheduled*

1. Connie Drake, PO Box 6765, Brookings, asked to be on the agenda in March. She and partners in her area are concerned with beach access and safety issues on Tanbark and at the intersection of Memory Lane and Tanbark. City Manager Blodgett said he met with Drake and another individual earlier today and discussed ideas to solve some of the problems.
2. Victoria Nuss, CPA, addressed the Council with her concerns about the denial of her membership application to the Chamber of Commerce. She congratulated Larry Anderson on his appointment to the Council.

VI. Staff Reports

A. *City Manager*

1. *Other*

City Manager Blodgett said they are looking at some ideas to reconfigure the Tanbark/Memory intersection. He said construction is proceeding on the office area which will be used for a new assistant planner. The job description for the new position should be before the Council next month. Labor negotiations have been held and the recommendations from those meetings will probably come before the Council next month.

Blodgett said an April conference is being held by National League of Cities to promote cooperation between cities and schools.

Bark mulch as been located for Kidtown at a cost much lower than expected, approximately \$5,000. The existing mulch will be replaced this spring. Lorraine and Elmo Williams, Public Works Supervisor John Cowan and Blodgett walked Azalea Park and pinpointed areas that will be improved before Azalea Festival. During the walkthrough it was very apparent that the parking lot is beginning to deteriorate. Blodgett said the City will ask for bids for sealant for the lot.

Blodgett said Economic and Urban Development Director Ed Wait is working on a \$50,000 matching grant to improve Chetco Point Park parking lot and signage.

He thanked Cathie Mahon for stepping in as secretary tonight as Linda Barker was ill.

Mayor Hagbom said the school has reactivated the monthly meeting with city and school officials.

VII. Consent Calendar

A. Approval of Council Meeting Minutes

1. Minutes of February 9, 2004, regular Council meeting

End Consent Calendar

Councilor Mickelson moved, a second followed and the Council voted 3-0 (for: Councilor Mickelson, Dentino and Mayor Hagbom; abstaining as they were not present at the February 9, 2004, meeting: Councilor Johns Kern and Anderson) to approve the consent calendar as published.

VIII. Remarks from Mayor and Councilors

A. Council

Councilor Anderson said he hoped he would do as well on the Council as Larry Curry who vacated Position No. 2 in December.

Councilor Mickelson said he would be out of town until March 11 or 12, 2004.

B. Mayor

None

IX. Adjournment

With no further business before it the Council adjourned the meeting at 8:47 p.m.

Respectfully submitted:


Bob Hagbom
Mayor

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

Paul Hughes
Finance Director/City Recorder



the PULSE of
America's
Wild Rivers
Coast.
101 MILES OF NATURE'S BEST

To: Common Council, City of Brookings; City Manager; City Finance Director
From: Les Cohen, Executive Director 
Subject: Program Report for Calendar Year 2003
Date: January 29, 2004

In accordance with the agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, and as specified in Ordinance No. 80-O-342, Transient Room Tax, Paragraph 7 of said agreement, the following program report detailing performance accomplishments for Calendar Year 2003, under this Agreement is respectfully submitted.

Performance Accomplishments:

A. In Calendar Year (CY) 2003 the Chamber's Visitor Information Center recorded a six percent (6%) increase over CY 2002, which saw a seventeen percent (17%) increase in the number of visitors served over the previous year (CY 2001). This twenty-three percent (23%) increase over the past two years represents an additional 4,984 visitors in CY 2003 for a total of 25,766 visitors seen at the Chamber's Visitor Information Center. This total is forty eight percent (48%) higher than CY 2000. For the third consecutive year this total represents the highest visitor count recorded at the Visitor Center since records began to be kept in 1986. (Addendum A)

B. Statistics from the Brookings State Welcome Center recorded a slight decrease (6%) in visitors in CY2003 as the result of closures due to remodeling.

C. We continue to maintain our year-round, staffed, state certified Visitor Information Center, as well as the Chamber's satellite Tourist Information areas in the lobby of the Brookings Fred Meyer store and the Central Building, in the heart of downtown Brookings. All three of these locations are well used, providing ample parking, easy access and local information to travelers.

D. City of Brookings Transient Room Tax revenues showed a slight (3%) decrease in CY2003, but remains eight percent (8%) higher than CY 2001. Transient Room Tax revenues are thirty-nine percent (39%) higher than CY 1998, representing an additional \$42,418.00 in CY 2003 to the City's General Fund. Transient Room Tax revenues for the City of Brookings continue to remain at their highest levels since 1994, the first full year of the Agreement between the City and the Chamber of Commerce for promotion and marketing of our community. (Addendum B)

E. Marketing and promotion efforts in calendar year 2003 continue to result in large amounts of written, telephone, e-mail and website activity for information about the Brookings-Harbor area. The Chamber documented 114,710 contacts in CY 2003. While this figure appears significantly lower than comparable figures for the previous two years, this disparity has a single explanation. It is the result of a change in the manner in which our website counter now records activity. In February, 2003 we modified the counter to begin recording "Unique Visits" to our website rather than "Hits." "Unique Visits" statistics, while a more conservative number, better represents the activity of a website. However, even with this change our CY2003 Combined Contacts Statistics is seventy-nine percent (79%) higher than CY 2000.

F. The Brookings-Harbor Chamber of Commerce, serving as the marketing and promotions arm of the Brookings-Harbor community, responded to a total of 177,293 information contacts in calendar year 2003. Since 1994, the first full year of the Agreement between the City and the Chamber of Commerce for promotion and marketing of our community, annual contacts have increased eighty-three percent. (Addendum C)

G. As mentioned in previous years' reports, the line item for the Marketing and Promotions Budget of the Brookings-Harbor Chamber of Commerce refers specifically to local, regional and national media advertising buys. It does not reflect expenditures related to the production of advertising for the annual Azalea Festival, Beachcombers' Festival, Southern Oregon Kite Festival, Nature's Coastal Holiday, nor other events intended to attract visitors (such as participation in trade shows); holiday lighting and Festival of Lights events; contributions for the purchase and promotion of the Fourth of July fireworks display; publication of promotional literature such as "The Coast is Clear" four-color pamphlet, or our "Lodging" and Dining" guides; printing of in-house brochures extolling local attractions; stationary; paper; 800 number charges; Internet access and hosting of our website nor the postage costs attributed to the fulfillment of visitor and relocation information requests resulting from the 177,293 contacts we received in CY2003.

These and other marketing and promotions expenses, not specifically defined in the line-item related to the Marketing and Promotions Budget, make the actual dollar amount expended by the Chamber for marketing and promotion of this area in CY2003 \$59,214. The funds received from the City's Transient Bed Tax revenues during this time period represented sixty-four percent (64%) of this total expenditure.

Other sources of revenue, such as membership dues, fund raising activities, program services and special events subsidize the additional 26% of the Chamber's marketing and promotions expenses and 100% of the Chamber's administrative expenses. Neither fixed nor variable overhead costs related to the operation of the Chamber's Visitor Information Center are paid for with City Transient Room Tax dollars, although these are allowed under the terms of the Agreement.

F. The Chamber is, for the ninth consecutive year, proud to state that it is in full compliance with Paragraph 4 of the Agreement between the Brookings-Harbor

Chamber of Commerce and the City of Brookings, which states "...no more than thirty percent (30%) of the revenues received by the Chamber under the Agreement may be used for payroll costs." This compliance has been verified by the Brookings City Finance Director's ongoing review of the Chamber's Marketing and Promotions financial records.

The Brookings-Harbor Chamber of Commerce is once again optimistic about the tourism forecast for this current calendar year:

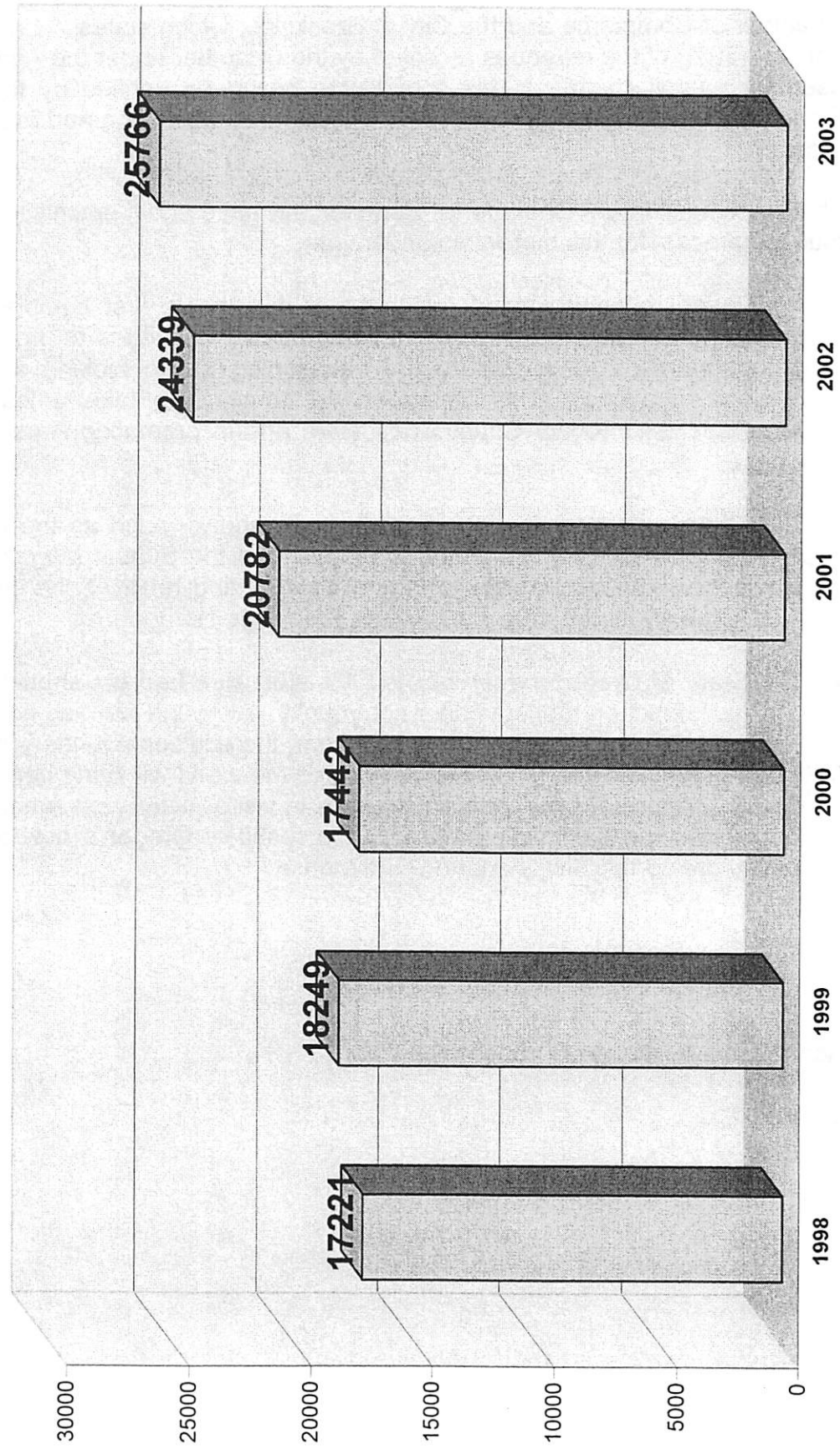
- Continuing recognition and exposure of this area's first comprehensive regional marketing effort, "America's Wild Rivers Coast," continues to provide a wide range of opportunities to appeal to the vacationing public looking for natural, scenic outdoor vacations. This Chamber will continue to take a leading role in the America's Wild Rivers Coast Consortium and in promoting America's Wild Rivers Coast.
- The Chamber's participation in major trade shows, such as the Pacific Northwest and San Mateo (CA) Sportsmen's Shows, and the Sunset Magazine Travel Show, provides us the opportunity to inform a large, and relatively heretofore-uninformed population about the attractions of the Brookings-Harbor area.
- The State of Oregon newly initiated 1% statewide bed tax should prove to have a positive impact on tourism in our community. Although we may not see a significant impact before the end of this calendar year, the additional funds spent by Oregon for the promotion of Oregon to the nation and the world will bring people to the Oregon Coast. I anticipate noticeable increases in visitor activity on America's Wild Rivers Coast over the next several years as a result of Oregon's new ability to promote itself more competitively on the world market.

Addendums A through C attached

C: Media

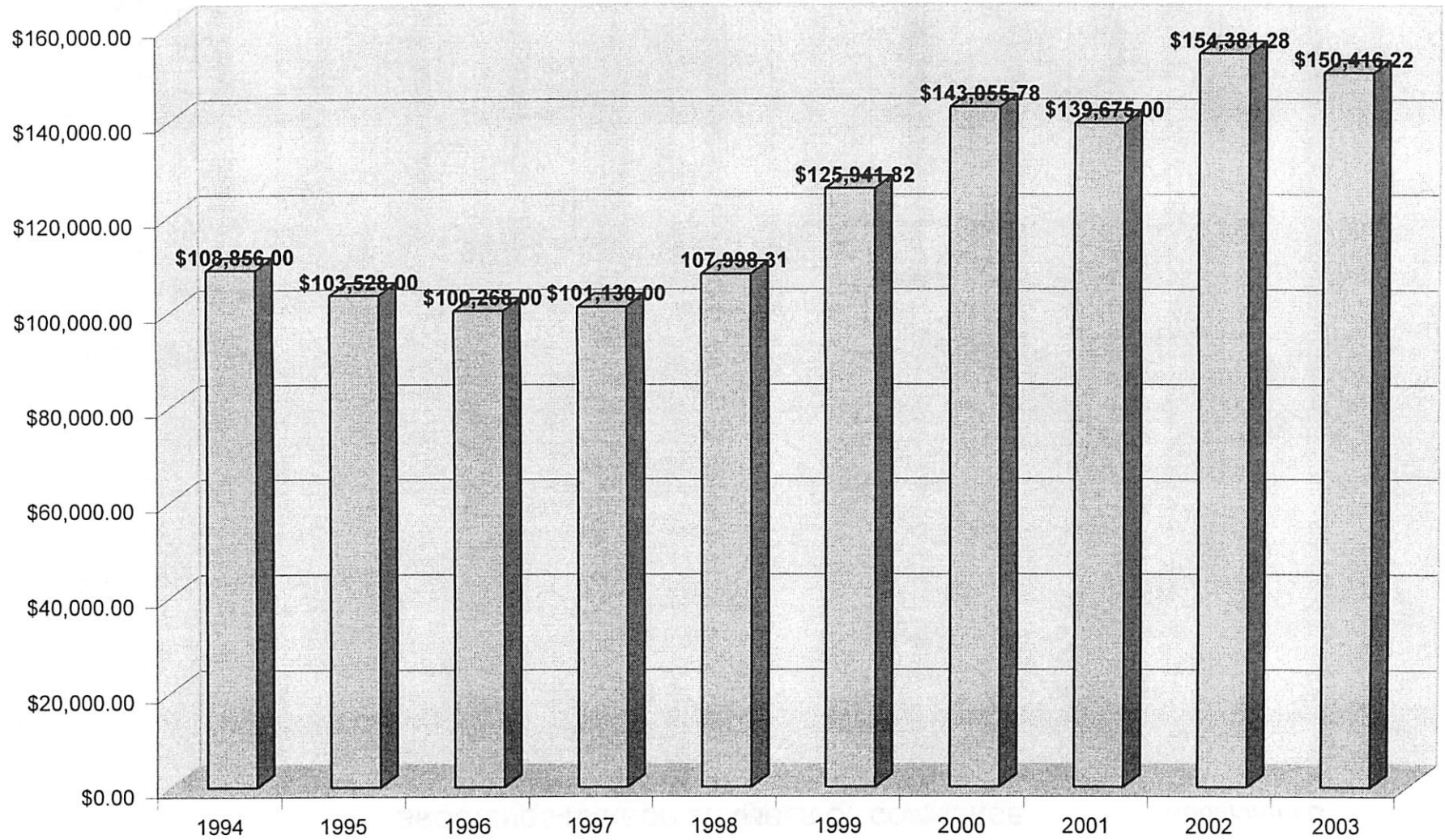
**BROOKINGS-HARBOR CHAMBER OF COMMERCE
VISITOR INFORMATION CENTER STATISTICS
1998-2003**

Addendum A



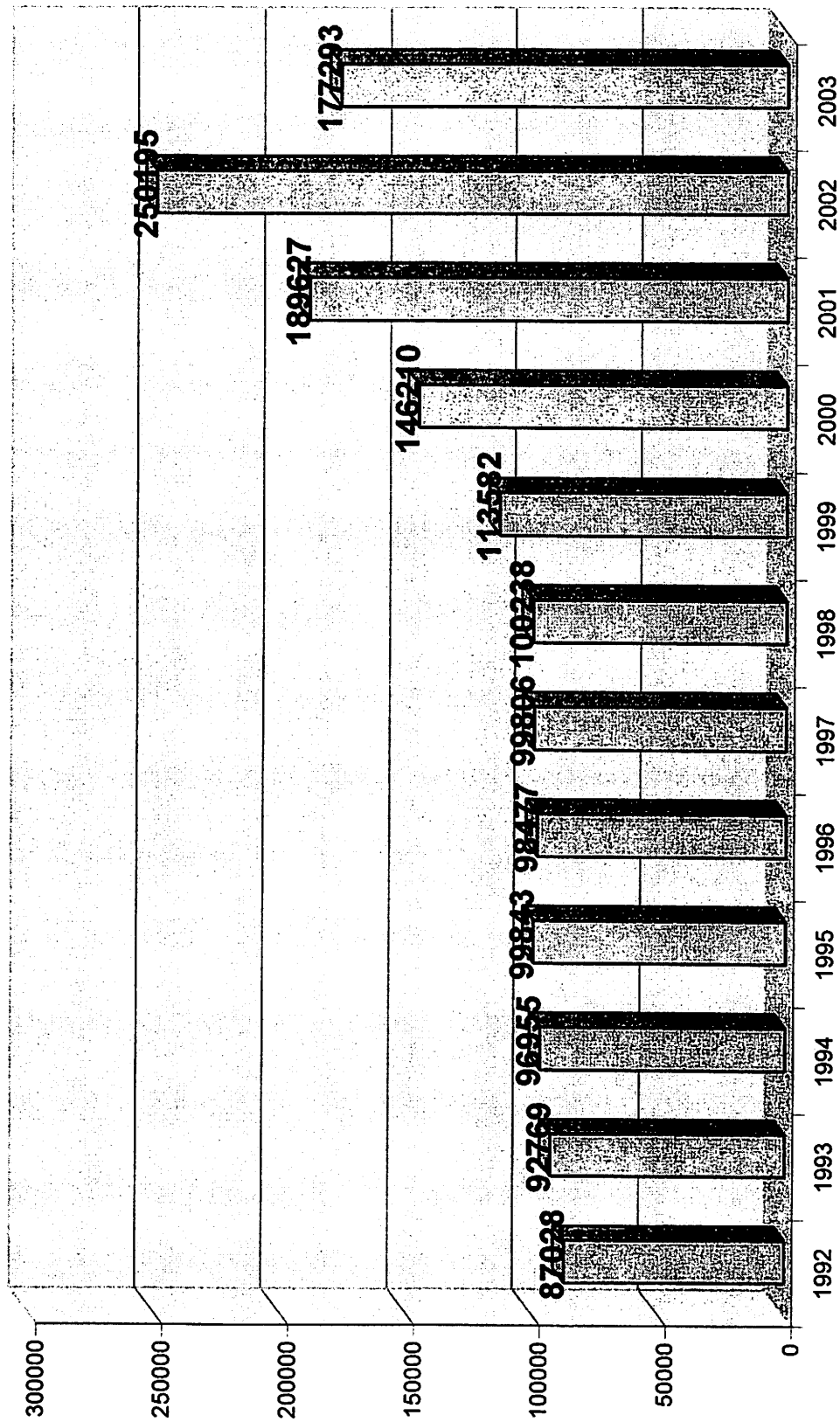
BROOKINGS TRANSIENT ROOM TAX TOTALS BY CALENDAR YEAR

Addendum B



BROOKINGS-HARBOR CHAMBER OF COMMERCE COMBINED CONTACTS - ALL SOURCES

Addendum C



VISITORS, WRITTEN, TELEPHONE, E-MAIL & WEBSITE* INQUIRIES

*Converted Website Counter 2.03 to "Unique Visits" vs. "Hits"

**PARKS AND RECREATION COMMISSION
BROOKINGS, OREGON
ANNUAL REPORT TO THE CITY COUNCIL**

February 23, 2004

Your Honor Mayor Hagbom, Councilors, City Staff and Fellow Citizens:

Many notable accomplishments were made in the year. First, I would like to thank my fellow Commissioners –Vice Chairman Dori Blodgett, Nina Canfield, Darryn Farmer, Dave Gordon, Tony Parrish and Pat Sherman – for their care, guidance and efforts on behalf of our parks.

I will address each park individually as we do at our meetings:

***Stout Park:* Tony Parrish is planning some major renovation of the lower part of the park to make it more user friendly and attractive as soon as the weather allows.**

***Chetco Point Park:* The entrance has been moved to the west side of the Sewer Treatment Plant. The new location opens new scenic overlooks of the beach with fencing for safety. The plan is to add picnic facilities in this area. Pat Sherman is planning tours for interested parties of the numerous species of plants she has identified, photographed and catalogued.**

***Kidtown:* This park continues to furnish enjoyment to the many children who visit its confines. The special bark used for ground cover is still needed and we hope to be in a position to replace it soon. Dori Blodgett makes sure it is kept in the best shape possible.**

***Skateboard Park:* It is still considered one of the country's best by the many professionals who continue to visit here. A new sign listing all the rules has been erected closer to the bowl, and grass is growing on the slopes around it. At our January meeting the possibility of a BMX track on the slope beside the bowl was considered. A volunteer group in concert with our Parks Supervisor is going to bring their recommendations to the Commission in the next few months.**

***Softball and Soccer Fields:* The fields are located at Bud Cross and Azalea Parks and the High School. At our January meeting the schedules for them were practically filled for the spring, summer and fall. Tournaments continue to be very popular here because of the excellent condition of the fields and great weather. All the volunteers who work to keep them in top shape are to be commended. Darryn Farmer and Dave Gordon work together in overseeing necessary aspects of care.**

Swimming Pool: Before the start of the swimming season the pool will be re-plastered. Since it is not yet possible to move forward with an aquatic center there is no choice. The S.A.Y. committee is still studying ways to accomplish their goal of swim all year. Grant money is less available at present, but still the big cost of a pool is the ongoing maintenance.

Azalea Park: A lot has been accomplished in the past year. The Snackshack is now in operation and all but completed. The new toolshed is finished and in full use. The restroom by Kidtown is slated for major renovation this spring. The new parking lot behind the Snackshack is finished and in use at all events. The Azalea Park Foundation is represented on the commission by Nina Canfield and Pat Sherman, and we work very closely with them in the park's care, upkeep and maintenance.

Easy Manor Park: An often overlooked but important park, it is being studied at present for renovation. Hopefully this spring we can begin.

Volleyball Courts: The sand has been obtained and prepared, and they are ready for use by any who desire.

Summer Youth Program: Last year it was well attended with many and varied programs. Classrooms at Azalea School were made available. The programs spanned June, July and August. Pam Calloway is moving out of the area, and Dori Blodgett is enlisting volunteers and revamping the programs. It is scheduled for June and July only, leaving time for family vacations, etc. in the month of August.

Parks Master Plan: We still rely on it as our guide, however only so much can be accomplished with the Commission's budget.

No report of this commission can be complete without recognizing the many individuals whose assistance and guidance keep our parks in the best possible condition. John Cowen, Director of Public Works. Dave Lentz, Parks Supervisor. Leo Lightle, Director of Community Development. Cathie Mahon, Secretary of the Community Development Department. Councilor Frances Johns-Kern who always makes valuable suggestions. And, of course, Leroy Blodgett who sees it all comes together. And last, but certainly not least, the countless volunteers who do so much for our parks and their programs.

Respectfully submitted,



Bill Boynton
Chairman

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
City of Brookings 898 Elk Drive, Brookings
January 22, 2004

Call To Order

Chair Boynton called the meeting to order and asked Councilor Mickelson to lead the pledge of allegiance.

Roll Call

Commissioners Present: Dave Gordon, Pat Sherman, Dori Blodgett, Bill Boynton, and Darryl Farmer and Tony Parrish.

Commissioners Absent: Nina Canfield.

Staff Present: Councilor Johns Kern; Leo Lightle, Community Development; Dave Lentz, Parks Foreman-Public Works; and Community Development Secretary, Cathie Mahon.

Minutes

A motion was made, it was seconded and carried, to approve the minutes for October 23, 2003, as written.

PUBLIC APPEARANCES

Dave Lentz, Parks Foreman, discussed the proposal of a BMX track at Bud Cross Park in an area parallel to the Skate Park. He highlighted an outline where the track could be, followed by a discussion of the necessity of forming a committee, a group of volunteers to organize a work-party to form up the initial track, and volunteers to maintain it. He used a diagram to illustrate positioning of *whoops*, berms placed within the track where kids jump over when racing through the track. Other facets of the proposal are: a fence between the skate park and the BMX track, and a sign with user regulations. The track would be geared toward 10 and 11 year olds. Dave said he had been influential in constructing a BMX track at his former job. He explained that races could be scheduled, and possibly in the future could be scheduled as a good way to raise money from entrance fees; it would depend on the popularity and response from the track participants.

Discussion ensued and Dave Lentz answered questions from the Commission. He approximated that a group of 10 volunteers could get the project done. The issue of fencing was discussed. He will check to see what happened to the fence donated by the Library which would cut down on the costs of the project.

Chair Boynton concluded the discussion by reminding the commissioners helmet regulations went into effect January 1, 2004. Skate boarders, and bicycle users under the age of 16 must wear helmets while participating in either activity; a fine of \$25.00 can be issued to those not wearing helmets.

COMMITTEE REPORTS

Stout Park: Commissioner Parrish reported the wind and rain storms have contributed to a lot of debris, mostly branches, around the park. An excavator is still available to work on the front area with the intention of planting grass and flowers.

Chetco Park: Director Lightle updated the Commission on the new pathway. He reported the new entrance and fencing will be completed by the end of the week. He remarked on the beautiful viewpoints along the path plus areas along the path will be designated for benches and picnic tables. Commissioner Sherman stated she will organize a wild flower designation outing throughout the park sometime in April or May.

Bud Cross Park and Softball Fields:

Commissioner Gordon reported he toured the fields with Dave Lentz. He stated the fields look good. Dave Lentz reported almost every day from mid-February until November is scheduled for some sport; there will be heavy use with Little League, soccer, and baseball teams. Commissioner Farmer reported 44 teams are slated to play this season; if you consider the amount of participants, and their families, our town has a lot of visitors attending these events or participating. He added we have had to turn away teams, even those from Brookings, because of the lack of fields available. Commissioner Farmer stated if we had a field with lights for night games, more teams could play. Director Lightle concluded the discussion by stating perhaps he could look into getting a grant to fund field lights.

Kidtown: Commissioner Dori Blodgett reported Kidtown is very wet due to all the rain. Chair Boynton stated putting bark around Kidtown is a 2004 goal.

Azalea Park Foundation: Commissioner Canfield was absent. Commissioner Sherman reported they have not had any meetings lately but as the weather clears up, more projects will be scheduled.

STAFF ANOUNCEMENTS/CONCERNS/FOLLOW-UP

Financial Report: No discussion (the December financial statement were included in the packet).

Election:

Commissioner Sherman made a motion; it was moved, carried and unanimously approved to have Bill Boynton continue as chairman and Dori Blodgett as vice-chair for the 2004 term.

Commissioner and Staff Comments:

Dave Lentz, Parks Supervisor, reported he mowed all the fields today and they look really green and in good shape.

Commissioner Farmer stated he's enthused about the BMX track. There are a lot of kids in town looking for things to do, and the BMX track is another step toward finding an activity for the kids. He concluded he will present the BMX project to *The Rotary Club* with the suggestion to work with the City and the Parks & Recreation Commission.

Commissioner Dori Blodgett discussed the Summer Recreational Program. Pam Callaway, who organized the program for the last two years, will no longer be available because she is moving. A key person is being sought to direct the program, along with volunteer assistants. The program will revert back to a June and July schedule. It is a City program, but with the increase in costs for supplies, alternate funding may be necessary. Discussion ensued on perhaps involving BHYA (Brookings-Harbor Youth Association) and asking for some financial assistance.

Commissioner Gordon stated he is active in BHYA and welcomes ideas for the youth association. He added the Summer program is a wonderful benefit to the community and he will ask BHYA if they want to financially participate in the program.

Councilor Johns Kern thanked Dave Lentz for his presentation of the BMX track and agreed with the others that it is a great idea.

Director Lightle expressed his appreciation for all the many wonderful volunteers in our community. He stated he remembers how Azalea Park was over-grown, and the clean-up by volunteers to make it what today is a beautiful, well-maintained park.

Chair Boynton directed kudos to Dave Lentz, Parks Supervisor, for a great job maintaining our parks.

With no further business to come before the Commission, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Cathie Mahon,
Recording Secretary

Approved by the Parks and Recreation Commission

02/26/04 (date)

**MINUTES
BROOKINGS PLANNING COMMISSION
SPECIAL WORK-STUDY MEETING**

January 20, 2004

(Note: these minutes were amended at the February 3, 2004, regular meeting to include the petition and correspondence with ODOT and the "Concerned Dawson Tract Citizens" (attached) as mentioned by Commissioner Collis).

Chair Gilmore called the meeting of the Brookings Planning Commission to order at 7:05 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present:

Jim Collis	Bob Gilmore
Bill Dundom	Randy Gorman
Ted Freeman	Bruce Nishioka

Commissioners Absent:

Bill Smith

Staff Present:

John Bischoff, Planning Director
Cathie Mahon, Community Development Secretary

Other:

Councilor Mickelson

CHAIRPERSON ANNOUNCEMENTS

Chair Gilmore announced the special work-study session was called to discuss submitting goals to City Council for their *Goal Setting Session* on Saturday, January 31, 2004.

Discussion began about traffic safety concerns in North Brookings. The commissioners expressed concern about assessing Highway 101 from Dawson Road, Carpenterville Road, and Seacrest Lane. The problem of assessing Highway 101 for those residents in that area is a safety hazard. A possible solution would be to reduce the speed limit. Commissioner Freeman said ODOT might not view this idea as a good one because their concern is to move traffic in a fluid manner.

Commissioner Collis, a resident of the Dawson area, stated a couple years ago the Dawson subdivision residents circulated a petition concerning the traffic-assessing problem and forwarded it to ODOT. He noted no response from ODOT was received. Discussion continued that perhaps contacting ODOT again might result in an acknowledgement of the problem.

Discussion ensued on the "Dawson Corridor" issue. Commissioner Gorman expressed interest in getting facts about traffic flow from ODOT. He added perhaps a committee could be formed to continue studying the problems, define the issues, and be involved with contacting ODOT. Councilor Mickelson stated City Council would most likely want to review the format for the committee. He added now is the time to contact ODOT before the *2004-05 Fifth Street to Thomas Creek Repaving Project* begins.

The next issue discussed was sidewalks. At issue is the safety concern with the lack of continuous sidewalks on Fifth Street, particularly at Fifth and Limbaugh Way. The opinion of the Commission was to connect to the existing sidewalks so pedestrians and school children would not have to walk on Fifth Street.

Chair Gilmore asked the Commission if they had any comments regarding Mr. Atwell's letter submitted at the last public hearing, January 6, 2004. (Note: the letter asked the commission if a new ordinance could be considered requiring builders to post their phone number at the building site, and to clean-up the site after construction). Planning Director Bischoff addressed the Commission stating there are already ordinances that address Mr. Atwell's issues. Planning Director Bischoff stated he would write a letter to Mr. Atwell explaining new ordinances are not needed because the current ones are already in place.

Commissioner Gorman asked Planning Director Bischoff what the process would be to open Hassett Street between Fifth and Seventh. He stated having that open would cut down on Fifth Street traffic and be a safe route for children to use to get to school; it would be both a safe and convenient route. Planning Director responded to forward the issue to City Council.

The following is the Memo that was forward to the City Council:

SUMMARY OF GOALS FOR CONSIDERATION TO CITY COUNCIL:

- Contact ODOT with traffic concerns in the form of a letter from the City before beginning the 2004-05 paving project. There was some question that ODOT might be unaware of North Brookings residents concern about the traffic hazard assessing Highway 101, and the "S-curve" at Dawson Road and Highway 101.
- Consider organizing a committee, perhaps "Dawson Safety Corridor Committee" to define and continue to study the Dawson Corridor from Carpenterville Road into town.
- Sidewalks: connect to existing Fifth Street sidewalks, particularly Limbaugh Way.
- Open Hassett Street between Seventh and Fifth Street(s). It was pointed out that this would keep pedestrians and children from walking on Fifth Street where sidewalks are not present in various areas.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 8:33 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION



R. Gilmore, Chair



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation

District 6 and 7

Coos, Curry & Douglas Counties

3500 Stewart Pkwy, Ste 161

Roseburg, OR 97470-1687

(541) 957-3586

FAX (541) 957-3591

October 25, 1999

FILE CODE:

Concerned Dawson Tract Citizens
17346 Holmes Drive
Brookings, OR 97415

RE: Intersection of Dawson Road and US 101

Our office has received your letter of concern regarding the safety of Dawson Road. The District Manager, Mr. Ted Paselk has assigned the coordination of looking for solutions to me. I will enlist the help of our Traffic Office and possibly the Development Review Office to see what action the Oregon Department of Transportation (ODOT) can take to address your concerns.

I can be contacted at:

J.W. Oltman, P.E.
Oregon Department of Transportation
District 7
3500 Stewart Pkwy, Ste 161
Roseburg, OR 97470

Phone: 541-957-3586, Fax: 541-957-3591

Email: john.w.oltman@odot.state.or.us

I hope to have a reply to you regarding ODOT's intended role in about a month. Thank you for your patience while we work on this issue.

Sincerely,

J.W. Oltman
District Operations Coordinator

cc: _____
Representative Ken Messerle
1740 Coos City - Sumner Rd
Coos Bay, OR 97420

Senator Veral Tarno
310 E. First St
Coquille, OR 97423

Community Development Director, Leo Lightle
898 Elk Dr.,
Brookings, OR 97415

Concerned Dawson Tract Citizens
17346 Holmes Dr.
Brookings, OR 97415

Phone/Fax: (541) 469-3678
jimcolli@harborside.com

September 23, 1999

Mr Ted Paselk
District Manager, Oregon Department of Transportation
P O Box 606
Coquille, OR 97423

Dear Sir:

We, the undersigned residents of the Dawson Tract request ODOT take action to improve the potentially hazardous S curve that exists at the intersection of Dawson Road and Highway 101 north of Brookings. Discussion and justification of this action is contained in the attachment to this letter.

Virginia C. Collier/Holmes & Lahti 17346 Holmes Dr.

Elmer L. Rice 17312 Holmes Dr.

Nanathy L. Rice 17312 Holmes Drive.

Elaine H. Shauver 17292 Holmes Dr.

Orville Hanson 96434 Dawson Rd.

Russ H. Fritz 17163 Ocean Park Court

Marion F. Fritz 17163 Ocean Park Ct

Ron Thieswald 96515 Ocean Park Dr.

Ronald Lahr 17156 Ocean Park Ct.

CHRIS COOLEY 17174 OCEAN PARK CT.

Chris Cooley 17174 Ocean Park Ct

Suzanne Thieswald 96515 Ocean Park Dr.

~~Sharon~~ 17153 OCEAN PARK CT.
Angela P. Purves " " " "
Barbara A. Uhler 96492 Ocean Park Dr.
George B. Uhler 96492 Ocean Park Dr.
Roy D. King 96436 OCEAN PARK DR
Nari T. King 96436 OCEAN PARK DR
Lynell Galt 17130 Pacific Heights
Margie B. Ryth - 17164 Ocean ct
Robert W. Winter 96487 Dawson
Barbara Winter 96487 Dawson
Dana Humphrey 17324 Blueberry Dr.
Hazel J. Humphrey 17324 Blueberry Dr.
Joy J. Jumper 96511 SUSAN PL.
Debra Garrison 96511 Susan Pl.
Cune Garrison 96511 Susan Pl.
Susan Williams 96507 SUSAN PL.
Vic Williams 96507 SUSAN PL.
SAB HEDDARD 96440 REDGEWAY
James G. Sanborn 96440 Shorewood Ter.
Kathy D. Sanborn 96440 Shorewood Terrace
David L. Galt 96346 DAWSON ROAD
Atherine Galt 17334 Blueberry Dr.

Wilma M. Hughes	17341 Blueberry Ln
Robert A. Eckhardt	17333 " "
Glenda R. DeLano	" "
Chester L. Frozer	17335 BLUEBERRY DR.
Barbara G. Frazer	17335 BLUEBERRY DR
Donna M. Jervo	96510 Susan Pl.
Albert R. Jervo	96510 Susan Pl.
David A. Millett	96513 Susan Pl.
Donna J. Millette	96513 Susan Pl.
Corine Stand	17167 Ocean Park Ct.
Patricia A. Bannemer	96510 Ocean Park Dr.
Marion B. Callaway	96385 Dawson Rd
Marie Callaway	96385 Dawson Rd.
A. L. LaBon	96384 Dawson Rd.
Lloyd E. French	96384 Dawson Rd
Joan M. Martin	96382 96382 Dawson
Dwight Meadows	17315 Holmes Drive
Lorene Holmes	17350 Holmes Drive
Jack J. Holmes	17350 Holmes Drive

Attachment to Concerned Dawson Tract Citizens Letter

Mr Ted Paselk
District Manager, Oregon Department of Transportation
P O Box 606
Coquille, OR 97423

We trust you are familiar with the infamous S curve on Dawson Road near it's intersection with Highway 101 north of Brookings. The Brookings Planning Officer informs us that the curve is on State property and thus any improvements have to be accomplished by your department.

The residents of this area have suffered with this curve for many years. Initially it was a blind curve with motorists unable to see on coming traffic until they were well into the turn. Then in about 1990 the Brookings Street Department took down the obstructing high bank so there was somewhat better visibility. But the turn still remains narrow and difficult to negotiate when having to avoid an on coming vehicle; with the result that significant number of people have to be towed out of the ditch.

Dawson Road with the subject curve is the only exit/entrance to the whole Dawson tract neighborhood. Initially in 1987 there were only about 60 residences in the Tract and traffic along Dawson Road was comparatively light. Since that time, however, the neighborhood has mushroomed. In the past few weeks another development of 27 units was approved with the result that in the not too distant future Dawson Road will be serving upwards of 150 residences which probably translates to well over 300 trips per day. Thus we have the potential for a serious accident.

Added to traffic safety there is also an emergency vehicles access problem. Dawson Road provides the only entrance or exit for the entire neighborhood and an accident at the 101 intersection or on the S curve could seal off fire or ambulance service to the neighborhood for an indefinite length of time.



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation

District 6 and 7

Coos, Curry & Douglas Counties

3500 Stewart Pkwy, Ste 161

Roseburg, OR 97470-1687

(541) 957-3586

FAX (541) 957-3591

December 14, 1999

Concerned Dawson Tract Citizens
17346 Holmes Drive
Brookings, OR 97415

FILE CODE:

RE: Request for realignment of Dawson Road

The Oregon Department of Transportation (ODOT) has completed a review of the Dawson Road site and accompanying records. As near as we can determine, the current access was originally constructed in 1957 when Dawson Road was under the jurisdiction of Curry County. When the City of Brookings expanded the city limits to include the Dawson Road area, jurisdiction of the road was then transferred to the city.

Primary responsibility for the road and improvements would now belong to the city. I have contacted the city and have forwarded copies of your original letter to them.

ODOT does own the parcel, but would not have any objections to any local public or private funded solutions, provided the approach would be meet current access standards of alignment to Hwy 101. The most critical of these standards are:

- Proper alignment with the access across Highway 101 from Dawson Road.
- Proper grade alignment for a smooth transition to and from Highway 101.
- Adequate sight distance.

One of the difficulties with Dawson Road, is the site is somewhat limited to realignment solutions without impacting other property owners. Any alignment solutions would need to take into consideration the grade needed to accommodate the elevation change from Hwy 101 to Passley Road. The cost of a rebuild that involves extra right of way, could be several hundred thousand dollars. However, there may be a couple of short-term suggestions that might help improve the site.

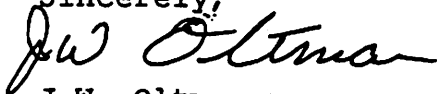
- Improve the stripe delineation. This could be done at centerline with either buttons and or the newer types of paint. Buttons should not be used on the fog line, but again the newer types of paint might help.

- The curve at the top of the hill could be widened and repaved with a better super-elevation. Currently the curve super-elevation rolls to the outside of the curve. Raising the outside of the curve should help the downhill traffic, provided that the traffic speed remains about the same. If the traffic speed increases, we are back to the same problems, only at a higher intensity.

There are a couple of items that would need be addressed in a large scale solution. Besides the grade issue mentioned before, there are 2 accesses that connect to the road in the upper corner. Any large change in the super elevation would need to take these accesses into consideration. Also it appears that Dawson Road Right of Way could be a concern, as it connects to the private road. If there is major widening on the inside of the upper curve, extra property may need to be purchased and the private road connection rebuilt.

Thank you for your patience. If you have and further questions, I can be contacted at 541-957-3586 or by email at john.w.oltman@odot.state.or.us .

Sincerely,



J.W. Oltman

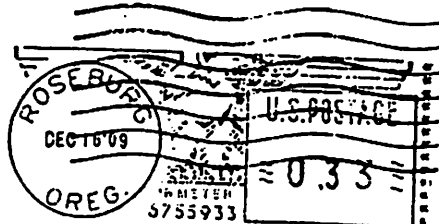
District Operations Coordinator

Cc: Tom Weldon, City Manager
file

gon

DEPARTMENT OF
TRANSPORTATION

District 7
3500 Stewart Pkwy., Ste 161
Roseburg Oregon 97470



Concerned Dawson Tract Citizens
17346 Holmes Drive
Brookings, OR 97415

97415-8199 08



Oregon

DEPARTMENT OF
TRANSPORTATION

INGRID J. WEISENBACH
Long-Range Transportation Planner
Planning Department



Region 3
3500 NW Stewart Parkway
Roseburg, Oregon 97470
(541) 957-3542
Fax: (541) 957-3547
ingrid.j.weisenbach@odot.state.or.us

Oregon

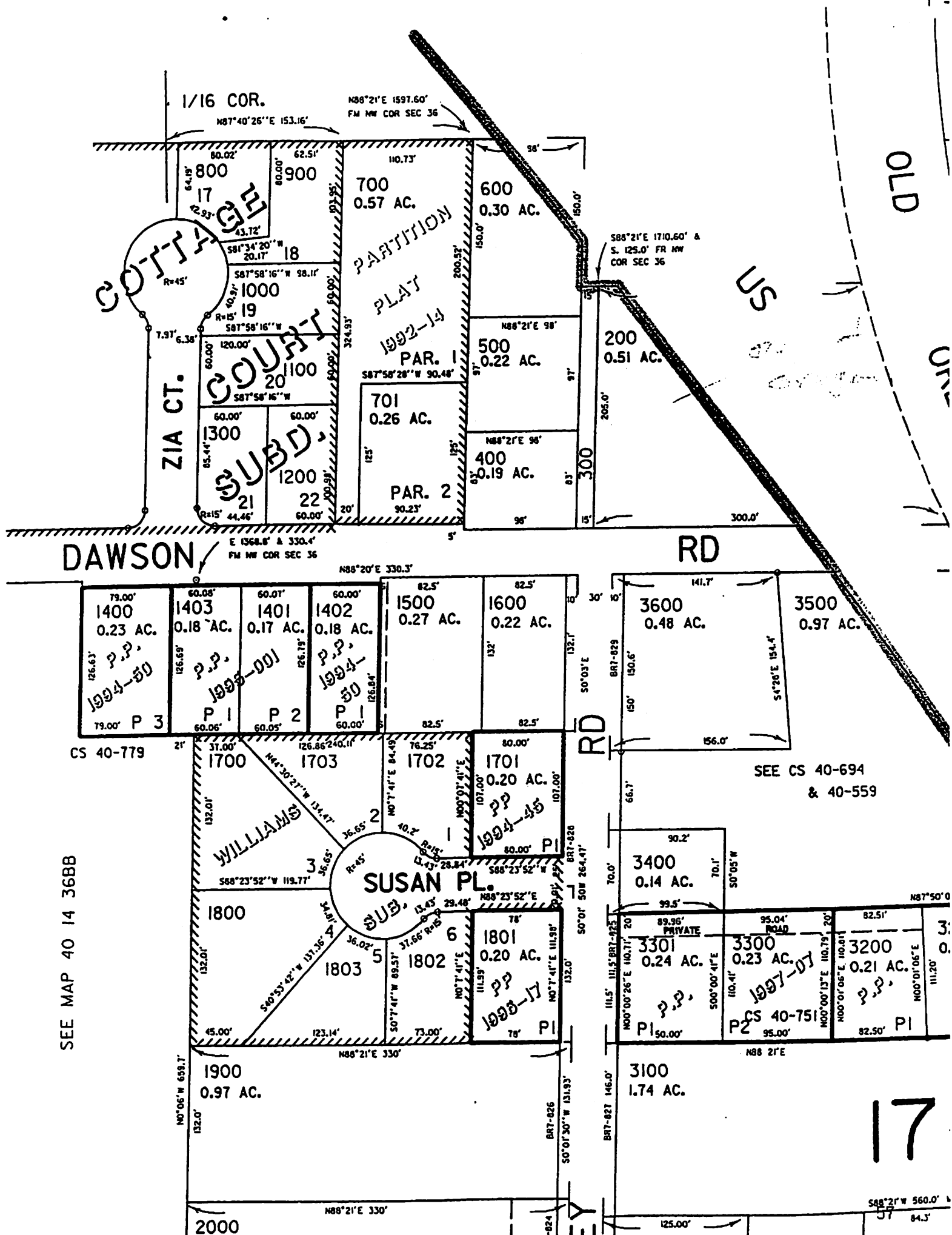
DEPARTMENT OF
TRANSPORTATION

H. Ronald Hughes, P.E.
Access Management Engineer
Region 3



SPC L.

3500 NW Stewart Parkway
Roseburg, Oregon 97470
(541) 957-3696
Fax: (541) 957-3547
Ronald.H.HUGHES@odot.state.or.us



**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
February 3, 2004**

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

Commissioners Present:

Jim Collis	Randy Gorman
Ted Freeman	Bruce Nishioka
Bob Gilmore	Bill Smith

Commissioners Absent:

Bill Dundom

Staff Present:

John Bischoff, Planning Director
Cathie Mahon, Community Development Secretary

Media:

Curry Coastal Pilot reporter, Brian Bullock

Other:

Councilor Mickelson
Approximately 20 citizens in the audience

CHAIRPERSON ANNOUNCEMENTS

None.

MINUTES

By a 5-0 vote (motion: Commissioner Freeman; Commissioner Smith abstained due to absence at the last meeting), the Planning Commission approved the minutes from the January 6, 2004 meeting as written.

Jim Collis asked that his copies of the correspondence between ODOT and the *Concerned Dawson Tract Citizens* be made part of the record to the Study Session minutes. Commissioner Freeman made a motion to table the January 20, 2004, Study Session minutes; it was unanimously voted in the affirmative.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None.

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

1. By 6-0 vote, (motion: Commissioner Smith) the Planning Commission approved the request for an extension of one year; File No. CUP-3-03, a conditional use permit to add 2,478 square feet to the floor area of an existing church; located at 540 Pacific Avenue; Assessor's Map 41-13-05 BC, Tax Lot 3000; R-3 (Multi-family Residential) zone; Brookings Presbyterian Church, applicant.

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

Pastor Warren Muller

P. O. Box 697

Brookings, OR

2. By a 6-0 vote, (motion: Commissioner Freeman) the Planning Commission approved the request for a final map; to divide a 1.15 acre parcel of land into a 6-lot subdivision, to be referred to as *Walton Subdivision*; located on the east side of Sixth Street and Jasmine Court (a new street); Assessor's Map 41-13-6 AA, Tax Lot 500; R-2 (Two-family Residential) zone; Ross Walton, applicant.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 6-0 vote (motion: Commissioner Freeman) the Planning Commission approved an application for a subdivision to create eleven (11) residential lots from a 3.5 acre parcel; to be referred to as *Ocean Way Estates*; located at Tanbark Road, and Edgecliff Drive (a new street); Assessor's Map 41-13-07 AA, Tax Lots 200 and 300; R-1-6 (Single-family Residential, 6,000 minimum lot size) zone; Ross Walton, applicant; File No. SUB-2-04.

The conditions of approval were amended to include:

- No. 10: *The C, C, & R's shall also contain a statement that the public beach access strip adjacent to the south side of the southerly property boundaries of Lots 1 thru 4 shall not be encroached into with buildings, fencing, landscaping or in any other form.*
- No. 20...and 911 officials shall be provided with an emergency access code for the gate.

All 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:

Ross Walton

P. O. Box 2071

Brookings, OR.

Don Petrucelli

539 Cushing Court

Brookings, OR.

Connie Drake

P. O. Box 6765

Brookings, OR

Naomi Cook

P. O. Box 1277

Brookings, OR.

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

2. By a 6-0 vote (Motion: Commissioner Nishioka) the Planning Commission approved the Final ORDER and Findings of Fact for File No. **SUB-2-04**.
3. By a 6-0 vote (motion: Commissioner Gorman) the Planning Commission approved an application for a zone change from M-2 (General Industrial) to C-3 (General Commercial District), located at 805 Railroad; Assessor's Map 41-13-06 D, Tax Lot 309; Richard Wilson, applicant, File No. **CPZ-1-04**.

Before the hearing began, Commissioner Nishioka disclosed he was familiar with the applicant in an unrelated matter and would have no financial gain by hearing the case.

Commissioners Collis, Freeman, Smith and Gorman 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:

Richard Wilson

117 Tanbark Road

Brookings, OR

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

4. By a 6-0 vote (Motion: Commissioner Gorman) the Planning Commission approved the Final ORDER and Findings of Fact for File No. **CPZ-1-04**.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

1. By a 6-0 vote (motion: Commissioner Freeman) the Planning Commission will send a favorable recommendation to Curry County in the matter of Files No. **AD-0401**, a request for a conditional use to construct a single-family dwelling on a 1.38 acre parcel; and **AD-0401**, a request to construct a single-family dwelling on a 2.62 acre parcel; within the county's FG (Forest Grazing) and NH (Natural Hazard) zones; HW3 Development, Inc. and Dan Brittan, applicants.

A recommended condition for both cases will be forwarded to the county:

- Any future development proposed at urban levels is required to include urban levels of services including roads and utilities.

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

Jan Sirchuk

P. O. Box 2711

Harbor, OR

UNSCHEDULED PUBLIC APPEARANCES

None.

REPORT OF THE PLANNING DIRECTOR

None.

PROPOSITIONS AND COMMISSIONERS COMMENTS:

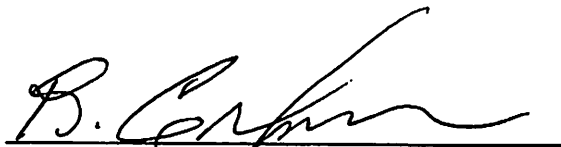
Commissioner Gorman asked staff to check into other easements and/or public right of way, in particular with the mention of the two off of Tanbark Road. Planning Director Bischoff responded he would contact the City Manager and discuss the issue with Community Development Director Lightle. Commissioner Collis mentioned the need for a stop sign at Hassett Street and Pioneer Road.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 9:24 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION

A handwritten signature in black ink, appearing to read 'R. Gilmore', is written over a horizontal line.

R. Gilmore, Chair

**CITY OF BROOKINGS
BUDGET COMMITTEE MEETING
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
February 23, 2004 6:00 P.M.**

I. Call to Order

Chair Stan Baron called the meeting to order at 6:05 p.m.

II. Pledge of Allegiance

III. Roll Call

Committee members present: Stanley Baron, Bob Hagbom, John Johnson, Frances Johns Kern and Harold Thiesen; Rick Dentino and Craig Mickelson arriving late.

Committee members absent: Virginia Byrtus, Sally Laasch (One position open—Councilor Position No. 2)

Staff Present:

City Manager Leroy Blodgett, Finance Director Paul Hughes

Media Present: Curry Coastal Pilot Reporter Brian Bullock

IV. Fiscal Year 2003/2004 2nd Quarter Financial Review

City Manager Blodgett reviewed the City's RFP to select a consultant to review our System Development Charges (SDC) and prepare a Capital Improvement Plan (CIP). A System Development Charge Review Board will be appointed which will have 3 or 4 meetings during the six to eight months or so that it takes to complete the SDC review and preparation of the CIP. Blodgett said he will propose to Council to appoint the Budget Committee to do this one time project. There were no objections to this proposal.

Finance Director Hughes said the city staff is currently working on the budget for 2004-2005. For FY 2004-2005 he foresees about a 7 ½% increase in revenue over FY 2003-2004. Some of the other issues that the City will be facing are benefits for health insurance (approximate 20% increase in premiums); PERS (rate projected to be stationary until 2005); and PERS unfunded liability (money cities and counties owe PERS because of PERS losses that took place during the last five years). Hughes said he will be asking the Council to renew the contract with Wall and Wall, CPAs, current City auditors.

Hughes presented the 2nd quarter financial review (attached and made a part of these minutes.)

Blodgett said the addition at the end of City Hall was to house an assistant planner who would be hired in the coming fiscal year. Labor negotiations with the union are just being wrapped up and a package should be presented to the Council next month. He said the City had not budgeted for State revenue sharing as these monies may not be forthcoming from the State.

V. Questions and Remarks from Committee Members

Discussion centered on the PERS unfunded liability, selection of city auditors, a contract settlement with Shapiro Associates, Police Department clothing allowances, the AIRS system and labor negotiations.

VI. Questions and Remarks from Audience

None

VII. Adjournment

With no further business before it the Budget Committee adjourned at 6:50 p.m.

Respectfully submitted:



Linda Barker, Admin. Secretary
Recording Secretary to Budget Committee

TO: CITY OF BROOKINGS BUDGET COMMITTEE

FROM: PAUL HUGHES, FINANCE DIRECTOR

SUBJECT: 2nd QUARTER FISCAL YEAR 2003/2004 FINANCIAL REVIEW

2nd QUARTER FINANCIAL ISSUES

- The Community Development Department received confirmation of a Federal grant award of up to \$10,000 for the purchase of ArcView software and hardware.
- Building permit revenues are up 70% from this time last year. We budgeted \$95,000 in revenues – we could receive \$125,000 to \$130,000 by the end of the year.
- The City's rate for PERS retirement is budgeted at 15.38% of salaries. The PERS Board issued new rates after the beginning of the year with the City's being 9.39% of salaries. We have been told the rates are expected to shoot back up for next year, so the savings we generate this year should be rolled over for next year. We have been notified by PERS that our current rates are not scheduled to change until July 2005. That gives us one more year at the lower rate and more dollars to roll into contingency.
- The Police Department changed there database information system from the Area Information Regional System to CMI. This was a coordinated project with Curry County. All hardware and software costs were paid by a grant administered by the County. The potential annual contract savings due to this change is \$45,000.

- The City experienced a non budgeted expenditure of \$17,500 to settle a contract dispute with Shapiro & Associates. This firm was hired by the City approximately two years ago to prepare an Economic, Social, Environmental and Energy Analysis as part of the City's Periodic Review process. The City was not happy with the document and refused to make any payment. Our City attorney recommended this settlement and it was approved by the City Council. Funds to pay this will come from Contingencies or from non budgeted revenues.
- Overall the first half of the year is on track and looking good. Revenues are coming in as they should and there are very few unexpected expenditures. As we move into the second half of the year and begin preparing a new budget for the following year, our department heads understand that the third and fourth quarters expenditure activity is crucial for the preservation of a healthy Networking Capital (Carry Forward) to begin the next year.

CITY OF BROOKINGS
FISCAL YEAR 2003/04 QUARTERLY REPORT
QUARTER ENDING DECEMBER 31, 2003

Percent of Year Completed 50%

FUND	REVENUES			Fiscal Year	Percent of
	1st Qtrr July - Sept	2nd Qtrr Oct - Dec	Total July - Dec	2003/04 Budget	Budget Collected
GENERAL FUND					
TAXES					
Property Taxes	16,665.37	1,409,858.82	1,426,324.19	1,705,000.00	83.7 This is right on schedule compared to prior years.
Franchise Taxes	16,358.30	20,555.30	36,913.60	80,000.00	46.1
Transient Room Taxes	58,699.12	30,322.87	89,021.99	127,000.00	70.1 Includes July, August, September - Greatest tourism months.
Total	91,722.79	1,460,536.99	1,552,259.78	1,912,000.00	81.2
LICENSES AND PERMITS					
Business Licenses	50,437.50	5,960.00	56,397.50	57,500.00	98.1 Almost 100% collected because licence renewals are due at the beginning of the year.
Building Permits	50,198.82	36,642.57	86,841.39	95,000.00	91.4 We will probably collect 120K or more by the end of the year.
Total	100,636.32	42,602.57	143,238.89	152,500.00	93.9
INTERGOVENMENTAL					
State Liquor Tax	4,772.04	12,888.51	17,660.55	48,000.00	36.8
State Cigarette Tax	894.32	3,955.18	4,849.50	-	
State Revenue Sharing	-	9,074.63	9,074.63	26,000.00	34.9
Grants	3,000.00	10,642.00	13,642.00	9,500.00	143.6 Includes a grant from FEMA that was unknown at time of budget preparation.
Police Overtime Grant	1,150.00	3,461.00	4,611.00	7,000.00	65.9
Community Policing	-	4,030.00	4,030.00	3,500.00	115.1 All donated money.
State LCDC Grant	3,000.00	-	3,000.00	9,000.00	33.3
Total	12,816.36	44,051.32	56,867.68	103,000.00	55.2
CHARGES FOR SERVICES					
Fire Protection Contracts	-	33,719.78	33,719.78	42,000.00	80.3 These revenues are collected on the same time scale as our property taxes.
Dispatch Services	3,000.00	3,000.00	6,000.00	12,000.00	50.0
Swimming Pool Admissions	12,733.05	-	12,733.05	28,000.00	45.5
Total	15,733.05	36,719.78	52,452.83	82,000.00	64.0
OTHER REVENUE					
Interest Income	1,991.46	2,211.44	4,202.90	13,000.00	32.3
Fines	4,451.64	3,116.96	7,568.60	19,000.00	39.8
Donations	270,464.72	-	270,464.72	10,000.00	2704.6 Donation from the trust of Freida Longstreet - Stock portfolio.
K9 Program Grants/Donations	40.00	95.00	135.00	3,000.00	4.5
Handgun Reimbursements	1,398.47	1,666.50	3,062.97	4,000.00	76.6
Other	14,720.79	7,957.10	22,677.89	50,000.00	45.4
Total	293,065.08	15,047.00	308,112.08	99,000.00	311.2
TOTAL GENERAL FUND					
	513,973.60	1,598,957.66	2,112,931.26	2,348,500.00	90.0

WASTE WATER FUND

Personal Services	73,556.77	82,628.04	156,184.81	382,590.00	40.8
Materials & Services	117,860.03	86,592.50	204,452.53	434,100.00	47.1
Capital Outlay	-	9,097.21	9,097.21	292,000.00	3.1
TOTAL FUND	191,416.80	178,317.75	369,734.55	1,108,690.00	33.3

911 FUND

Materials & Services	5,706.48	3,337.77	9,044.25	36,600.00	24.7
Capital Outlay	6,716.88	6,565.52	13,282.40	55,000.00	24.1
TOTAL FUND	12,423.36	9,903.29	22,326.65	91,600.00	24.4

AZALEA PARK FUND

Materials & Services	2,559.10	1,184.23	3,743.33	16,075.00	23.3	I expect this line to increase as we approach spring. The rest of this budget is expected to be spent on restrooms.
Capital Outlay	5,000.00	-	5,000.00	63,000.00	7.9	
TOTAL FUND	7,559.10	1,184.23	8,743.33	79,075.00	11.1	

FINANCE DEPARTMENT

Personal Services	38,905.88	39,395.53	78,301.41	182,225.00	43.0
Materials & Services	7,716.38	2,633.32	10,349.70	24,200.00	42.8
Total	46,622.26	42,028.85	88,651.11	206,425.00	42.9

SWIMMING POOL DEPARTMENT

Personal Services	21,977.62	3,021.62	24,999.24	45,710.00	54.7
Materials & Services	12,759.77	2,740.50	15,500.27	29,615.00	52.3
Total	34,737.39	5,762.12	40,499.51	75,325.00	53.8

This departments expenses are allways high in the summer when the pool is open, and almost nonexistent in the winter months. The expenses will balance out in January or early Feb.

NON-DEPARTMENTAL DEPARTMENT

Materials & Services	31,677.33	32,362.99	64,040.32	138,150.00	46.4
Capital Outlay	-	-	-	15,000.00	0.0
Total	31,677.33	32,362.99	64,040.32	153,150.00	41.8

TOTALS

Personal Services	450,982.21	446,442.44	897,424.65	2,095,135.00	42.8
Materials & Services	172,057.05	142,048.55	314,105.60	634,620.00	49.5
Capital Outlay	44,273.77	25,782.76	70,056.53	87,500.00	80.1
TOTAL GENERAL FUND	667,313.03	614,273.75	1,281,586.78	2,817,255.00	45.5

STREET FUND

Personal Services	23,408.82	24,937.34	48,346.16	132,460.00	36.5
Materials & Services	26,487.24	13,633.09	40,120.33	125,250.00	32.0
Capital Outlay	-	-	-	30,000.00	0.0
TOTAL FUND	49,896.06	38,570.43	88,466.49	287,710.00	30.7

WATER FUND

Personal Services	57,685.33	59,818.41	117,503.74	296,200.00	39.7
Materials & Services	78,020.03	61,239.33	139,259.36	253,200.00	55.0
TOTAL FUND	135,705.36	121,057.74	256,763.10	549,400.00	46.7

Includes annual Insurance payment which is paid in July. Also, operating supplies for the six months include annual uniform purchase. There was \$13,000 of unexpected electrical work needed to replace a transfer switch.

CITY OF BROOKINGS
FISCAL YEAR 2003/04 QUARTERLY REPORT
QUARTER ENDING DECEMBER 31, 2003

Percent of Year Completed 50%

FUND	EXPENSES			Fiscal Year	Percent of
	1st Qtr July - Sept	2nd Qtr Oct - Dec	Total July - Dec	2003/04 Budget	Budget Used
GENERAL FUND					
JUDICIAL DEPARTMENT					
Personal Services	-	-	-	3,255.00	0.0
Materials & Services	1,369.34	1,134.31	2,503.65	6,405.00	39.1
Total	1,369.34	1,134.31	2,503.65	9,660.00	25.9
LEGISLATIVE DEPARTMENT					
Personal Services	43,625.93	54,574.72	98,200.65	239,195.00	41.1
Materials & Services	21,417.81	35,004.18	56,421.99	102,100.00	55.3
Total	65,043.74	89,578.90	154,622.64	341,295.00	45.3
Audit expense, Insurance expense, dues to various organizations including League of Oregon Cities. Also travel of staff & Council to LOC Conference.					
POLICE DEPARTMENT					
Personal Services	243,095.01	252,857.55	495,952.56	1,169,400.00	42.4
Materials & Services	49,624.50	22,361.97	71,986.47	157,350.00	45.7
Capital Outlay	3,204.01	8,040.66	11,244.67	40,000.00	28.1
Total	295,923.52	283,260.18	579,183.70	1,366,750.00	42.4
FIRE DEPARTMENT					
Personal Services	17,314.58	18,723.05	36,037.63	84,810.00	42.5
Materials & Services	22,458.60	14,808.27	37,266.87	80,400.00	46.4
Capital Outlay	-	11,823.95	11,823.95	30,200.00	39.2
Total	39,773.18	45,355.27	85,128.45	195,410.00	43.6
COMMUNITY DEVELOPMENT DEPARTMENT					
Personal Services	59,425.24	62,931.76	122,357.00	286,870.00	42.7
Materials & Services	11,832.63	26,277.91	38,110.54	49,250.00	77.4
Capital Outlay	-	7,960.00	7,960.00	-	N/A
Total	71,257.87	89,209.67	160,467.54	336,120.00	47.7
Includes \$17,500 paid to Shappirro Associates for contract settlement. Budget will be adjusted. These expenses were not budgeted and are to be paid by a grant & donated revenues. Adjusted with supplemental budget					
PARKS AND RECREATION DEPARTMENT					
Personal Services	26,637.95	14,938.21	41,576.16	83,670.00	49.7
Materials & Services	13,200.69	4,725.10	17,925.79	47,150.00	38.0
Capital Outlay	41,069.76	5,918.15	46,987.91	2,300.00	2043.0
Total	80,908.40	25,581.46	106,489.86	133,120.00	80.0
Expenses for Snack Shack & Tool Shed. These projects were expected to be completed last year.					

CITY OF BROOKINGS
FISCAL YEAR 2003/04 QUARTERLY REPORT
QUARTER ENDING DECEMBER 31, 2003

Percent of Year Completed 50%

FUND	REVENUES			Fiscal Year	Percent of
	1st Qtr July - Sept	2nd Qtr Oct - Dec	Total July - Dec	2003/04 Budget	Budget Collected
STREET FUND					
Grant Revenue	-	-		30,000.00	0.0
State Highway Revenue	40,492.92	65,283.32	105,776.24	215,000.00	49.2
Interest Income	356.00	324.00	680.00	2,600.00	26.2
TOTAL FUND	40,848.92	65,607.32	106,456.24	247,600.00	43.0
WATER FUND					
Utility User Fees	157,010.47	106,370.63	263,381.10	450,000.00	58.5
Utility Connection Fees	10,105.00	13,277.50	23,382.50	22,000.00	106.3
Interest and Other Revenue	3,303.55	2,867.05	6,170.60	13,400.00	46.0
TOTAL FUND	170,419.02	122,515.18	292,934.20	485,400.00	60.3
WASTE WATER FUND					
Utility User Fees	435,208.49	410,989.55	846,198.04	1,470,000.00	57.6
Utility Connection Fees	5,730.00	9,555.00	15,285.00	15,000.00	101.9
Harbor Sanitary Charges	111,212.01	109,681.97	220,893.98	460,350.00	48.0
Interest Income	1,331.00	1,164.00	2,495.00	13,000.00	19.2
TOTAL FUND	553,481.50	531,390.52	1,084,872.02	1,958,350.00	55.4
911 FUND					
State Apportionment to Counties	21,344.51	-	21,344.51	88,000.00	24.3
State Apportionment to Cities	5,530.31	-	5,530.31	24,000.00	23.0
Interest Income	689.00	699.00	1,388.00	4,000.00	34.7
TOTAL FUND	27,563.82	699.00	28,262.82	116,000.00	24.4
AZALEA PARK FUND					
Transient Room Taxes	7,064.08	6,158.13	13,222.19	18,000.00	73.5
Interest Income	298.00	466.00	762.00	200.00	381.0
Donations	135,727.27	-	135,727.27	100,000.00	135.7
TOTAL FUND	143,087.33	6,624.13	149,711.46	118,200.00	126.7

The number of new connections is up from prior years. This should be expected since our building permit revenue is well over budget.

Same as water connection fees.

Interest income is high because I expected more expenditures in this fund by this time and donation from the trust of Freida Longstreet was greater than expected.

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/04	02/04/2004	48321	138	Becco, Inc	10-00-2005	57.90
02/04	02/04/2004	48322	148	B-H Chamber of Commerce	10-00-2005	2,619.52
02/04	02/04/2004	48323	2615	Bill O'Grady	10-00-2005	22.78
02/04	02/04/2004	48324	200	Bob Hagbom	10-00-2005	327.39
02/04	02/04/2004	48325	313	Brookings Vol Firefighters	10-00-2005	2,083.33
02/04	02/04/2004	48326	2610	Charles E Lucas	10-00-2005	4.68
02/04	02/04/2004	48327	2593	Charles Kocher	10-00-2005	45.64
02/04	02/04/2004	48328	1840	Chetco Federal Credit Union	10-00-2005	3,330.00
02/04	02/04/2004	48329	178	Chetco Pharmacy & Gift	10-00-2005	12.01
02/04	02/04/2004	48330	151	Curry Coastal Pilot	10-00-2005	386.40
02/04	02/04/2004	48331	284	Day-Wireless Systems	10-00-2005	886.50
02/04	02/04/2004	48332	185	Del Cur Supply	10-00-2005	9.64
02/04	02/04/2004	48333	316	Donald & Roberta Chandler	10-00-2005	548.00
02/04	02/04/2004	48334	288	Equipump	10-00-2005	1,608.27
02/04	02/04/2004	48335	2035	F. Arrell	10-00-2005	34.07
02/04	02/04/2004	48336	298	Freeman Rock, Inc	10-00-2005	795.96
02/04	02/04/2004	48337	2597	George & Patti Hall	10-00-2005	24.65
02/04	02/04/2004	48338	1082	Hilary Thompson	10-00-2005	27.08
02/04	02/04/2004	48339	2608	Joe Coy	10-00-2005	254.75
02/04	02/04/2004	48340	2614	Keffe Dillon	10-00-2005	11.12
02/04	02/04/2004	48341		Information Only Check	10-00-2005	.00 V
02/04	02/04/2004	48342		Information Only Check	10-00-2005	.00 V
02/04	02/04/2004	48343		Information Only Check	10-00-2005	.00 V
02/04	02/04/2004	48344		Information Only Check	10-00-2005	.00 V
02/04	02/04/2004	48345		Information Only Check	10-00-2005	.00 V
02/04	02/04/2004	48346		Information Only Check	10-00-2005	.00 V
02/04	02/04/2004	48347	162	Kerr Hardware	10-00-2005	1,003.93
02/04	02/04/2004	48348		Information Only Check	10-00-2005	.00 V
02/04	02/04/2004	48349	2122	Mastercard	10-00-2005	2,133.80
02/04	02/04/2004	48350	155	Mory's	10-00-2005	25.00
02/04	02/04/2004	48351	2051	National Waterworks, Inc	10-00-2005	292.49
02/04	02/04/2004	48352	334	North Coast Electric	10-00-2005	69.28
02/04	02/04/2004	48353	2283	NW Technical Internet Service	10-00-2005	21.95
02/04	02/04/2004	48354	1116	Paco Pumps	10-00-2005	129.00
02/04	02/04/2004	48355	322	Postmaster	10-00-2005	736.00
02/04	02/04/2004	48356	199	Richard Harper	10-00-2005	300.00
02/04	02/04/2004	48357	2613	Ruth L. Johnson	10-00-2005	30.39
02/04	02/04/2004	48358	2616	Skip Watwood	10-00-2005	20.00
02/04	02/04/2004	48359	2254	Sunny Wheatley	10-00-2005	170.83
02/04	02/04/2004	48360	2617	Theresa Rightbower	10-00-2005	8.36
02/04	02/04/2004	48361	2483	Undersheriff Greg Olson	10-00-2005	65.00
02/04	02/04/2004	48362	161	United Communications Inc	10-00-2005	417.20
02/04	02/04/2004	48363	990	United Parcel Service	10-00-2005	29.60
02/04	02/04/2004	48364	136	United Pipe & Supply Co Inc	10-00-2005	1,014.40
02/04	02/04/2004	48365	2399	White Cap	10-00-2005	24.19
02/04	02/04/2004	48366	269	WW Grainger	10-00-2005	60.53
02/04	02/10/2004	48367	1881	AFLAC	10-00-2005	416.20
02/04	02/10/2004	48368	145	EBS Trust	10-00-2005	64.00
02/04	02/10/2004	48369	910	OR Department of Justice	10-00-2005	115.38
02/04	02/10/2004	48370	1132	OR Department of Justice	10-00-2005	391.62
02/04	02/10/2004	48371	1742	OR Department of Justice	10-00-2005	307.93
02/04	02/10/2004	48372	2366	OR Department of Justice	10-00-2005	203.08
02/04	02/12/2004	48373	205	PERS Retirement	10-00-2005	10,248.21
02/04	02/13/2004	48374	2626	Arthur Selby	10-00-2005	25.34
02/04	02/13/2004	48375	2158	B.P.O.E #1934	10-00-2005	167.00
02/04	02/13/2004	48376	146	Bay West Supply, Inc	10-00-2005	177.92
02/04	02/13/2004	48377	1118	Brookside Florist	10-00-2005	45.50

M = Manual Check, V = Void Check

Check Register - Summary Report
 GL Posting Period(s): 02/04 - 02/04
 Check Issue Date(s): 02/01/2004 - 02/27/2004

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/04	02/13/2004	48378	149	Carpenter Auto Center	10-00-2005	132.50
02/04	02/13/2004	48379	183	Colvin Oil Company	10-00-2005	1,526.64
02/04	02/13/2004	48380	182	Coos-Curry Electric	10-00-2005	1,037.34
02/04	02/13/2004	48381	2620	Crow/Clay & Associates Inc	10-00-2005	1,122.37
02/04	02/13/2004	48382	151	Curry Coastal Pilot	10-00-2005	311.70
02/04	02/13/2004	48383	173	Curry Equipment Company	10-00-2005	9.95
02/04	02/13/2004	48384	195	Curry Transfer & Recycling	10-00-2005	742.18
02/04	02/13/2004	48385	2625	Daniel Hazard	10-00-2005	61.55
02/04	02/13/2004	48386		Information Only Check	10-00-2005	.00 V
02/04	02/13/2004	48387		Information Only Check	10-00-2005	.00 V
02/04	02/13/2004	48388		Information Only Check	10-00-2005	.00 V
02/04	02/13/2004	48389	166	Dan's Auto & Marine Electric	10-00-2005	916.25
02/04	02/13/2004	48390	958	Delaney's Bakery	10-00-2005	18.00
02/04	02/13/2004	48391	153	Ferrellgas	10-00-2005	689.38
02/04	02/13/2004	48392	2621	Gary Cooper-GLC Construction	10-00-2005	200.00
02/04	02/13/2004	48393	198	Grants Pass Water Lab	10-00-2005	152.00
02/04	02/13/2004	48394	2622	Happy's Hotdogs	10-00-2005	60.00
02/04	02/13/2004	48395	186	Hennick's Hardware	10-00-2005	193.90
02/04	02/13/2004	48396	262	Kim Hunnicutt Court Reporting	10-00-2005	30.00
02/04	02/13/2004	48397	202	League of Oregon Cities	10-00-2005	110.00
02/04	02/13/2004	48398	424	Munnel & Sherrill	10-00-2005	495.29
02/04	02/13/2004	48399	2051	National Waterworks, Inc	10-00-2005	627.36
02/04	02/13/2004	48400	334	North Coast Electric	10-00-2005	1,999.00
02/04	02/13/2004	48401	2576	OACP	10-00-2005	100.00
02/04	02/13/2004	48402	375	OR Department of Revenue	10-00-2005	15.75
02/04	02/13/2004	48403	584	Oregon Municipal Judges Assn	10-00-2005	75.00
02/04	02/13/2004	48404	252	Paramount Pest Control	10-00-2005	35.00
02/04	02/13/2004	48405	311	Paramount Supply Company	10-00-2005	67.00
02/04	02/13/2004	48406	293	Petty Cash	10-00-2005	202.90
02/04	02/13/2004	48407	617	Printing Arts, Inc	10-00-2005	911.00
02/04	02/13/2004	48408	180	Ray's Food Place	10-00-2005	111.39
02/04	02/13/2004	48409	169	Roto Rooter	10-00-2005	146.20
02/04	02/13/2004	48410	2577	SuppliesUSA.com, Inc	10-00-2005	124.46
02/04	02/13/2004	48411	953	Territorial Supplies	10-00-2005	289.30
02/04	02/13/2004	48412	142	Tidewater Contractors Inc	10-00-2005	1,123.26
02/04	02/13/2004	48413	179	Trew, Cyphers & Meynink	10-00-2005	1,558.00
02/04	02/13/2004	48414	430	TSR Corporation	10-00-2005	1,200.00
02/04	02/13/2004	48415	136	United Pipe & Supply Co Inc	10-00-2005	96.05
02/04	02/13/2004	48416	1020	Valley Electrical Contractors	10-00-2005	862.50
02/04	02/13/2004	48417	991	Verizon Northwest	10-00-2005	1,524.72
02/04	02/13/2004	48418	824	Vietnam Veterans of America	10-00-2005	35.00
02/04	02/13/2004	48419	861	Village Express Mail Center	10-00-2005	17.95
02/04	02/13/2004	48420	2544	Wilson Whipple Rentals	10-00-2005	45.00
02/04	02/13/2004	48421	997	Kurt Kessler	10-00-2005	2,295.54
02/04	02/19/2004	48422	2629	3PM/Lang	10-00-2005	23.24
02/04	02/19/2004	48423	2149	American Backflow Prev Assoc	10-00-2005	50.00
02/04	02/19/2004	48424	167	American Sigma	10-00-2005	85.00
02/04	02/19/2004	48425	150	Any Time Coffee Service	10-00-2005	47.47
02/04	02/19/2004	48426	630	AWWA	10-00-2005	292.50
02/04	02/19/2004	48427	527	AWWA Short School	10-00-2005	580.00
02/04	02/19/2004	48428	146	Bay West Supply, Inc	10-00-2005	83.60
02/04	02/19/2004	48429	977	Best Western Brookings Inn	10-00-2005	415.70
02/04	02/19/2004	48430	1522	Blumenthal Uniforms	10-00-2005	171.75
02/04	02/19/2004	48431	989	California Contractors Supply	10-00-2005	149.75
02/04	02/19/2004	48432	1373	Cascade Fire Equipment	10-00-2005	602.50
02/04	02/19/2004	48433	305	Chief Supply	10-00-2005	271.92
02/04	02/19/2004	48434	822	Coast Auto Center	10-00-2005	18.17

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/04	02/19/2004	48435	1745	Coastal Paper & Supply, Inc	10-00-2005	198.57
02/04	02/19/2004	48436	182	Coos-Curry Electric	10-00-2005	2,160.35
02/04	02/19/2004	48437	2631	Dave & Ilene Duffy	10-00-2005	14.93
02/04	02/19/2004	48438	326	Dave's Custom Canvas	10-00-2005	553.40
02/04	02/19/2004	48439	284	Day-Wireless Systems	10-00-2005	726.50
02/04	02/19/2004	48440	607	Dept of Consumer/Business Serv	10-00-2005	192.39
02/04	02/19/2004	48441	2633	Dudley Munns	10-00-2005	13.86
02/04	02/19/2004	48442	2186	Familian NW	10-00-2005	42.50
02/04	02/19/2004	48443	499	Fastenal Company	10-00-2005	18.14
02/04	02/19/2004	48444	2628	Flagship Inn	10-00-2005	55.80
02/04	02/19/2004	48445	1335	Gilbert Petrick	10-00-2005	22.91
02/04	02/19/2004	48446	2109	Granite Construction Co.	10-00-2005	390.73
02/04	02/19/2004	48447	1870	Hammars Uniforms	10-00-2005	127.64
02/04	02/19/2004	48448	307	Industrial Steel & Supply Inc	10-00-2005	526.78
02/04	02/19/2004	48449	2417	Ken Fitzgerald	10-00-2005	73.89
02/04	02/19/2004	48450	137	LauraLee Gray	10-00-2005	85.50
02/04	02/19/2004	48451	2630	Lee Bond	10-00-2005	20.24
02/04	02/19/2004	48452	877	Med-Tech Resource, Inc	10-00-2005	86.88
02/04	02/19/2004	48453	2051	National Waterworks, Inc	10-00-2005	329.40
02/04	02/19/2004	48454	2627	Nature of the Northwest	10-00-2005	8.00
02/04	02/19/2004	48455	334	North Coast Electric	10-00-2005	31.89
02/04	02/19/2004	48456	2025	Nurnberg Scientific	10-00-2005	232.00
02/04	02/19/2004	48457	860	Oregon Fire Chiefs Assn	10-00-2005	170.00
02/04	02/19/2004	48458	311	Paramount Supply Company	10-00-2005	130.52
02/04	02/19/2004	48459	2624	PNCWA Continuing Ed Fund	10-00-2005	250.00
02/04	02/19/2004	48460	1312	Price & Pride	10-00-2005	179.70
02/04	02/19/2004	48461		Information Only Check	10-00-2005	.00 V
02/04	02/19/2004	48462	1193	PRN Data Services, Inc	10-00-2005	2,837.63
02/04	02/19/2004	48463	187	Quality Fast Lube & Oil	10-00-2005	149.50
02/04	02/19/2004	48464	207	Quill Corporation	10-00-2005	52.51
02/04	02/19/2004	48465	2238	The Hunting Shack	10-00-2005	230.36
02/04	02/19/2004	48466	2607	Torpey Denver Company, Inc	10-00-2005	314.11
02/04	02/19/2004	48467	2632	Tracy Fawns	10-00-2005	28.58
02/04	02/19/2004	48468	1374	United Horticulture Supply	10-00-2005	1,470.00
02/04	02/19/2004	48469	906	Valley River Inn	10-00-2005	1,206.72
02/04	02/19/2004	48470	991	Verizon Northwest	10-00-2005	19.17
02/04	02/19/2004	48471		Information Only Check	10-00-2005	.00 V
02/04	02/19/2004	48472		Information Only Check	10-00-2005	.00 V
02/04	02/19/2004	48473	157	Viking Office Products	10-00-2005	769.11
02/04	02/19/2004	48474	269	WW Grainger	10-00-2005	253.72
02/04	02/24/2004	48475	910	OR Department of Justice	10-00-2005	115.38
02/04	02/24/2004	48476	1132	OR Department of Justice	10-00-2005	391.62
02/04	02/24/2004	48477	1742	OR Department of Justice	10-00-2005	307.93
02/04	02/24/2004	48478	2366	OR Department of Justice	10-00-2005	203.08
02/04	02/24/2004	48479	144	OR Teamster Employers Trust	10-00-2005	11,246.72
02/04	02/24/2004	48480	189	OR Teamster Employers Trust	10-00-2005	21,087.60
02/04	02/24/2004	48481	205	PERS Retirement	10-00-2005	31,533.64
02/04	02/24/2004	48482	214	Regence Life & Health Ins	10-00-2005	243.80
02/04	02/24/2004	48483	213	Teamsters Local Union 223	10-00-2005	727.00
02/04	02/26/2004	48484	988	Brookings Harbor Ford	10-00-2005	125.00
02/04	02/26/2004	48485	149	Carpenter Auto Center	10-00-2005	313.53
02/04	02/26/2004	48486	822	Coast Auto Center	10-00-2005	105.57
02/04	02/26/2004	48487	183	Colvin Oil Company	10-00-2005	1,675.27
02/04	02/26/2004	48488	182	Coos-Curry Electric	10-00-2005	10,587.95
02/04	02/26/2004	48489	2620	Crow/Clay & Associates Inc	10-00-2005	1,773.43
02/04	02/26/2004	48490	888	CRS	10-00-2005	1,320.00
02/04	02/26/2004	48491	284	Day-Wireless Systems	10-00-2005	401.75

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/04	02/26/2004	48492	185	Del Cur Supply	10-00-2005	4.56
02/04	02/26/2004	48493	2117	Edge Wireless	10-00-2005	68.65
02/04	02/26/2004	48494	261	Engineered Control Products	10-00-2005	367.17
02/04	02/26/2004	48495	2429	Eugene Hilton Hotel	10-00-2005	203.32
02/04	02/26/2004	48496	2109	Granite Construction Co.	10-00-2005	326.84
02/04	02/26/2004	48497	131	HGE, Inc	10-00-2005	8,896.97
02/04	02/26/2004	48498	2635	IAFC Membership	10-00-2005	215.00
02/04	02/26/2004	48499	2638	James W Eddy	10-00-2005	18.78
02/04	02/26/2004	48500	2637	Jeffrey & Susan Kozel	10-00-2005	29.00
02/04	02/26/2004	48501	578	John Cowan	10-00-2005	86.00
02/04	02/26/2004	48502	997	Kurt Kessler	10-00-2005	4,833.06
02/04	02/26/2004	48503	137	LauraLee Gray	10-00-2005	22.00
02/04	02/26/2004	48504	202	League of Oregon Cities	10-00-2005	110.00
02/04	02/26/2004	48505	448	Leo Lightle	10-00-2005	86.00
02/04	02/26/2004	48506	328	Les Schwab Tire Company	10-00-2005	420.14
02/04	02/26/2004	48507	299	Lorings Sporting Goods	10-00-2005	78.75
02/04	02/26/2004	48508	1127	Lyle Signs Inc	10-00-2005	1,629.10
02/04	02/26/2004	48509	1190	Mike Batty	10-00-2005	86.00
02/04	02/26/2004	48510	155	Mory's	10-00-2005	88.72
02/04	02/26/2004	48511	424	Munnel & Sherrill	10-00-2005	264.31
02/04	02/26/2004	48512	2051	National Waterworks, Inc	10-00-2005	305.64
02/04	02/26/2004	48513	2025	Nurnberg Scientific	10-00-2005	12.50
02/04	02/26/2004	48514	573	OBOA	10-00-2005	230.00
02/04	02/26/2004	48515	866	Pitney Bowes	10-00-2005	402.00
02/04	02/26/2004	48516	2641	River House Motel	10-00-2005	66.86
02/04	02/26/2004	48517	735	Robert White	10-00-2005	22.40
02/04	02/26/2004	48518	1516	Ron Bodman	10-00-2005	180.00
02/04	02/26/2004	48519	2639	Sandy Coons	10-00-2005	20.00
02/04	02/26/2004	48520	2443	Sirennet	10-00-2005	160.50
02/04	02/26/2004	48521	2426	SOC-ICC	10-00-2005	10.00
02/04	02/26/2004	48522	2640	The Dyer Partnership	10-00-2005	1,538.40
02/04	02/26/2004	48523	396	Tom Moody	10-00-2005	93.00
02/04	02/26/2004	48524	821	Toshiba America Info Systems	10-00-2005	310.00
02/04	02/26/2004	48525	273	Traffic Safety Supply Co, Inc	10-00-2005	519.48
02/04	02/26/2004	48526	991	Verizon Northwest	10-00-2005	155.70
02/04	02/26/2004	48527	2319	West Coast Fencing	10-00-2005	12,027.00
02/04	02/26/2004	48528	269	WW Grainger	10-00-2005	84.45
02/04	02/26/2004	48529	253	Xerox Corporation	10-00-2005	70.73
Totals:						<u>186,023.18</u>

IN AND FOR THE CITY OF BROOKINGS STATE OF OREGON

In the Matter of an Ordinance amending the
Comprehensive Plan of the City of Brookings
from an Industrial designation to a Commercial
designation and the zoning map by rezoning from
M-2 (General Manufacturing) to C-3 (General
Commercial) on certain properties described
below.

ORDINANCE No. 04-O-561

Sections:

- Introduction.
- Section 1. Comprehensive Plan to designate the parcel as Commercial.
- Section 2. Zoning Map to designate the parcel as C-3 (General Commercial).

WHEREAS, a public hearing was held on February 3, 2004 before the Brookings Planning Commission for the purpose of considering a request for a Comprehensive Plan change on a 1.06 acre parcel of land from a Industrial designation to a Commercial designation and a zone change from M-2 (General Manufacturing) to C-3 (General Commercial) located in the southwest corner of Railroad St. and Center St.; identified as Assessor's Map No. 41-13-6D, Tax Lot 309.

WHEREAS, following closure of the public hearing after considerable evidence and testimony was presented by proponents and opponents, the Planning Commission, by a unanimous vote, directed the Planning Director to prepare a recommendation, with findings, to the City Council, for approval of the request for the Comprehensive Plan changes and rezoning changes.

WHEREAS, the Brookings City Council, at its regularly scheduled meeting of March 8, 2004 did conduct a public hearing on this matter, during which hearing considerable testimony and evidence was presented by the applicant's representative, interested parties and recommendations were received from and presented by the Planning Director; and

WHEREAS, at the conclusion of said public hearing, after consideration and discussion, the Brookings City Council, upon a motion duly seconded, did vote in the majority to adopt a Final Order and Findings of Fact document dated March 8, 2004 on its decision to grant the applicant's request;

The city of Brookings ordains as follows:

Section 1. Amendment to the Comprehensive Plan

The Comprehensive Plan is hereby amended to change the Land Use Designation from Industrial to Commercial on a parcel of land described as Assessor's Map 41-13-6D, Tax Lot 309, as identified in Exhibit A attached.

Section 2. Amendment to the Zoning Map

The Zoning Map is hereby amended to change the zone on a parcel from M-2 (General Manufacturing) to C-3 (General Commercial) and on a parcel of land described as Tax Lots 309, Tax Map 41-13-6D; as identified in Exhibit A attached.

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this _____ day of _____, 2004.

Bob Hagbom, Mayor

ATTEST:

Paul Hughes
Finance Director/Recorder

EXHIBIT A

That certain tract of land lying in the Southeast Quarter (SE^{1/4}) of Section Six (6), Township Forty-one (41) South, Range Thirteen (13) West, Willamette Meridian, City of Brookings, Curry County, Oregon, described as follows:

Beginning at a point 398.31 feet West and South 675.37 feet from the initial point of the plat of the City of Brookings, Oregon;

Thence North 64° 11' West 347.96 feet;

Thence North 26° 44' East 125.0 feet to the Southwesterly boundary of Railroad Street;

Thence following the Southwesterly boundary of Railroad Street South 64° 16' East 385.14 feet to its intersection with the northwesterly boundary of Center Street;

Thence following the Northwesterly boundary of Center Street South 43° 09' West 131.51 feet to the point of beginning.

**BEFORE THE PLANNING COMMISSION
CITY OF BROOKINGS, COUNTY OF CURRY
STATE OF OREGON**

**In the matter of Planning Commission File No.) Final ORDER
CPZ-1-04; application for Comprehensive Plan) and Findings of
change and Zone Change; Richard Wilson, applicant.) Fact**

ORDER approving an application for a Comprehensive Plan change from an Industrial designation to a Commercial designation and a zone change from M-2 (General Manufacturing) to C-3 (General Commercial) on a 1.06 acre parcel of land located in the southwest corner of Railroad St. and Center St.; Assessor's Map 41-13-6D, Tax Lot 309.

WHEREAS:

1. The Planning Commission duly accepted the application filed in accordance with Section 144, Amendments, of the Land Development Code; and,
2. The Brookings Planning Commission duly considered the above described application on the agenda of its regularly scheduled public hearing on February 3, 2004; and
3. Recommendations were presented by the Planning Director in the form of a written Staff Agenda Report dated January 22, 2004, and by oral presentation, and evidence and testimony was presented by the applicant and the public at the public hearing; and,
4. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the Planning Commission, upon a motion duly seconded, accepted the Staff Agenda Report and recommended that the City Council approved the request, and
5. The Brookings City Council duly considered the above described application in a public hearing at a regularly scheduled public meeting held on March 3, 2004, and is a matter of record; and
6. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the City Council, upon a motion duly seconded, accepted the Planning Commissions recommendation; and

THEREFORE, LET IT BE HEREBY ORDERED that the application for an amendment on the subject parcel is approved. This approval is supported by the following findings and conclusions:

FINDINGS

1. The applicant is requesting a Comprehensive Plan change from the existing Industrial designation to the Commercial designation and a zone change from M-2 (General Manufacturing) to C-3 (General Commercial) on a 1.06 acre parcel of land.
2. The property directly south of the subject property is zoned M-2 and the property to the west is zoned C-3 and I-P (Industrial Park) to the east. On the north side of Railroad St. west of Mill St. the area is zoned I-P and C-3 on the east side of Mill.

3. The subject property is located in the southwest corner of Railroad St. and Center St.
4. The property contains a warehouse building that is approximately 110 ft. by 65 ft. or 7,150 sq. ft. in size.
5. Railroad St. is a paved travel way within a right-of-way that is 70 feet wide on the west side of the intersection with Mill St. and 60 feet on the east side of Mill St.
6. Railroad St. is a considered alternative for mitigation of projected traffic congestion in the future and thus may become the southbound leg of Highway 101.
7. Center St. is a paved travel way within a 40-foot right-of-way with no other improvements adjacent to the subject property.

CONCLUSIONS

1. The proposed Comprehensive Plan and zone change is compatible with the existing uses within the surrounding area, which are a mixture of commercial and light industrial uses. It is more appropriate to place commercial uses along Railroad St. than the existing heavy industrial uses that are allowed in the existing M-2 Zone, particularly if Rail Road St. becomes the south bound leg of Highway 101. Railroad St. is a 70 and/or 60 foot wide right-of-way thru its entire length and can accommodate all of the traffic generated by any of the permitted uses in the C-3 Zone. The proposed change will help correct the slight imbalance in the ratio between industrially zoned land and commercially zoned land with in the city and its urban growth boundary. The proposed change will not generate and particular conflict with the goals and policies of the Comprehensive Plan.

Dated this 8th day of MARCH, 2004.

Bob Hagbom, Mayor

ATTEST:

John C. Bischoff, Planning Director

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: February 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
3	Single Family Dwelling	\$1,846.50	\$1,200.23	\$129.26	\$20,225.00	\$518,531.00	6	\$924,960.00	8	\$1,473,237.00
3	Single Family Addition	\$307.50	\$199.89	\$21.53	\$0.00	\$38,602.00	6	\$128,579.00	3	\$31,500.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$12,500.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	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	0	\$0.00	2	\$21,816.00
2	Commercial Addition-Change	\$128.50	\$51.50	\$9.00	\$7,879.00	\$17,400.00	5	\$65,214.00	6	\$48,250.00
1	Churches	\$1,208.00	\$1,268.40	\$84.56	\$0.00	\$410,000.00	1	\$410,000.00	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	1	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
9	Total Building Permits	\$3,490.50	\$2,720.02	\$244.34	\$28,104.00	\$984,533.00	18	\$1,528,753.00	21	\$1,587,303.00
7	Mechanical Permits	\$196.20	N/A	\$13.73	N/A	N/A	18	N/A	11	N/A
3	Plumbing Permits	\$190.40	N/A	\$13.33	\$0.00	N/A	6	N/A	8	N/A
0	Manufactured Home Install Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	1	N/A	0	N/A
0	Manufactured Dwelling Fee	N/A	N/A	\$0.00	N/A	N/A	1			
19	TOTAL PERMITS	\$3,877.10	\$2,720.02	\$271.40	\$28,104.00	\$984,533.00	43	\$1,528,753.00	40	\$1,587,303.00
	Total Year to Date Calculated Fees	\$7,978.10	\$5,042.17	\$588.47	\$51,741.00					
	2003 YTD Calculated Fees	\$6,550.30	\$3,795.80	\$458.52	\$35,736.00					

BUILDING DEPARTMENT ACTIVITIES SUMMARY - URD

For Month of Feb-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				
1	Single Family Addition	\$86.50	\$56.23	\$6.06	\$0.00	\$1,040.00				
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1	Commercial New	\$1,208.00	\$1,268.40	\$84.56	\$0.00	\$410,000.00				
1	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$7,879.00	\$0.00				
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
3	Total Building Permits	\$1,294.50	\$1,324.63	\$90.62	\$7,879.00	\$411,040.00				
2	Mechanical Permits	\$18.85	N/A	\$1.32	N/A	N/A		N/A		N/A
0	Plumbing Permits	\$0.00	N/A	\$0.00	\$0.00	N/A		N/A		N/A
0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A		N/A		N/A
5	TOTAL PERMITS	\$1,313.35	\$1,324.63	\$91.93	\$7,879.00	\$411,040.00		\$0.00		\$0.00
	Total Year to Date Calculated Fees									
	2001 YTD Calculated Fees									