

Agenda

City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
July 13, 2003 7:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

A. Announcements

1. Introduction of new Police Department personnel: John Appolonio, Curt Lunsford, Kelby McCrae, and Tamara Townsend
2. Yard of the Month/Most Improved Property for July

V. Public Hearing

A. In the matter of LDC-3-03, a city initiated amendment to the city's Comprehensive Plan to amend Goal 14, creating a new land use designation of Master Plan Development; an amendment to the city's Land Development Code to add a new zone titled Section 70, Master Plan Development (MPD) District; and to change the Comprehensive Plan designation on the Borax property from the existing Open Space designation to the new Master Plan Development designation and to change the existing P/OS (Public Open Space) Zone to the new MPD (Master Plan Development) Zone. This is a legislative hearing. [page 5]

B. In the matter of CPA-1-03, a discussion of the Harris Beach State Park Master Plan, changes recommended by the Planning Commission. The Council will consider the Harris Beach State Park Master Plan and may make recommendations to the State Parks and Recreation Department. This hearing is to make recommendations for the Master Plan; the Council will not adopt the Master Plan at this time. Oregon Parks and Recreation Department, applicant. [page 19]

VI. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce
2. Council Liaisons

B. Unscheduled

VII. Staff Reports

- A. City Manager
 - 1. Other

VIII. Consent Calendar

- A. Approval of Council Meeting Minutes
 - 1. Minutes of June 23, 2003 regular Council meeting [page 23]
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of May 22, 2003 regular Commission meeting [page 29]
- C. Acceptance of Planning Commission Minutes
 - 1. Minutes of May 21, 2003, special Commission meeting [page 33]
 - 1. Minutes of June 3, 2003, regular Commission meeting [page 35]
- D. Approval of Vouchers for month of June, 2003 (\$157,096.24) [page 39]

IX. Ordinances/Resolutions/Final Orders

- A. Ordinances
 - 1. No. 03-O-446.PP, an Ordinance amending Ordinance 89-O-446, an Ordinance creating the Land Development Code, to add Section 70 titled Master Plan Development (MPD) District [page 43]
 - 2. No. 03-O-557, an Ordinance amending Goal 14, Urbanization, of the Comprehensive Plan to provide for a new land use designation of Master Plan Area [page 55]
 - 3. No. 03-O-558, an Ordinance amending the comprehensive plan designation on a 553± acre parcel of land and the adjoining Highway 101 frontage including 1600± feet of Highway 101 and rezoning the parcel MPD (Master Plan Development). [page 57]
- B. Resolutions
 - 1. No. 03-R-723, a Resolution amending Resolution 92-R-534 adopting rates, fees and charges to the users of the City of Brookings water supply services and rescinding Resolution No. 03-R-714 [page 59]
 - 2. Resolution 03-R-716, a Resolution revising the Wastewater System Development charges and repealing Resolution 97-R-619 [page 63]

X. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

XI. Adjournment

City of Brookings Events Calendar

July 2003

July 2003

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

August 2003

S	M	T	W	T	F	S
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31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		July 1 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg (Chetoo Sr.Center) 1:30pm CC-Safety Committee-Hilary Thompson 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 6:00pm FH-VIPs training-Marvin Parker 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Car	City Hall CLOSED - 4th of July Holiday	
6	9:30am CC- VIPs/Volunteers in Police Service/BPalicki 6:30pm CC-American Red Cross mtg-Karen Degenais-469-3164 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)		8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Downtown Development committee mtg-7 to 10 pm		6:00pm CC-Pepper Spray training-Marvin Parker-for public
13	7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC-Marty Stiven-Westen Land Use Advocates		8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC-CEP (Citizens for Emergency Preparedness): MArrell-469-5731, JRupert-469-78783		
20	9:00am CC-Municipal Court/JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenais 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)		8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/LBlodgett		
27	7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)		8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 6:30pm CC-Seatbelt Class-Det. Palicki-PD		

CC-Council Chambers
FH-Fire Hall

City of Brookings
Events Calendar

August 2003

August 2003

S	M	T	W	T	F	S
3	4	5	6	7	8	9
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September 2003

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					August 1	2
3	4 9:30am CC- VIPS/Volunteers in Police Service/BPalicki 7:00pm FH-FireTng/ChShrp (Fire Hall)	5 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	6 12:00pm Comnlty Agencies mtg (Chetco Sr.Center) 1:30pm CC-SafetyComMtg/ HThmpson 7:00pm FH-PoliceReserves	7 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Car	8	9
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17	18 9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenais 7:00pm FH-FireTng/ChShrp (Fire Hall)	19 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	20	21 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	22	23 12:00pm City Volunteer & Employee Annual Picnic (Azalea Park)
24	25 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	26 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	27	28 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett	29	30
31						

CC-Council Chambers
FH-Fire Hall

CITY OF BROOKINGS CITY COUNCIL
STAFF AGENDA REPORT

SUBJECT: Land Development Code Amendment
FILE NO: LDC-3-03
HEARING DATE: July 14, 2003

REPORT DATE: June 20, 2001
ITEM NO: V.A

GENERAL INFORMATION

APPLICANT: City initiated.

REPRESENTATIVE: City staff.

REQUEST:

1. An amendment to the city's Land Development Code to add a new zoning district titled Master Plan Development (MPD) District. A zone to be applied to those areas in the Urban Growth Boundary designated as requiring a Master Plan of Development if/when they are annexed into the city. The zone may also be applied to any parcel of 50 acres or more as it is annexed or through the plan/zone change process.
2. An amendment to the city's Comprehensive Plan to include the Master Plan designation on the Land Use Designation Map and a textual change to Goal 14 Urbanization, to provide for the Master Plan designation

PUBLIC NOTICE: Published in local newspaper.

BACKGROUND INFORMATION

When the Urban Growth Boundary (UGB) was expanded, four areas of large acreage in single ownerships were designated as Master Plan Areas, which required that a "Master Plan Of Development" be submitted and approved prior to any development on the property. This master plan must show how the entire property will be developed, including the type and location of development, provisions for streets, water, sewer, storm drainage and other details necessary to evaluate and approve the master plan.

The city's Land Development Code requires that any area annexed into the city be rezoned with one of the city's zones. When the Borax property, which is one of the UGB properties requiring a master plan, annexed to the city, the city did not have a specific zone to place on the property and the P/OS (Public Open Space) Zone was placed on the property as a holding zone.

A new Master Plan Development Zone has now been written and presented City Council and Commission at the June 17 work-study session. This zone will be placed on any area of the UGB designated as requiring a Master Plan when/if that area is annexed into the city. This new zone could also be placed on any parcel of 50 acres or more that is annexed or can be applied through Comprehensive Plan/Zone Change process on any parcel in the city of 50 acres or more.

Implementation of the master plan is a two-step process requiring public hearings at each step. The first step is approval of the Master Plan of Development (MPoD) requiring review and a recommendation from the Planning Commission and approval by the City Council. The second step is the approval of a Detailed Development Plan (DDP) requiring review and approval of the Planning Commission. The Master Plan shows how the entire property will be developed at buildout. The Detailed Development Plan implements individual phases of the master plan or part of a phase.

PROPOSED AMENDMENT

Attached is the complete draft text of the proposed MPD Zone to be added as Section 70 of the Land Development Code. Please read thoroughly and be prepared to ask any questions you may have and to suggest any changes you believe are appropriate.

The city's Comprehensive Plan must also be amended to allow for the new zone by creating a "Master Plan of Development" land use designation as follows:

An amendment to Goal 14, Urbanization, of the city's Comprehensive Plan to create an additional policy as follows:

"6. The city has adopted a Master Plan Development (MPD) Zone, which will be placed over any area of the UGB designated as a Master Plan Area, when that area is annexed to the city. To accommodate the MPD Zone, a land use designation of "Master Plan Area" is created and will be applied to any area zoned as MPD. No development can occur within an area designated as Master Plan Area or zoned MPD until there is a Master Plan of Development approved and adopted by the City Council. Adoption of a Master Plan of Development shall be by ordinance to incorporate the approved master plan as a separately bound document as a supplement to all applicable goals of the Comprehensive Plan."

This amendment is necessary to create a Master Plan Area land use designation, which enables the Master Plan Development zone in the same manner as the Residential designation enables the use of the various residential zones within the city.

PROPOSED ZONE CHANGE

Since the new zone is designed for those areas that were designated as requiring a master plan of development when the Urban Growth Boundary was expanded, it would be appropriate to place this zone over the newly annexed Borax property. Staff is recommending that the Comprehensive Plan designation of the Borax property be changed from the existing Public Open Space designation to the new Master Plan Development designation as stated above and that the zoning be changed from the existing P/OS (Public Open Space) to the new MPD (Master Plan Development) Zone based on the following finding:

The Borax property was designated as requiring a Master Plan of Development when the city's Urban Growth Boundary was expanded and that the master plan, once adopted, will become a post acknowledgement amendment to the city's Comprehensive Plan. The new MPD (Master Plan Development) Zone is designed to ensure that property with this zoning is developed through

the master plan process. Therefore placing the MPD Zone on the Borax property is appropriate and will ensure that the requirements of the boundary expansion are met.

RECOMMENDATION

The Planning Commission at its July 1, 2003 meeting recommended the **ADOPTION** of Ordinance 03-O-446.PP, amending the city's Land Development Code; and

Recommended the **ADOPTION** of Ordinance 03-O-557, amending Goal 14 of the city's Comprehensive Plan; and

Recommended by motion that the City Council change the Comprehensive Plan designation on the Borax property from Open Space to Master Plan Development and the zone from P/OS (Public Open Space) to Master Plan Development.

**SECTION 70
MASTER PLANNED DEVELOPMENT****70.010 Purpose**

The Master Planned Development (MPD) zone is a land use district. The Master Planned Development zone may be applied on sites that are 50 acres or greater in size. The MPD zone shall implement the MP Comprehensive Plan designation, which shall be placed on all land requiring a "Master Plan of Development" in the Urban Growth Management Agreement, (UGMA) adopted by the City and the County. Upon or subject to annexation into the City, the MP Comprehensive Plan designation shall be applied to all land that is required to adopt a "Master Plan of Development" (MPoD) in the Urban Growth Boundary. In addition, the City may apply the MPD designation to other lands within the City.

The MPD zone is to be implemented through the approval of a MPoD that describes in detail, as outlined in this section, how the development of the property will occur and how the development will implement applicable goals and policies of the City's Comprehensive Plan, and applicable provisions of the Land Development Code. The MPoD will assess and minimize, to an acceptable level, the impacts of the development on the City's services, infrastructure, transportation systems and neighboring properties. As the MPD zone is implemented through an approved MPoD, no development shall be allowed until applicable requirements of Section 70 are met. Compliance with applicable plan goals and policies is deferred until the MPoD review.

Master Planned Development review procedures are established in this chapter for the following purposes:

- A. Promote flexibility in design and permit diversification in location of structures;
- B. Promote efficient use of land and energy and facilitate a more economical arrangement of buildings, circulation systems, land uses, and utilities;
- C. Preserve to the greatest extent possible existing landscape features and amenities, and utilize such features in a harmonious fashion;
- D. Provide for more usable and suitably located recreation facilities and other public and common facilities than would otherwise be provided under conventional land development procedures;
- E. Combine and coordinate architectural styles, building forms and building relationships within the Planned Development;
- F. Provide the applicant with reasonable assurance of ultimate approval before expenditure of complete design monies, while providing the City with assurances that the project will retain the character envisioned at the time of approval;
- G. Promote and encourage energy conservation; and
- H. Provide greater compatibility with surrounding land uses than what may occur with a conventional project.

Deletions**ODOT Amendments****70.020 General Provisions**

Development within a Master Planned Development (MPD) zone is governed by the approval of a MPoD which can be developed in a single phase or in multiple phases. Prior to development a MPoD must be approved and prior to construction of any phase a Detailed Development Plan (DDP) must be approved. On sites where a MPD designation exists on the City's Official Zoning Map the provisions of Section 70 shall apply. The following procedure allows for Planning Commission review of a MPoD and Detailed Development Plan. An application to apply the MPD zone to specific properties may be submitted and reviewed concurrent with MPoD approval. The applicant may either select to process the development proposal under a DDP concurrent with approval of the MPoD or may request only approval of a MPoD in accordance with Section 70.050 and later apply for a DDP for an individual phase or phases of the project. However, prior to issuing any building permits a DDP must be approved by the Planning Commission.

An applicant for MPoD approval may propose one or more alternative development standards for all or any specific areas within the plan boundaries, which supersede corresponding development regulations or standards otherwise applicable to the project area through existing regulations. Such alternative standards shall be clearly and specifically identified within the plan submittals, and shall include an explanation and/or drawings, which demonstrates that such alternative standards equally or better meet the purpose of the existing regulations.

70.030 Allowed Uses

A. The following uses area allowed outright when they are included in an approved MPoD.

1. All uses allowed outright and conditionally in the R-1, R-2, R-3 zones;
2. All uses allowed outright and conditionally in the C-1, C-2, C-3 and C-4 zones.
3. All uses allowed outright in the I-P and M-2 districts.

70.040 Master Plan of Development (MPoD) Review Procedures

An application filed for a MPoD shall be reviewed in accordance with the following procedures.

A. Application Requirements

Applications shall be made on forms provided by the City. The person filing the application must be the owner or a person having an interest in the land to be included in the MPoD. If the MPoD is to include land in more than one ownership, the application must be submitted jointly by all of the owners or persons having an interest in each of the separately owned properties to be included.

The application shall be accompanied by the following:

- Three copies of the narrative on 8.5 in. by 11 in. sheets;
- Four sets of full-scaled black line drawings of the MPoD graphic(s), with sheet size not to exceed 30 in. by 42 in. Where necessary, an overall plan with additional detail sheets may be submitted; and
- One set of the graphics shall be reduced to fit on 8.5 in. by 11-in. sheets of paper. Graphics, and related names/numbers must be legible on this sheet size.

Deletions

ODOT Amendments

1. Graphic Requirements

A MPoD shall include the following information where applicable:

- a. Public Notice map including properties within 250 feet of the boundary of the MPoD.
- b. Existing land use map (typically a topographic map that extends at least 300 ft. beyond the site. The map includes existing building footprints and makes a distinction between single-family, multi-family, commercial and industrial uses, as well as other significant features such as roads, drainageways, parks, and schools);
- c. Site plan(s) and other graphics drawn to scale and containing a sheet title, date, north arrow, and legend - placed in the same location on each sheet and containing the following:
 - (1) Existing site conditions including contours at intervals sufficient to indicate topographic conditions, watercourses, flood plains, and any unique natural features;
 - (2) Slope Analysis for any area containing or adjacent to a fault zone, sinkhole, unstable soils, steep slopes, high water table, or other geologic hazard.
 - (3) Boundary of the Proposed MPoD and any interior boundaries related to proposed development phases or land divisions;
 - (4) Land use areas identified as dedicated to residential use within the MPoD, shall be identified as such and indicating the type of residential use, the number of units within the area and resulting density.
 - (5) General location and size of areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semipublic uses;
 - (6) Existing and proposed general vehicle and pedestrian circulation system including bikeways, sidewalks, off-street parking areas, street standards, service areas, loading areas, and major points of access to public rights-of-way. Notations of proposed ownership (public or private) should be included where appropriate;
 - (7) Existing and proposed preliminary utility systems including sanitary sewer, storm sewer, drainageways, and water, where appropriate;
 - (7) Sufficient information on land areas within at least 150 ft of the subject property to indicate their relationships with the proposed development including land uses, lot lines, circulation systems, public facilities, and unique natural features of the landscape;
 - (8) Location of natural resource, historic and cultural resources as identified on adopted City and County inventories *and by a surface survey*.
- d. ~~The City Planner may waive any of the above requirements when determined the information required by this section is unnecessary to properly evaluate the proposed~~

Deletions

ODOT Amendments

~~MPeD.~~ The City Planner may also require additional information to evaluate the proposal.

2. Narrative Requirements

A written statement shall include the following information:

- a. Statement of planning objectives to be achieved by the project. This statement should indicate a description of the character of the proposed development, and a discussion indicating how the application meets the review criteria in Section 70.080.
- b. Statement addressing how the project is in compliance with the applicable goals and policies of the Comprehensive Plan.
- c. Quantitative data for the total concept development plan for the following where appropriate:
 - (1) Total number and type of dwelling units;
 - (2) Parcel size;
 - (3) Proposed lot coverage of buildings and structures where known;
 - (4) Gross densities per acre;
 - (5) Approximate allocation and amount of open space (lands not designated for buildings or vehicle parking and maneuvering areas);
 - (6) General type and location of land committed to nonresidential construction uses. The applicant may specify a list of allowable uses within the master plan area which may not include all uses allowed in the underlying zone.
- d. General statement of intentions concerning timing, responsibilities, and assurances for all public and non-public improvements, such as irrigation, private roads and drives, landscape, and maintenance;
- e. Statement describing project phasing, if proposed. Phases shall be:
 - (1) Substantially and functionally self-contained and self-sustaining with regard to access, parking, utilities, open spaces, and similar physical features; capable of substantial occupancy, operation, and maintenance upon completion of construction and development;
 - (2) Properly related to other services of the community as a whole and to those facilities and services yet to be provided; and
 - (3) Provided with such temporary or permanent transitional features, buffers, or protective areas as may be required to prevent damage or

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ODOT Amendments

detriment to any completed phases and to adjoining properties not in the MPoD.

- (4) Phasing plan including timing for construction and provision of dwelling units, parcel sizes and open space by phase.

f. Traffic Impact Study consistent with Phasing Plan.

70.050 Acceptance of Application

- A. The City Planner shall review the application in accordance with Section 4, Development Permit Procedures.
- B. After accepting a complete application the City Planner shall schedule a public hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with Section 84, Public Hearing Notice Procedures.

70.060 Staff Evaluation

The City Planner shall prepare a report that evaluates whether the MPoD complies with the review criteria. The report shall also include a recommendation for approval or denial and, if needed, a list of conditions for the Planning Commission to consider if an approval is granted.

70.070 Review Criteria

The Planning Commission shall approve an application for MPoD upon finding that the following approval criteria be met:

- A. The proposed MPoD is consistent with the purposes identified in Section 70.020 and the intent of the MPD zone;
- B. The proposed phasing schedule, if any, is reasonable and does not exceed 10 years between commencement of development on the first and last phases unless otherwise authorized by the Planning Commission either at the time of approval of the MPoD or by a modification to the MPoD. If at the end of 10 years the project is not built out, the Planning Commission shall review the MPoD and shall have the ability to require changes to or rescind the plan based on existing conditions.
- C. The proposed MPoD will demonstrate that adequate utilities and infrastructure are available or can reasonably be made available at each phase. *The proposed MPoD will further demonstrate that existing utility services and water supplies for adjacent properties will not be negatively affected at each phase.*
- D. The proposed MPoD will demonstrate that the plan respects the physical characteristics of the site.
- E. The applicant demonstrates that all deviations from the development standards are warranted.
- F. The proposed MPoD will demonstrate that adequate transportation facilities are available, and the circulation plan promotes the most economic, safe and efficient movement of traffic.

Deletions**ODOT Amendments****70.080 Action by Planning Commission**

The Planning Commission shall conduct a public hearing in accordance with Section 144.040. Following the close of the hearing the Planning Commission shall recommend the approval, conditional approval or denial of the MPoD. The recommendation shall be reported to the City Council by filing said recommendation with the City Recorder. The Commission's recommendation shall include findings that specify how the application has or has not complied with the above review criteria.

70.090 Action by the City Council

- A. Upon receipt of said report from the Planning Commission or upon the expiration of such 90 days as aforesaid, a public hearing is automatically set for the next regular City Council meeting following the receipt of the report; provided, however, that the Council may, by motion, set the date of such public hearing at such other time or at such other place it desires.
- B. At the conclusion of the public hearing, the Council may enact an ordinance granting approval of the MPoD or may, by motion, deny the granting of the MPoD.

70.100 Notice of Decision

The City Planner shall provide the applicant with a notice of decision in accordance with Chapter 4 – Development Permit Decisions and other applicable legal requirements, that includes a written statement of the City Council decision, a reference to findings leading to it, any conditions of approval, and appeal period deadline. A notice of decision shall also be mailed to persons who presented testimony orally or in writing at the public hearing.

70.110 Effective Date and Assurance

The decision of the *City Council* shall become effective 15 days from when the Notice of Decision is mailed ~~unless an appeal is filed~~.

Approval of the MPoD shall assure the applicant the right to proceed with the development in substantial conformity with the Plan and approval of the DDP, subject to such modifications as may be authorized. Changes to zoning ordinances, policies and standards adopted after the date of approval of the Plan shall not apply to the development during the duration of the Plan.

70.120 Effective Period of Master Plan of Development (MPoD) Approval

If the applicant has not submitted a DDP for the Planned Development or the first phase within four years from the date of approval, the MPoD shall expire. Where the Planning Commission finds that conditions have not changed, the Commission may, at its discretion, extend the period for two additional years per extension, subject to applicable hearing and notice requirements. If after the approval of the first DDP, construction has not been started or at any time construction has lapsed for a period of three (3) years, the MPoD and DDP will expire.

70.130 Modification of a Master Plan of Development (MPoD)

- A. An applicant may request modification of an approved MPoD subject to the review criteria set forth above as applicable to the initial approval of the Plan and subject to the following review procedures (all modifications within Section 70, relating to a change in traffic trip

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ODOT Amendments

generation shall based on the most recent edition of the Institute of Transportation Engineers {ITE} manual):

1. A modification shall qualify for a minor review if the proposed modification request results in an increase in traffic generation trips equal to or less than 10 percent of the total peak hour trips anticipated in the MPoD, as approved. The City Planner shall make the determination as to whether a proposed modification is major or minor. A minor modification may be approved conditionally, approved, or denied by the City Planner. If the City Planner determines that the proposed minor modification has significant impacts of a magnitude equivalent to those of a major modification, the City Planner may refer the matter to the Site Plan Committee to determine if the application should be referred to the Planning Commission for decision. The following notice and appeal requirements apply to a decision by the City Planner to allow, allow conditionally, or deny:
 - a. Application. The applicant must submit an application on the appropriate form and accompanied by the correct fee. The application must contain all of the information required by 70.140, modification of a MPoD.
 - b. Notice of a request. Within 7 days of receiving the complete application the City Planner will mail a notice of the request to all property owners within ~~100~~ 250 feet of the lot *and to persons on record as interested parties*.
 - c. Processing time. A twenty (20) calendar day written comment period shall be provided from the time notice is mailed to provide interested persons with an opportunity to submit written comments about the proposed modification before the City Planner makes a decision on the request.
 - d. Decision. Upon close of the comment period the City Planner shall review all written comments actually received by the Department within the comment period and the applicant's response to the comments. The City Planner shall then issue a decision. The Notice of the Decision shall be mailed to the applicant and those provided notice.
 - e. Appeal. The decision of the City Planner shall be final. Within 15 days of the mailing of the Notice of Decision, an appeal may be made to the Planning Commission.
2. A modification shall qualify for a major review if the proposed modification results in an increase in traffic trips greater than 10 percent of the total peak hour trips anticipated in the approved MPoD. In reviewing a major modification request, the Commission shall follow the procedures required for a MPoD submittal.
3. In all modifications, review shall be limited to the area proposed for modification and the impacts attributed to the proposed change.

70.140 Detailed Development Plan (DDP) Review Procedures

The applicant can request that each phase or a portion of a phase be reviewed in accordance with the DDP review procedures, so long as each detailed development plan is in substantial conformance with the MPoD.

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ODOT Amendments**A. Application Requirements**

An application filed for a DDP shall address the requirements specified for a MPoD above and include the following additional information:

1. Graphic Requirements

In addition to the graphic requirements specified for a MPoD, a DDP shall include:

- a. Topographic contours at 2-ft minimum intervals for slopes under 20 percent and at 5-ft. minimum intervals for slopes at or greater than 20 percent. Where the grade exceeds 15 percent or where the development site abuts existing developed lots, a grading plan shall be required. If a grading plan is required, it shall conform to the standards established in Section 100, unless alternative standards are proposed at the time of the DDP approval.
- b. For all buildings except single family and duplex homes, the location of existing and proposed structures and other improvements, including maximum heights, building types, and gross density per acre (for residential developments) and location of fire hydrants, existing overhead lines in the abutting right of way, easements and walkways;
- c. Typical elevations of buildings and structures (which may be submitted on additional sheets) sufficient to indicate the architectural intent and character of the proposed development for all buildings except single family and duplex residential;
- d. Landscape plan drawn to scale showing location of existing trees and other significant vegetation proposed to be removed from or to be retained on the site, location and design of landscaped areas, varieties and sizes of trees and plant materials to be planted, other landscape features including walls and fences, and irrigation systems proposed to maintain plant materials;
- e. Utilities plan indicating how sanitary sewer, storm sewer, drainage, and water systems will function; *and how negative impacts to existing sanitary sewers, storm sewers, drainage and water systems of adjacent properties will be avoided.*
- f. Circulation plan showing street, driveway, parking area, service area, loading area, pedestrian way, and bikeway improvements and their dimensions;
- g. Location and dimensions of all areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semipublic areas;
- h. Exterior lighting plan indicating the location, size, height, typical design, material, color, and method and direction of illumination;
- i. Types and locations of trees to be preserved or planted.

Deletions**ODOT Amendments****2. Narrative Requirements**

In addition to the narrative requirements specified for a MPoD above, the DDP shall include:

- a. Proposals for setbacks or approximate building envelopes, lot areas where a concurrent land division is proposed and number of parking spaces to be provided (in ratio to gross floor area or number of units);
- b. Updated statement outlining timing, responsibilities, and assurances for all public and non-public improvements such as irrigation, private roads and drives, landscape, and maintenance; identify any changes since approval of MPoD.
- c. Statement addressing compatibility of proposed development to adjacent land uses relating to such items as architectural character, building type, and height of proposed structures;
- d. Statement demonstrating consistency with adopted traffic impact study and Transportation Plan..

3. Tentative Plat

If a MPoD is to be partitioned or subdivided, a tentative plan or plat ~~may also~~ shall be submitted as part of a MPoD or DDP submittal in accordance with Section 176, Land Divisions, to permit simultaneous review.

70.150 Acceptance of Application

- A. The City Planner shall review the application in accordance with Section 4 – Development Permit Procedures.
- B. After accepting a complete application the City Planner shall schedule a public hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with Section 4, Development Permit Procedures.

70.160 Staff Evaluation

The City Planner shall prepare a report that evaluates whether the DDP complies with the review criteria below. The report should include a recommendation for approval or denial and, if needed, a list of conditions for the Planning Commission to consider if an approval is granted.

70.170 Review Criteria for Determining Compliance with Master Plan of Development (MPoD)

- A. Request for approval of a DDP shall be reviewed to determine whether it is in substantial conformance with the MPoD. The DDP shall be deemed to not be in substantial conformance with the MPoD if it results in any of the following types of changes from the MPoD.
 1. Increase in development density and/or intensity that results in a peak hour trip generation of greater than 10 percent of the total approved in the MPoD;

Deletions**ODOT Amendments**

2. Increase in the floor area proposed for nonresidential use by more than 10 percent of the total approved in the MPoD;
3. Reduction of more than 10 percent of the area reserved for common open space and/or usable open space from what was previously specified;
4. Increase in the total ground area proposed to be covered by structures by more than 5 percent from what was previously specified;
5. Reduction of specific setback requirements by more than 25 percent where previously specified;
6. Reduction of project amenities provided such as recreational facilities, screening and/or landscaping;
7. If subdivision or partition, the application *does not* meet the applicable requirements of Section 176 of this code.

B. All deviations within the limits set by the criteria in "A" above from those of the approved MPoD shall be justified and explained either in the required graphic or narrative materials.

70.180 Action by the Planning Commission

The Planning Commission may approve, conditionally approve, or deny the DDP. The Planning Commission's decision shall include findings that specify how the DDP is or is not in substantial conformance with the MPoD.

70.190 Effective Date

The decision of the Planning Commission shall become effective 15 days from when the Notice of Decision is mailed unless an appeal is filed.

70.200 Effective Period of Detailed Development Plan (DDP) Approval

A. Approval of a DDP shall be valid for a 3-year period from the date of initial approval. If the applicant has not begun construction within this time frame, the approval shall expire. At its discretion and without a public hearing, the Commission may extend the approval one time for a period not to exceed 2 additional years per extension.

B. The Planning Commission may permit implementation of the DDP in phases.

70.210 Modification(s) of a Detailed Development Plan (DDP)

This section identifies the processes by which an approved DDP may be modified. Such modifications are necessary to the extent that final building and construction plans are not in substantial compliance with the adopted DDP. In general, such plans may be modified in two ways, depending upon the degree of modification proposed. These include:

A. Changes that modify the approved plan but do not increase traffic trips by more than 10 percent of traffic trips generated by the development approved in the MPoD may be approved, approved with conditions, or denied by the City Planner pursuant to applicable

Deletions

ODOT Amendments

public notice and hearing opportunity requirements. If the proposed changes do not increase traffic trips by more than 10 percent but the changes have significant impacts of a magnitude equivalent to a 10 percent traffic increase, the City Planner may refer the matter to the Site Plan Committee to determine if the application should be referred to the Planning Commission for decision.

- B. Those changes which cause an increase in the traffic trips greater than 10 percent of those generated by the development approved in the MPoD, may be approved, approved with conditions or denied by the Planning Commission in accordance with Section 70.090. (Major Development Plan Modification).

In a modification, review shall be limited to the area proposed for modification and the impacts attributed to the proposed change.

70.220 Determining Compliance

A building permit or other site development permit request shall be in substantial compliance with DDP and all modifications.

CITY OF BROOKINGS CITY COUNCIL
STAFF AGENDA REPORT

SUBJECT: Comprehensive Plan Amendment
FILE NO: CPA-1-03
HEARING DATE: July 14, 2003

REPORT DATE: July 9, 2003
ITEM NO: V.B

GENERAL INFORMATION

APPLICANT: Oregon Parks and Recreation Department.

REPRESENTATIVE: Kristen Stallman.

REQUEST: Review and comment on proposed master plan for Harris Beach Park.

TOTAL LAND AREA: 172.81 acres.

LOCATION: On both the east and west side of Highway 101 north of Parkview Dr.

ASSESSOR'S NUMBER: 40-14-36 & Index, Tax Lots 400 and 1000; Map 40-14-36BC, Tax Lots 4200 and 4300; Map 40-14-36BD, Tax Lots 1400 and 1500.

ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING: P/OS (Public Open Space).

PROPOSED: Same.

SURROUNDING: North and South west of Highway 101— R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); East side of Highway 101—City R-1-6 and County R-1 (Residential-One.)

COMP. PLAN: Open Space.

LAND USE INFORMATION

EXISTING: Typical state park uses—camping, day use area, trails, and a visitors center.

PROPOSED: Same with various changes.

SURROUNDING: Residential uses.

PUBLIC NOTICE: Advertised in the local newspaper.

BACKGROUND INFORMATION

The Oregon Parks and Recreation Department is creating master plans for all of the state parks within the state. Included in this process is the requirement that the master plan be adopted into the either the county or both the county and city comprehensive plans depending on the location of the park. In this case Harris Beach State Park is located within the city and thus must be adopted in both the city and county plans.

At this stage the city is asked to make comments on the proposed master plan for Harris Beach State Park and is being presented to the Commission for their comments and recommendations which will be passed to the City Council who will review the master plan and make comments and recommendations to the state. The state will in turn review the comments and either incorporate them into the master plan or work with the city to the point that both entities are satisfied.

The major changes proposed in the master plan for Harris Beach State Park are as follows:

- To move the maintenance yard from the center of the campground to the northeast corner of the park area on the west side of the highway.
- Add more campsites, yurts and some camping cabins, one of which will be used to house seasonal employees.
- Provide an area within the day use area for commercial vendors.
- Allow for future action to move the visitor center to the state owned wayside south of the Winchuck River and place group campsites in the area where the visitor center had been.

All of the these changes are allowed within the P O/S Zone except for the proposed commercial vendors in the day use area. It is not clear how this issue may be resolved at this time. The state may propose a change to the P O/S Zone, it may be added to the zone as an accessory use, or may not be allowed at all. Another possibility is that the city staff is working on a master plan zone that will be applied to the Borax property and can be used for other properties. It is possible that this zone can be applied to the park and implemented by the master plan. The commercial would then be allowed.

The Oregon Parks and Recreation Department representative will present the master plan to the Council at the hearing as a supplement to the joint City Council/Planning Commission workshop held last month.

At its special meeting of May 21, 2003 the Planning Commission heard this request and made the following recommendations:

- Construct an all weather road through the park from Dawson Road to old Highway 101
- Applicant have a proposal for the concession area i.e. types business for the concession area
- West Harris Road improvements along their property frontage, not to include curb, gutter and sidewalk.

- ADA access to beach
- Work with the City for gorse control
- Have plan for safe pedestrian crossing Highway 101, east to west (if rest area is converted to a group camp area)

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
June 23, 2003
7:00 p.m.**

I. CALL TO ORDER

Council President Rick Dentino called the meeting to order at 7:04 p.m.

II. PLEDGE OF ALLEGIANCE

Led by Rick Dentino

III. ROLL CALL

Council Present: Council President Rick Dentino, Councilors Larry Curry, Frances Johns Kern, and Craig Mickelson, a quorum present.

Council Absent: Mayor Bob Hagbom

Staff Present:

City Manager Leroy Blodgett, Finance Director Paul Hughes, and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter David Courtland

Other:

Chamber of Commerce Executive Director Les Cohen, and approximately six other citizens.

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Ceremonies

1. Proclamation-Relay for Life Weekend in Brookings

Diane Cavaness and Sandy Harper accepted a proclamation declaring July 11 and 12 Relay for Life Weekend in Brookings. Diane is the Grand Marshall for this year's Relay and is also its Education Chairman. Sandy Harper is Chair of the Entertainment Committee.

B. Announcements

1. Presentation of Certificate of Achievement for Excellence in Financial Reporting

Finance Director/Recorder Paul Hughes accepted a plaque recognizing the City of Brookings for Excellence in Financial Reporting for the year 2002. This is the highest form of recognition

in government accounting and is given by the Government Financial Officers Association.

City Manager Blodgett said he had received a late request from the Brookings-Harbor Rotary to use Azalea Park for their annual picnic and to serve alcoholic beverages to guests at the picnic. He asked to add this request as an additional agenda item.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to add a request from the Brookings-Harbor Rotary to serve alcoholic beverages at their annual picnic in Azalea Park, July 12. No action was taken on this request at this time. See item VII.A.1 later in these minutes.

V. Public Hearing

A. Supplemental budget for fiscal year 2002/2003

General Fund - Revenue

<i>Other Revenue</i>	<i>\$ 53,079</i>
<i>Grant Revenue</i>	<i>\$ 12,000</i>
<i>Donations</i>	<i>\$ 6,000</i>
<i>Total</i>	<i>\$ 71,079</i>

General Fund - Expenditures

<i>Parks & Rec - Improvements</i>	<i>\$ 13,107</i>
<i>Parks & Rec - Construction</i>	<i>\$ 73,500</i>
<i>Parks & Rec - Azalea Park Maintenance</i>	<i>\$(12,000)</i>
<i>Fire Dept. - Materials & Services</i>	<i>\$ 21,474</i>
<i>Fire Dept. - Equipment</i>	<i>\$ 2,410</i>
<i>Non Dept. - Equipment</i>	<i>\$ 12,000</i>
<i>Non Dept. - Contingency</i>	<i>\$(39,412)</i>
<i>Total</i>	<i>\$ 71,079</i>

Street Fund - Revenue

<i>Other Revenue</i>	<i>\$ 6,000</i>
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Street Fund - Expenditures

<i>Street Maintenance</i>	<i>\$ 6,000</i>
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Dawson Bancroft Bond Fund - Revenue

<i>Assessment Revenue</i>	<i>\$ 425</i>
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Dawson Bancroft Bond Fund - Expenditures

<i>Legal & Administrative Services</i>	<i>\$ 425</i>
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Street System Replacement Fund – Revenue
Networking Capital

\$ 75,000

Street System Replacement Fund – Expenditures
Construction

\$ 75,000

Council President Dentino read guidelines for Public Hearings into the record and opened the public hearing at 7:15 p.m. Finance Director Hughes reported the reason for the supplement budget was a result of unanticipated revenues and expenditures to the General Fund, Street Fund, System Replacement Fund, and Dawson Bancroft Bond Fund.

No one from the audience testified in the public hearing and it was closed to the public at 7:19 pm.

No action was taken at this time. See Item IX.A.2 later in these minutes.

VI. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. *Chamber of Commerce*

Executive Director Les Cohen gave a short report, congratulating Hughes and the City for the Certificate of Achievement for Excellence in Financial Reporting. He said the Chamber has been very fortunate over this last week to host a journalist from Germany who has an assignment to write a seven-page article beginning at Brookings and going to Klamath Falls. He will send a copy of the article when published in America Magazine. Cohen presented the City with a copy of the plaque the American Wild Rivers Coast Consortium had received for winning the coveted Gene Leo Award for its regional marketing efforts to attract visitors to the natural beauty, wilderness areas, quiet beaches, wild rivers and premier coastal experiences of the southern Oregon-northern California coast.

2. *Council Liaisons*

On June 17, Councilor Curry attended the joint meeting of the City Council and Planning Commission concerning the Master Plan Zone in newly annexed areas. He attended a CCD meeting in Gold Beach on the 19th. He said CCD has built up favorably and eventually will be doing more loans to business endeavors in Coos and Curry Counties. At this time most activity is happening in Douglas County where CCD had its start.

Councilor Mickelson attended the joint Planning Commission/City Council meeting as did Council President Dentino. Dentino also attend a project development team meeting regarding the Highway

101 rebuild and reminded Councilors of an ODOT open house at the Chetco Library Tuesday at 5:00 p.m. Lastly, he attended a Pelican Bay Telecommunications Board of Directors meeting to determine its future mode of operations.

Councilor Johns Kern was in Medford for the Emblem Club Conference and didn't do much with Council during the last two weeks

- B. Unscheduled
- 1. None

VII. Staff Reports

- A. City Manager
- 1. City Manager Blodgett explained the Rotary's request to serve liquor at its annual picnic. (Added to agenda by unanimous Council vote)

Councilor Johns Kern moved, a second followed and the Council voted unanimously to approved Rotary's request to serve liquor at its annual picnic to be held in Azalea Park July 12.

- 2. Other
- a. Blodgett reported the Yard of Month sign had been stolen from June's Yard of the Month, 876 Jodee Lane.
- b. Three candidates will be interviewed for the new Economic Development Director position on Friday, June 27.
- c.

VIII. Consent Calendar

- A. Approval of Council Meeting Minutes
- 1. Minutes of June 9, 2003 Regular Council meeting
(End Consent Calendar)

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to approve the Consent Calendar as published.

IX. Ordinances/Resolutions/Final Orders

- A. Resolutions
- 1. Resolution No. 03-R-718, In the matter of a Resolution adopting the City of Brookings Budget, declaring tax levied, making appropriations for the 2003-2004 Fiscal Year and to categorize the Levy as provided in ORS 294.435

Finance Director Hughes read Resolution No. 03-R-718 after explaining the public hearings for this budget were held as required by State Law.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve Resolution No. 03-R-718, a resolution adopting the City of Brookings budget, declaring tax levied, making appropriations for the 2003-2004 Fiscal Year and to categorize the Levy as provided in ORS 294.435.

2. *Resolution No. 03-R-719, In the matter of a Resolution adopting a Supplemental Budget for the 2002-2003 Fiscal Year.*

Quickly reviewing the information given at the earlier public hearing Finance Director Hughes said the majority of the supplemental budget is from grant revenues.

Councilor Johns Kern moved, a second followed and the Council voted unanimously to approve Resolution No. 03-R-719, a resolution adopting a supplemental budget for the 2002-2003 Fiscal Year.

3. *Resolution No. 03-R-721, In the matter of a Resolution adopting the Brookings Urban Renewal Agency budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2003-2004 Fiscal Year*

Finance Director Hughes explained that Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the Brookings Urban Renewal Agency for the next fiscal year, prior to June 30th.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to approve Resolution No. 03-R-721, a resolution adopting the Brookings Urban Renewal Agency budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2003-2004 Fiscal Year.

X. Remarks from Mayor and Councilors

- A. *Council-None*
- B. *Mayor-None*

XIII. ADJOURNMENT

With no further business before it, the Council adjourned the meeting at 7:40 p.m.

Respectfully submitted:

Rick Dentino
Council President

ATTEST by City Recorder this ____ day of _____, 2003.

Paul Hughes
Finance Director/City Recorder

PARKS AND RECREATION COMMISSION MEETING MINUTES

City of Brookings
898 Elk Drive, Brookings, Oregon
May 22, 2003

Call To Order

Chair Boynton called the meeting to order. Commissioner Prevenas led the pledge of allegiance.

Roll Call

Commissioners Present: Pat Sherman, Nina Canfield, Dori Blodgett, Bill Boynton, and Paul Prevenas.

Commissioners Absent: Daryn Farmer and Tony Parrish.

Councilor Liaison Present: Councilor Frances Johns Kern.

Staff Present: City Manager Blodgett; Dave Lentz, Parks Foreman-Public Works; Leo Lightle, Community Development Director; and Community Development Secretary, Cathie Mahon.

Minutes

A motion was made, it was seconded and carried, to approve the minutes for April 24, 2003.

Public Appearances - Presentation

Kevin Roeckl, facilitator for the *Tailwaggers Dog Club*, gave a presentation and explained their request for a fenced in area to train and run dogs. He explained the history of the club. Dog owners wanted to train their dogs and organized from an interest in having *Canine Citizen Classes*. He explained the past few years, the group met at Azalea Park with their dogs, on Sunday afternoon from 2:00 p.m. to 5:00 p.m. It was an opportunity to get together for both dogs and owners. He further explained socializing with other dogs teaches them to develop good behavior skills around other dogs. Included in the presentation was a video showing dogs being trained, socializing and playing with other dogs.

Mr. Roeckl explained when they met at Azalea Park they always cleaned up afterwards. The city received complaints about dog owners not cleaning up at the park. Those complaints resulted in the City posting a sign at Azalea Park requiring dogs be leashed and a reminder to clean up. He expressed they were penalized because of irresponsible dog owners. After the sign was erected, the group has had no place to exercise and train their dogs. He appealed to the Commission for a fenced in area or field they could use, so they can resume getting together on Sundays from 2:00 to 5:00 p.m.

Discussion ensued. City Manager Blodgett entered into the discussion, stating he was of the opinion having the dogs in the ball fields was not an appropriate use. Dave Lentz, Public Works Maintenance Supervisor, vouched for constant complaints he fields from residents complaining about dogs owners not cleaning up, particularly in the ball fields.

The idea of a City dog park was discussed. Dave Lentz suggested an area behind *Easy Manor*, an undeveloped area approximately 150' x 100', but it is not fenced. Commissioner Sherman also suggested the possibility of an area at Chetco Park. City Manager Blodgett and Chair Boynton emphasized that they could oversee a dog park, but funds are limited and no money could be spent on the fencing materials. Another area discussed was McVay State Park. It was

pointed out, to place a fence around an area at McVay Park would require permission from the Oregon Department of State Parks.

Chair Boynton concluded the discussion reiterating, the Commission could assist the group in finding a location but would not provide the resources for the fence. He requested the group return at next month's meeting for an update of their findings.

Whitney Vincent entered the podium stating she was a member of *Tailwaggers Club*. She stated the club owners are responsible dog owners, they need a venue to train their dogs, and having a dog park would be a nice public service.

COMMITTEE REPORTS

Stout Park: Dave Lentz, Public Works Parks Foreman, reported they are placing rocks in the wet area closest to the street, planning to thin out some of the trees and plants, seed with wildflowers, and get rid of the old stumps.

Chetco Park: Commissioner Sherman reported many plants are in bloom. The illegal campsite has been eliminated.

Kidtown: Commissioner Dori Blodgett commented on the construction of the *tool shed*. The Seabees could not finish the project because they were called to duty. Lonnie Drahiem stepped forward to volunteer building it.

Bud Cross Park: Dave Lentz, Parks Foreman, updated the Commission. He reported the Little League State Regional tournament will be played in Brookings, and for 3 weeks in July, three divisions will be here competing. City Manager Blodgett commented a lot of people come to our city to participate in sport events, particularly baseball. He added the swimming pool is scheduled to open June 2, 2003. Jeanne Nelson has been busy hiring people to work over the summer at the pool.

Softball/Soccer Fields: Commissioner Prevenas reported the *Booster Club* did an outstanding job at the new field, developing the field, and constructing the dugout. He also reported after the construction is completed for the new school additions, there might be an area for a new field at Kalmiopsis. He added there is a likelihood we will need more fields in a couple years; hopefully the city and the *Booster Club* can form a partnership to work on this.

Skate Park: City Manager Blodgett reported legislation for requiring helmets will become law January 1, 2004. Also, a law prohibiting motor scooters on sidewalks is making its way through the Legislature.

Parks Master Plan: Commissioner Boynton reported it is still our guide and is being implemented where possible.

LIASON REPORT

Azalea Park Foundation:

Commissioner Canfield reported the completion of the tool shed is most appreciated.

STAFF ANOUNCEMENTS/CONCERNS/FOLLOW-UP

Financial Report: City Manager Blodgett reported overall the City is in good shape, adding he is proud of staff for watching their spending. Chair Boynton remarked, the less we spend (for this fiscal year), the more money can be returned to the general fund.

City Manager: City Manager Blodgett reported with the retirement of Dennis Barlow, the Public Works department has been re-structured. John Cowan will assume the responsibilities as Public Works Supervisor; Bob Schaefer will act as the Public Works Foreman, and Dave Lentz as Parks Maintenance Foreman.

City Manager Blodgett stated it is a busy time of year for the city, getting the pool open, and the recreation program beginning next month. The Planning Department has been very busy working with the Planning Commission on subdivisions; in the first half of the year the Commission approved nine subdivisions and two minor partition, resulting in 92 new building lots. The Building Department has approved 32 permits so far this year.

He concluded extending an invitation to the Commission to ride on the float in the *Azalea Festival* parade this weekend.

Resignation of Paul Prevenas: Commissioner Prevenas stated he enjoyed his tenure and things have definitely changed since he began in 1992. He applauded the Commission for staying focused and active. He commended Leroy (City Manager Blodgett) especially for supporting the summer recreation program; there is a need to keep the kids busy during the summer months. He also commended Pam Callaway for her leadership in the program.

Chair Boynton thanked Commissioner Prevenas for his time on the commission and extended best wishes from all the members on his new job and move. He was given a good wishes card and a *certificate of appreciation* from the Commission and City.

With no further business to come before the Commission, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,



Cathie Mahon,
Recording Secretary

Approved by the Parks and Recreation Commission

June 26, 2003 (date)

**MINUTES
BROOKINGS PLANNING COMMISSION
SPECIAL MEETING
May 21, 2003**

Chair Randy Gorman called the meeting of the Brookings Planning Commission to order at 7:04 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Ernest Cofrances
Ted Freeman
Russ Fritz

Randy Gorman
Bruce Nishioka

John Bischoff, Planning Director
Cathie Mahon, Secretary

Commissioners Collis and Smith were not present at the meeting.

CHAIRPERSON ANNOUNCEMENTS

The Chair announced the special meeting was called to discuss the Master Plan for the *Harris Beach Park*.

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

The chair opened the Public Hearing for Case No. CPA-1-03, proposed master plan for the *Harris Beach State Park*.

Planning Director Bischoff introduced representatives from the Oregon Department of Parks and Recreation: Kristen Stallman, Master Planning; Andrew LaTomme, Area Manager; and Cary Suttan, Park Manager-Harris Beach.

Andrew Tomme gave a PowerPoint presentation with the history of Harris Beach Park. Kristen Stallman discussed the process of the Master Plan, the four years gathering information, getting input from the community, obtaining resource analysis, recreation needs, and goals for the park. She outlined the "Blueprint for the next 20 years" for Harris Beach Park. Design concept drawings were discussed. Development proposals were reviewed for use changes, construction of new buildings, re-location of the visitor center, the addition of cabins and yurts, fencing and landscaping.

Commissioner Nishioka entered the meeting at 8:05 p.m.

Kristen Stallman concluded, explaining they would like to propose a text amendment in the Comprehensive Plan, Goal 8, Recreation Needs, stating "shall adopt the Curry County State Master Plan as it applies to Harris beach State Recreation Area."

- I. By a 5-0 vote (Motion: Commissioner Freeman,) the Commission will send a recommendation to City Council with the following 6 points of issue:
 - Construct an all weather road through the park from Dawson Road to old Highway 101
 - Applicant have proposal for concession area i.e. types business for the concession area

- West Harris Road improvements along their property frontage, not to include curb, gutter and sidewalk.
- ADA access to beach
- Work with the City for *gorse* control
- Have plan for safe pedestrian crossing Highway 101, east to west

Chair Gorman thanked the representatives for their presentation, adding it will be a great improvement to the area and park.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 8:53 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION

Approved by the Planning Commission July 1, 2003



Randy J. Gorman, Chair

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
June 3, 2003**

Chair Randy Gorman 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:

Ernest Cofrances	Randy Gorman	John Bischoff, Planning Director
Ted Freeman	Bill Smith	Cathie Mahon, Secretary
Russ Fritz		

Commissioners Absent:

Jim Collis and Bruce Nishioka

CHAIRPERSON ANNOUNCEMENTS

None.

MINUTES

By a 5-0 vote, the Commission (motion: Commissioner Freeman) approved the minutes of the May 6, 2003, regular meeting.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None.

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

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 5-0 vote, (motion: Commissioner Cofrances) the Planning Commission approved File No. SUB-8-03, a request for a subdivision to divide a .97 acre parcel into four (4) residential lots, located at 17234 Passley Road; Assessor's Map 40-14-36 BA, Tax Lot 2000; R-1-6 (Single Family Residential, 6,000 square feet minimum lot size) zone; Martin and Elizabeth Andruss, applicants.

A condition was amended to include "22.5 feet of right of way" for the new street to be known as Andruss Drive.

Four commissioners declared a site visit exparte. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

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

Don Hoag, representative	17156 Mountain Drive	Brookings, OR 97415
John Kling	17244 S. Passley	Brookings, OR 97415

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

2. By a 5-0 vote (motion: Commissioner Freeman) the Planning Commission approved the Final ORDER and Findings of Fact for File No. SUB-8-03.
3. By a 5-0 vote (motion: Chair Gorman) the Planning Commission approved File No. MC3-2-03, a request for a minor partition to divide a .76 acre parcel into 2 lots; located at 605 Meadow Lane; Assessor's Map 40-13-31 DD, Tax Lot 1600; R-1-6 (Single-family Residential, 6,000 square foot minimum lot size) zone; George Watwood, applicant; Rich Roberts, Stuntzner Engineering, representative.

Conditions were included on the motion:

- A dedication of 5 additional feet, for a total of 25 feet of right-of-way on the south side of Meadow Lane.
- In addition to curb and gutter, shall be sidewalks.
- Drainage from the existing house and shop on Parcel 1 shall not impact the new dwelling on Parcel 2.

Four commissioners declared a site visit ex parte. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

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

Rich Roberts, Stuntzner Engineering,	P. O. Box 2748	Harbor, OR 97415
Carl Wood	609 Meadow Lane	Brookings, OR 97415
George Watwood	P. O. Box 6067	Brookings, OR 97415

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

4. By a 5-0 vote (Motion: Chair Gorman) the Planning Commission approved the Final ORDER and Findings of Fact for File No. MC3-2-03.
5. The Public Hearing was opened for File No. SUB-9-03, a request for a subdivision to divide a 2.96 acre parcel of land into 14 lots, located at Hampton Lane; Assessor's Map 40-13-31 C, Tax lots 601 and 602; R-1-6 (Single Family Residential, 6,000 square foot minimum lot size) zone; Kurt Kessler, applicant; Jim Capp, representative.

Before the hearing began, Chair Gorman stated despite being a property owner near the subject property, he did not consider it a conflict of interest, and stated he could hear the case and make a fair judgment.

Four 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 this request.

The following participants testified:

Jim Capp, Western Land Use Services	P.O. Box 2937	Harbor, OR
Steve Bismarck	270 Allen Lane	Brookings, OR 97415
Jene Bourdlaief	P. O. Box 2183	Brookings, OR 97415
Dave Kitchen	P. O. Box 516	Brookings, OR 97415
Jerry McGee	96949 Hampton Road	Brookings, OR 97415
Debbie Bourdlaief	P. O. Box 2183	Brookings, OR 97415
Milt Gowman	96903 Gowman Lane	Brookings, OR 97415

A petition was entered into the record from the following:

Will & Erika Westbrook	P. O. Box 1962	Brookings, OR 97415
Dave & Marcia Kitchen	P. O. Box 516	Brookings, OR 97415
Jene and Debbie Bourdlaief	P. O. Box 2183	Brookings, OR 97415
Chesley & Cheryl Noland	1372 Hampton Lane	Brookings, OR 97415
Robert Baker	P. O. Box 683	Brookings, OR 97415
Elaine Bannister	P. O. Box 7860	Brookings, OR 97415
Jerry & Cindy McGee	96949 Hampton Lane	Brookings, OR 97415
Barbara Wilson	P. O. Box 7107	Brookings, OR 97415
Steven Bismarck	1300 Hampton Lane	Brookings, OR 97415

The Public Hearing was closed without further action.

At the request of a participant, Mr. Kitchen, the hearing will be continued until the July 1, 2003, meeting. The participants who testified were advised that they would have seven (7) days in which to submit to the Planning Department additional evidence regarding the request. Any written testimony received after that seven days will be given to the applicant, who will have 7 days to review and respond. At the July 1, 2003, Public Hearing, no additional testimony will be given, and the Commission will make their decision.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None.

UNSCHEDULED PUBLIC APPEARANCES

None.

PROPOSITIONS AND COMMISSIONERS COMMENTS:

Chair Gorman asked the Planning Director if he could forward to Public Works his concern about the potholes on Parkview Drive.

REPORT OF THE PLANNING DIRECTOR

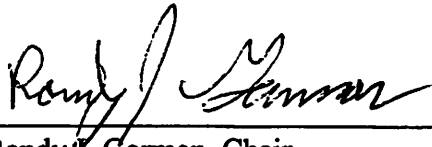
None.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 9:50 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION



Randy J. Gorman, Chair

cmm

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/03	06/03/2003	46453	2259	American Scientific	10-00-2005	67.26
06/03	06/03/2003	46454	496	APSCO	10-00-2005	218.31
06/03	06/03/2003	46455	2281	Barbara Gossett	10-00-2005	26.89
06/03	06/03/2003	46456	174	Barbara Palicki	10-00-2005	49.65
06/03	06/03/2003	46457	138	Becco, Inc	10-00-2005	72.90
06/03	06/03/2003	46458	148	B-H Chamber of Commerce	10-00-2005	1,004.57
06/03	06/03/2003	46459	546	Booth & Collinson	10-00-2005	50.00
06/03	06/03/2003	46460	313	Brookings Vol Firefighters	10-00-2005	2,083.33
06/03	06/03/2003	46461	1118	Brookside Florist	10-00-2005	15.00
06/03	06/03/2003	46462	2029	Bruce/Gorski	10-00-2005	1.33
06/03	06/03/2003	46463	820	CMI Business Systems	10-00-2005	119.85
06/03	06/03/2003	46464	1745	Coastal Paper & Supply, Inc	10-00-2005	225.78
06/03	06/03/2003	46465	183	Colvin Oil Company	10-00-2005	1,656.50
06/03	06/03/2003	46466	803	Commercial Landscape Supply	10-00-2005	628.91
06/03	06/03/2003	46467	182	Coos-Curry Electric	10-00-2005	12,364.48
06/03	06/03/2003	46468	185	Del Cur Supply	10-00-2005	9.27
06/03	06/03/2003	46469	2282	Derailla	10-00-2005	45.00
06/03	06/03/2003	46470	2262	Diana Pierce	10-00-2005	45.67
06/03	06/03/2003	46471	316	Donald & Roberta Chandler	10-00-2005	548.00
06/03	06/03/2003	46472	2117	Edge Wireless	10-00-2005	44.45
06/03	06/03/2003	46473	1095	Frank Cembellin	10-00-2005	3.13
06/03	06/03/2003	46474	113	Fred Meyer	10-00-2005	161.93
06/03	06/03/2003	46475	298	Freeman Rock Enterprises, Inc	10-00-2005	128.64
06/03	06/03/2003	46476	198	Grants Pass Water Lab	10-00-2005	133.00
06/03	06/03/2003	46477	139	Harbor Logging Supply	10-00-2005	29.80
06/03	06/03/2003	46478	1082	Hilary Thompson	10-00-2005	26.71
06/03	06/03/2003	46479	2251	It's a Party & More	10-00-2005	21.00
06/03	06/03/2003	46480	2277	Joyce M Brooks	10-00-2005	1.89
06/03	06/03/2003	46481	2280	La Taj	10-00-2005	36.03
06/03	06/03/2003	46482	271	Larry Curry	10-00-2005	75.60
06/03	06/03/2003	46483	2272	Marguerite Roth	10-00-2005	37.61
06/03	06/03/2003	46484		Information Only Check	10-00-2005	.00 V
06/03	06/03/2003	46485	2122	Mastercard	10-00-2005	1,312.37
06/03	06/03/2003	46486	155	Mory's	10-00-2005	14.73
06/03	06/03/2003	46487	2283	NW Technical Internet Service	10-00-2005	21.95
06/03	06/03/2003	46488	1394	Pam Callaway	10-00-2005	316.05
06/03	06/03/2003	46489	252	Paramount Pest Control	10-00-2005	35.00
06/03	06/03/2003	46490	311	Paramount Supply Company	10-00-2005	128.85
06/03	06/03/2003	46491	2279	Patricia Beckman	10-00-2005	18.16
06/03	06/03/2003	46492		Information Only Check	10-00-2005	.00 V
06/03	06/03/2003	46493		Information Only Check	10-00-2005	.00 V
06/03	06/03/2003	46494	293	Petty Cash	10-00-2005	204.78
06/03	06/03/2003	46495	2275	Phillip Heiss	10-00-2005	13.05
06/03	06/03/2003	46496	322	Postmaster	10-00-2005	595.00
06/03	06/03/2003	46497	2246	PPPM/Rae	10-00-2005	15.10
06/03	06/03/2003	46498	1193	PRN Data Services, Inc	10-00-2005	2,500.00
06/03	06/03/2003	46499	199	Richard Harper	10-00-2005	300.00
06/03	06/03/2003	46500	1493	Robotronics, Inc	10-00-2005	53.85
06/03	06/03/2003	46501	2276	Roy Craig	10-00-2005	22.48
06/03	06/03/2003	46502	2274	Sterling Snowden	10-00-2005	479.48
06/03	06/03/2003	46503	2278	Steven Derailla	10-00-2005	3.15
06/03	06/03/2003	46504		Information Only Check	10-00-2005	.00 V
06/03	06/03/2003	46505	142	Tidewater Contractors Inc	10-00-2005	3,155.79
06/03	06/03/2003	46506	821	Toshiba America Info Systems	10-00-2005	310.00
06/03	06/03/2003	46507	136	United Pipe & Supply Co Inc	10-00-2005	187.34
06/03	06/03/2003	46508	991	Verizon Northwest	10-00-2005	154.24
06/03	06/03/2003	46509	2273	Virgil Dailey	10-00-2005	2.98

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/03	06/03/2003	46510	856	VOID - Warren Krick	10-00-2005	.00
06/03	06/03/2003	46511	269	WW Grainger	10-00-2005	9.80
06/03	06/03/2003	46512	196	DHR Child Support Unit	10-00-2005	203.08
06/03	06/03/2003	46513	250	DHR Child Support Unit	10-00-2005	92.52
06/03	06/03/2003	46514	910	OR Department of Justice	10-00-2005	115.38
06/03	06/03/2003	46515	1132	OR Department of Justice	10-00-2005	391.62
06/03	06/03/2003	46516	1464	OR Department of Justice	10-00-2005	177.23
06/03	06/03/2003	46517	1742	OR Department of Justice	10-00-2005	119.40
06/03	06/03/2003	46518	144	OR Teamster Employers Trust	10-00-2005	8,481.48
06/03	06/03/2003	46519	189	OR Teamster Employers Trust	10-00-2005	18,174.60
06/03	06/03/2003	46520	205	PERS Retirement	10-00-2005	11,158.33
06/03	06/03/2003	46521	213	Teamsters Local Union 223	10-00-2005	600.00
06/03	06/06/2003	46522	2260	Colleen & Richard Christensen	10-00-2005	19.12
06/03	06/06/2003	46523	154	Hagen's Dry Cleaners	10-00-2005	32.00
06/03	06/06/2003	46524	2263	James & Bertha Cross	10-00-2005	22.09
06/03	06/06/2003	46525	2231	L & M Renner, Inc.	10-00-2005	338.45
06/03	06/06/2003	46526	155	Mory's	10-00-2005	8.80
06/03	06/06/2003	46527	207	Quill Corporation	10-00-2005	10.98
06/03	06/06/2003	46528	156	That Special Touch Florist	10-00-2005	16.00
06/03	06/06/2003	46529	990	United Parcel Service	10-00-2005	51.49
06/03	06/06/2003	46530	136	United Pipe & Supply Co Inc	10-00-2005	695.08
06/03	06/06/2003	46531		Information Only Check	10-00-2005	.00 V
06/03	06/06/2003	46532	157	Viking Office Products	10-00-2005	482.98
06/03	06/06/2003	46533	1547	Lonnie Draheim	10-00-2005	2,976.00
06/03	06/13/2003	46534	167	American Sigma	10-00-2005	55.20
06/03	06/13/2003	46535	2292	Angela James	10-00-2005	4.83
06/03	06/13/2003	46536	150	Any Time Coffee Service	10-00-2005	130.55
06/03	06/13/2003	46537	2284	AWWA NW Oregon Subsection	10-00-2005	135.00
06/03	06/13/2003	46538	1458	Bob Schaefer	10-00-2005	77.00
06/03	06/13/2003	46539		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46540	110	Brookings Auto Parts	10-00-2005	281.12
06/03	06/13/2003	46541	548	Coastal Copiers Sales & Leasin	10-00-2005	28.76
06/03	06/13/2003	46542	183	Colvin Oil Company	10-00-2005	2,572.60
06/03	06/13/2003	46543	1801	Cop Shop Etc	10-00-2005	239.00
06/03	06/13/2003	46544	151	Curry Coastal Pilot	10-00-2005	2,501.00
06/03	06/13/2003	46545	648	Curry County Sheriffs Office	10-00-2005	8,556.62
06/03	06/13/2003	46546	195	Curry Transfer & Recycling	10-00-2005	547.38
06/03	06/13/2003	46547	166	Dan's Auto & Marine Electric	10-00-2005	294.79
06/03	06/13/2003	46548	2291	Delores Brannon	10-00-2005	10.16
06/03	06/13/2003	46549	371	DEQ Business Office	10-00-2005	25.00
06/03	06/13/2003	46550	2286	Don Tilton	10-00-2005	537.63
06/03	06/13/2003	46551	261	Engineered Control Products	10-00-2005	600.92
06/03	06/13/2003	46552	153	Ferrellgas	10-00-2005	1,857.96
06/03	06/13/2003	46553	2285	Fred Letizia	10-00-2005	40.12
06/03	06/13/2003	46554	2289	George M C Lee	10-00-2005	4.09
06/03	06/13/2003	46555	2251	It's a Party & More	10-00-2005	24.00
06/03	06/13/2003	46556		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46557		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46558		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46559		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46560		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46561		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46562		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46563		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46564		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46565		Information Only Check	10-00-2005	.00 V
06/03	06/13/2003	46566	162	Kerr Hardware	10-00-2005	6,990.70

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/03	06/13/2003	46567	386	Lab Safety Supply Inc	10-00-2005	57.24
06/03	06/13/2003	46568	1890	Marvin Parker	10-00-2005	276.95
06/03	06/13/2003	46569	155	Mory's	10-00-2005	39.90
06/03	06/13/2003	46570	442	OCCMA	10-00-2005	358.00
06/03	06/13/2003	46571	2287	Ole & Clair Johnson	10-00-2005	9.03
06/03	06/13/2003	46572	252	Paramount Pest Control	10-00-2005	35.00
06/03	06/13/2003	46573	1700	Phil's Auto Recycling	10-00-2005	35.00
06/03	06/13/2003	46574	180	Ray's Food Place	10-00-2005	108.66
06/03	06/13/2003	46575	2288	Scott & April Beldi	10-00-2005	1.54
06/03	06/13/2003	46576	2290	Tim Romshek	10-00-2005	9.88
06/03	06/13/2003	46577	179	Trew, Cyphers & Meynink	10-00-2005	1,643.50
06/03	06/13/2003	46578	161	United Communications Inc	10-00-2005	394.92
06/03	06/13/2003	46579	991	Verizon Northwest	10-00-2005	1,513.93
06/03	06/13/2003	46580	157	Viking Office Products	10-00-2005	195.64
06/03	06/13/2003	46581	1378	William Woodward	10-00-2005	3.60
06/03	06/17/2003	46582	196	DHR Child Support Unit	10-00-2005	203.08
06/03	06/17/2003	46583	910	OR Department of Justice	10-00-2005	115.38
06/03	06/17/2003	46584	1132	OR Department of Justice	10-00-2005	391.62
06/03	06/17/2003	46585	1484	OR Department of Justice	10-00-2005	177.23
06/03	06/17/2003	46586	205	PERS Retirement	10-00-2005	9,889.54
06/03	06/17/2003	46587	145	EBS Trust	10-00-2005	57.00
06/03	06/16/2003	46588	214	Regence Life & Health Ins	10-00-2005	222.60
06/03	06/19/2003	46589	496	APSCO	10-00-2005	997.61
06/03	06/19/2003	46590	490	Ameson Motor & Machines	10-00-2005	35.00
06/03	06/19/2003	46591	993	ATCO International	10-00-2005	160.00
06/03	06/19/2003	46592	256	B & B Excavation	10-00-2005	120.00
06/03	06/19/2003	46593	2294	B.B. Painting	10-00-2005	1,000.00
06/03	06/19/2003	46594	2302	Beulah Capp	10-00-2005	20.40
06/03	06/19/2003	46595	1910	Carlton-Bates Company	10-00-2005	62.10
06/03	06/19/2003	46596	149	Carpenter Auto Center	10-00-2005	175.55
06/03	06/19/2003	46597	901	Chambers South, Inc	10-00-2005	243.00
06/03	06/19/2003	46598	1840	Chetco Federal Credit Union	10-00-2005	3,204.01
06/03	06/19/2003	46599	305	Chief Supply	10-00-2005	325.93
06/03	06/19/2003	46600	803	Commercial Landscape Supply	10-00-2005	115.79
06/03	06/19/2003	46601	182	Coos-Curry Electric	10-00-2005	4,663.24
06/03	06/19/2003	46602	337	Curry County Health Dept	10-00-2005	100.00
06/03	06/19/2003	46603	173	Curry Equipment Company	10-00-2005	81.20
06/03	06/19/2003	46604	798	Dan Palicki	10-00-2005	300.00
06/03	06/19/2003	46605	2253	Dee Ingwersen	10-00-2005	70.00
06/03	06/19/2003	46606	2300	Elmer Rice	10-00-2005	435.79
06/03	06/19/2003	46607	2295	Els Stolk	10-00-2005	45.00
06/03	06/19/2003	46608	749	Emerald Pool & Patio	10-00-2005	14.99
06/03	06/19/2003	46609	773	Environmental Resource Assoc	10-00-2005	222.15
06/03	06/19/2003	46610	1346	Gail's Graphics	10-00-2005	843.00
06/03	06/19/2003	46611	198	Grants Pass Water Lab	10-00-2005	133.00
06/03	06/19/2003	46612	131	HGE, Inc	10-00-2005	6,181.13
06/03	06/19/2003	46613	307	Industrial Steel & Supply Inc	10-00-2005	158.60
06/03	06/19/2003	46614	2286	Jeff Hanson	10-00-2005	102.14
06/03	06/19/2003	46615	162	Kerr Hardware	10-00-2005	154.03
06/03	06/19/2003	46616	2299	KLB Global Enterprises	10-00-2005	45.00
06/03	06/19/2003	46617	202	League of Oregon Cities	10-00-2005	356.20
06/03	06/19/2003	46618	328	Les Schwab Tire Company	10-00-2005	500.47
06/03	06/19/2003	46619	2306	Michelle Lea	10-00-2005	68.86
06/03	06/19/2003	46620	102	MicroWarehouse	10-00-2005	279.95
06/03	06/19/2003	46621	155	Mory's	10-00-2005	4.16
06/03	06/19/2003	46622	685	Neilson Research Corporation	10-00-2005	60.00
06/03	06/19/2003	46623	1361	Nick's & Dents	10-00-2005	628.22

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
06/03	06/19/2003	46624	279	One Call Concepts, Inc	10-00-2005	36.90
06/03	06/19/2003	46625	426	Oregon Apparatus Repair	10-00-2005	849.25
06/03	06/19/2003	46626	2210	Pacific Coast Surveys PC	10-00-2005	1,310.00
06/03	06/19/2003	46627	1394	Pam Callaway	10-00-2005	675.00
06/03	06/19/2003	46628	2268	Pioneer Products	10-00-2005	176.55
06/03	06/19/2003	46629	2293	PPPM/Krick	10-00-2005	43.10
06/03	06/19/2003	46630	187	Quality Fast Lube & Oil	10-00-2005	29.50
06/03	06/19/2003	46631	207	Quill Corporation	10-00-2005	47.45
06/03	06/19/2003	46632	1445	Rogue River Myrtlewood	10-00-2005	225.00
06/03	06/19/2003	46633	2303	Roland Holloway	10-00-2005	36.81
06/03	06/19/2003	46634	278	Ron Plaster	10-00-2005	1,000.00
06/03	06/19/2003	46635	169	Roto Rooter	10-00-2005	6,840.41
06/03	06/19/2003	46636	647	SCINT	10-00-2005	120.00
06/03	06/19/2003	46637	2123	Spindrift Motor Inn	10-00-2005	427.18
06/03	06/19/2003	46638	380	Stadelman Electric	10-00-2005	877.51
06/03	06/19/2003	46639	2254	Sunny Wheatley	10-00-2005	90.00
06/03	06/19/2003	46640	156	That Special Touch Florist	10-00-2005	93.00
06/03	06/19/2003	46641	2238	The Hunting Shack	10-00-2005	490.59
06/03	06/19/2003	46642	142	Tidewater Contractors Inc	10-00-2005	264.25
06/03	06/19/2003	46643	785	U.S. Identification Manual	10-00-2005	82.50
06/03	06/19/2003	46644		Information Only Check	10-00-2005	.00 V
06/03	06/19/2003	46645	136	United Pipe & Supply Co Inc	10-00-2005	212.98
06/03	06/19/2003	46646	1523	United Rentals	10-00-2005	100.47
06/03	06/19/2003	46647	1020	Valley Electrical Contractors	10-00-2005	829.50
06/03	06/19/2003	46648	991	Verizon Northwest	10-00-2005	18.99
06/03	06/19/2003	46649	2304	Wanda J Shortal	10-00-2005	27.39
06/03	06/19/2003	46650	2154	Water Truck Service	10-00-2005	3,100.00
06/03	06/19/2003	46651	1567	Westlog, Inc	10-00-2005	135.00
06/03	06/19/2003	46652	2305	William Cook	10-00-2005	19.12
06/03	06/19/2003	46653	686	Worton Auto Body	10-00-2005	1,647.30
06/03	06/24/2003	46654	1464	OR Department of Justice	10-00-2005	177.23
Totals:						<u>157,096.24</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

In the Matter of an Ordinance Amending)	
Ordinance 89-0-446, An Ordinance)	
Creating the Land Development Code to)	Ordinance 03-O-446.PP
add Section 70 titled Master Plan)	
Development (MPD) District.)	

Sections:

- Section 1. Ordinance identified.
- Section 2. Amendment to add Section 70.

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Ordinance No. 89-0-446, enacted April 10, 1989 entitled, the Land Development Code.

Section 2. Amendment to add Section 70 Ordinance No. 89-O-446, Section 70 is hereby added to read as follows:

Title Master Plan Development (MPD) District

Sections

- 70.010 Purpose
- 70.020 General Provisions
- 70.030 Allowed Uses
- 70.040 Master Plan of Development (MPoD) Review Procedures
- 70.050 Acceptance of Application
- 70.060 Staff Evaluation
- 70.070 Review Criteria
- 70.080 Action by Planning Commission
- 70.090 Action by the City Council
- 70.100 Notice of Decision
- 70.110 Effective Date and Assurance
- 70.120 Effective Period of Master Plan of Development (MPoD) Approval
- 70.130 Modification of a Master Plan of Development (MPoD)
- 70.140 Detailed Development Plan (DDP) Review Procedures
- 70.150 Acceptance of Application
- 70.160 Staff Evaluation
- 70.170 Review Criteria for Determining Compliance with Master Plan of Development (MPoD)
- 70.180 Action by the Planning Commission
- 70.190 Effective Date
- 70.200 Effective Period of Detailed Development Plan (DDP) Approval
- 70.210 Modification(s) of a Detailed Development Plan (DDP)
- 70.220 Determining Compliance

70.010 Purpose The Master Planned Development (MPD) zone is a land use district. The Master Planned Development zone may be applied on sites that are 50 acres or greater in size. The MPD zone shall implement the MP Comprehensive Plan designation, which shall be placed on all land requiring a "Master Plan of Development" in the Urban Growth Management Agreement, (UGMA) adopted by the City and the County. Upon or subject to annexation into the City, the MP Comprehensive Plan designation shall be applied to all land that is required to adopt a "Master Plan of Development" (MPoD) in the Urban Growth Boundary. In addition, the City may apply the MPD designation to other lands within the City.

The MPD zone is to be implemented through the approval of a MPoD that describes in detail, as outlined in this section, how the development of the property will occur and how the development will implement applicable goals and policies of the City's Comprehensive Plan, and applicable provisions of the Land Development Code. The MPoD will assess and minimize, to an acceptable level, the impacts of the development on the City's services, infrastructure, transportation systems and neighboring properties. As the MPD zone is implemented through an approved MPoD, no development shall be allowed until applicable requirements of Section 70 are met. Compliance with applicable plan goals and policies is deferred until the MPoD review.

Master Planned Development review procedures are established in this chapter for the following purposes:

- A. Promote flexibility in design and permit diversification in location of structures;
- B. Promote efficient use of land and energy and facilitate a more economical arrangement of buildings, circulation systems, land uses, and utilities;
- C. Preserve to the greatest extent possible existing landscape features and amenities, and utilize such features in a harmonious fashion;
- D. Provide for more usable and suitably located recreation facilities and other public and common facilities than would otherwise be provided under conventional land development procedures;
- E. Combine and coordinate architectural styles, building forms and building relationships within the Planned Development;
- F. Provide the applicant with reasonable assurance of ultimate approval before expenditure of complete design monies, while providing the City with assurances that the project will retain the character envisioned at the time of approval;
- G. Promote and encourage energy conservation; and
- H. Provide greater compatibility with surrounding land uses than what may occur with a conventional project.

70.020 General Provisions Development within a Master Planned Development (MPD) zone is governed by the approval of a MPoD which can be developed in a single phase or in multiple phases. Prior to development a MPoD must be approved and prior to construction of any phase a Detailed Development Plan (DDP) must be approved. On sites where a MPD designation exists on the City's Official Zoning Map the provisions of Section 70 shall apply. The following procedure allows for Planning Commission review of a MPoD and Detailed

Development Plan. An application to apply the MPD zone to specific properties may be submitted and reviewed concurrent with MPoD approval. The applicant may either select to process the development proposal under a DDP concurrent with approval of the MPoD or may request only approval of a MPoD in accordance with Section 70.050 and later apply for a DDP for an individual phase or phases of the project. However, prior to issuing any building permits a DDP must be approved by the Planning Commission.

An applicant for MPoD approval may propose one or more alternative development standards for all or any specific areas within the plan boundaries, which supersede corresponding development regulations or standards otherwise applicable to the project area through existing regulations. Such alternative standards shall be clearly and specifically identified within the plan submittals, and shall include an explanation and/or drawings, which demonstrates that such alternative standards equally or better meet the purpose of the existing regulations.

70.030 Allowed Uses The following uses are allowed outright when they are included in an approved MPoD.

- A. All uses allowed outright and conditionally in the R-1, R-2, R-3 zones;
- B. All uses allowed outright and conditionally in the C-1, C-2, C-3 and C-4 zones.
- C. All uses allowed outright in the I-P and M-2 districts.

70.040 Master Plan of Development (MPoD) Review Procedures An application filed for a MPoD shall be reviewed in accordance with the following procedures.

Application Requirements

Applications shall be made on forms provided by the City. The person filing the application must be the owner or a person having an interest in the land to be included in the MPoD. If the MPoD is to include land in more than one ownership, the application must be submitted jointly by all of the owners or persons having an interest in each of the separately owned properties to be included.

The application shall be accompanied by the following:

- Three copies of the narrative on 8.5 in. by 11 in. sheets;
- Four sets of full-scaled black line drawings of the MPoD graphic(s), with sheet size not to exceed 30 in. by 42 in. Where necessary, an overall plan with additional detail sheets may be submitted; and
- One set of the graphics shall be reduced to fit on 8.5 in. by 11-in. sheets of paper. Graphics, and related names/numbers must be legible on this sheet size.

A. Graphic Requirements

A MPoD shall include the following information where applicable:

1. Public Notice map including properties within 250 feet of the boundary of the MPoD.

2. Existing land use map (typically a topographic map that extends at least 300 ft. beyond the site. The map includes existing building footprints and makes a distinction between single-family, multi-family, commercial and industrial uses, as well as other significant features such as roads, drainageways, parks, and schools);
3. Site plan(s) and other graphics drawn to scale and containing a sheet title, date, north arrow, and legend - placed in the same location on each sheet and containing the following:
 - (a) Existing site conditions including contours at intervals sufficient to indicate topographic conditions, watercourses, flood plains, and any unique natural features;
 - (b) Slope Analysis for any area containing or adjacent to a fault zone, sinkhole, unstable soils, steep slopes, high water table, or other geologic hazard.
 - (c) Boundary of the Proposed MPoD and any interior boundaries related to proposed development phases or land divisions;
 - (d) Land use areas identified as dedicated to residential use within the MPoD, shall be identified as such and indicating the type of residential use, the number of units within the area and resulting density.
 - (e) General location and size of areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semipublic uses;
 - (f) Existing and proposed general vehicle and pedestrian circulation system including bikeways, sidewalks, off-street parking areas, street standards, service areas, loading areas, and major points of access to public rights-of-way. Notations of proposed ownership (public or private) should be included where appropriate;
 - (g) Existing and proposed preliminary utility systems including sanitary sewer, storm sewer, drainageways, and water, where appropriate;
 - (h) Sufficient information on land areas within at least 150 ft of the subject property to indicate their relationships with the proposed development including land uses, lot lines, circulation systems, public facilities, and unique natural features of the landscape;
 - (i) Location of natural resource, historic and cultural resources as identified on adopted City and County inventories and a surface survey;
4. The City Planner may also require additional information to evaluate the proposal.

B. Narrative Requirements A written statement shall include the following information:

1. Statement of planning objectives to be achieved by the project. This statement should indicate a description of the character of the proposed development, and a discussion indicating how the application meets the review criteria in Section 70.080.
2. Statement addressing how the project is in compliance with the applicable goals and policies of the Comprehensive Plan.
3. Quantitative data for the total concept development plan for the following where appropriate:
 - (a) Total number and type of dwelling units;
 - (b) Parcel size;
 - (c) Proposed lot coverage of buildings and structures where known;
 - (d) Gross densities per acre;
 - (e) Approximate allocation and amount of open space (lands not designated for buildings or vehicle parking and maneuvering areas);
 - (f) General type and location of land committed to nonresidential construction uses. The applicant may specify a list of allowable uses within the master plan area which may not include all uses allowed in the underlying zone.
4. General statement of intentions concerning timing, responsibilities, and assurances for all public and non-public improvements, such as irrigation, private roads and drives, landscape, and maintenance;
5. Statement describing project phasing, if proposed. Phases shall be:
 - (a) Substantially and functionally self-contained and self-sustaining with regard to access, parking, utilities, open spaces, and similar physical features; capable of substantial occupancy, operation, and maintenance upon completion of construction and development;
 - (b) Properly related to other services of the community as a whole and to those facilities and services yet to be provided; and
 - (c) Provided with such temporary or permanent transitional features, buffers, or protective areas as may be required to prevent damage or detriment to any completed phases and to adjoining properties not in the MPoD.
 - (d) Phasing plan including timing for construction and provision of dwelling units, parcel sizes and open space by phase.
6. Traffic Impact Study consistent with Phasing Plan.

70.050 Acceptance of Application

- A. The City Planner shall review the application in accordance with Section 4, Development Permit Procedures.

- B. After accepting a complete application the City Planner shall schedule a public hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with Section 84, Public Hearing Notice Procedures.

70.060 Staff Evaluation The City Planner shall prepare a report that evaluates whether the MPoD complies with the review criteria. The report shall also include a recommendation for approval or denial and, if needed, a list of conditions for the Planning Commission to consider if an approval is granted.

70.070 Review Criteria The Planning Commission shall approve an application for MPoD upon finding that the following approval criteria be met:

- A. The proposed MPoD is consistent with the purposes identified in Section 70.010 and the intent of the MPD zone;
- B. The proposed phasing schedule, if any, is reasonable and does not exceed 10 years between commencement of development on the first and last phases unless otherwise authorized by the Planning Commission either at the time of approval of the MPoD or by a modification to the MPoD. If at the end of 10 years the project is not built out, the Planning Commission shall review the MPoD and shall have the ability to require changes to or rescind the plan based on existing conditions.
- C. The proposed MPoD will demonstrate that adequate utilities and infrastructure are available or can reasonably be made available at each phase. The proposed MPoD will further demonstrate that existing utility services and water supplies for adjacent properties will not be negatively affected at each phase.
- D. The proposed MPoD will demonstrate that the plan respects the physical characteristics of the site.
- E. The applicant demonstrates that all deviations from the development standards are warranted.
- F. The circulation proposed MPoD will demonstrate that adequate transportation facilities are available, and the plan promotes the most economic, safe and efficient movement of traffic.

70.080 Action by Planning Commission The Planning Commission shall conduct a public hearing in accordance with Section 144.040. Following the close of the hearing the Planning Commission shall recommend the approval, conditional approval or denial of the MPoD. The recommendation shall be reported to the City Council by filing said recommendation with the City Recorder. The Commission's recommendation shall include findings that specify how the application has or has not complied with the above review criteria.

70.090 Action by the City Council

- A. Upon receipt of said report from the Planning Commission or upon the expiration of such 90 days as aforesaid, a public hearing is automatically set for the next regular City Council meeting following the receipt of the report; provided, however, that the Council may, by motion, set the date of such public hearing at such other time or at such other place it desires.

- B. At the conclusion of the public hearing, the Council may enact an ordinance granting approval of the MPoD or may, by motion, deny the granting of the MPoD.

70.100 Notice of Decision The City Planner shall provide the applicant with a notice of decision in accordance with Chapter 4 – Development Permit Decisions and other applicable legal requirements, that includes a written statement of the City Council decision, a reference to findings leading to it, any conditions of approval, and appeal period deadline. A notice of decision shall also be mailed to persons who presented testimony orally or in writing at the public hearing.

70.110 Effective Date and Assurance The decision of the City Council shall become effective 15 days from when the Notice of Decision is mailed.

Approval of the MPoD shall assure the applicant the right to proceed with the development in substantial conformity with the Plan and approval of the DDP, subject to such modifications as may be authorized. Changes to zoning ordinances, policies and standards adopted after the date of approval of the Plan shall not apply to the development during the duration of the Plan.

70.120 Effective Period of Master Plan of Development (MPoD) Approval If the applicant has not submitted a DDP for the Planned Development or the first phase within four years from the date of approval, the MPoD shall expire. Where the Planning Commission finds that conditions have not changed, the Commission may, at its discretion, extend the period for two additional years per extension, subject to applicable hearing and notice requirements. If after the approval of the first DDP, construction has not been started or at any time construction has lapsed for a period of three (3) years, the MPoD will expire.

70.130 Modification of a Master Plan of Development (MPoD) An applicant may request modification of an approved MPoD subject to the review criteria set forth above as applicable to the initial approval of the Plan and subject to the following review procedures (all modifications within Section 70, relating to a change in traffic trip generation shall be based on the most recent edition of the Institute of Transportation Engineers {ITE} manual):

- A. A modification shall qualify for a minor review if the proposed modification request results in an increase in traffic generation trips equal to or less than 10 percent of the total peak hour trips anticipated in the MPoD, as approved. The City Planner shall make the determination as to whether a proposed modification is major or minor. A minor modification may be approved conditionally, approved, or denied by the City Planner. If the City Planner determines that the proposed minor modification has significant impacts of a magnitude equivalent to those of a major modification, the City Planner may refer the matter to the Site Plan Committee to determine if the application should be referred to the Planning Commission for decision. The following notice and appeal requirements apply to a decision by the City Planner to allow, allow conditionally, or deny:
1. Application. The applicant must submit an application on the appropriate form and accompanied by the correct fee. The application must contain all of the information required by 70.140, modification of a MPoD.
 2. Notice of a request. Within 7 days of receiving the complete application the City Planner will mail a notice of the request to all property owners within 250 feet of the lot and to persons on record as interested parties.

3. Processing time. A twenty (20) calendar day written comment period shall be provided from the time notice is mailed to provide interested persons with an opportunity to submit written comments about the proposed modification before the City Planner makes a decision on the request.
 4. Decision. Upon close of the comment period the City Planner shall review all written comments actually received by the Department within the comment period and the applicant's response to the comments. The City Planner shall then issue a decision. The Notice of the Decision shall be mailed to the applicant and those provided notice.
 5. Appeal. The decision of the City Planner shall be final. Within 15 days of the mailing of the Notice of Decision, an appeal may be made to the Planning Commission.
- B. A modification shall qualify for a major review if the proposed modification results in an increase in traffic trips greater than 10 percent of the total peak hour trips anticipated in the approved MPoD. In reviewing a major modification request, the Commission shall follow the procedures required for a MPoD submittal.
- C. In all modifications, review shall be limited to the area proposed for modification and the impacts attributed to the proposed change.

70.140 Detailed Development Plan (DDP) Review Procedures The applicant can request that each phase or a portion of a phase be reviewed in accordance with the DDP review procedures, so long as each detailed development plan is in substantial conformance with the MPoD.

Application Requirements An application filed for a DDP shall address the requirements specified for a MPoD above and include the following additional information:

- A. **Graphic Requirements** In addition to the graphic requirements specified for a MPoD, a DDP shall include:
1. Topographic contours at 2-ft minimum intervals for slopes under 20 percent and at 5-ft. minimum intervals for slopes at or greater than 20 percent. Where the grade exceeds 15 percent or where the development site abuts existing developed lots, a grading plan shall be required. If a grading plan is required, it shall conform to the standards established in Section 100, unless alternative standards are proposed at the time of the DDP approval.
 2. For all buildings except single family and duplex homes, the location of existing and proposed structures and other improvements, including maximum heights, building types, and gross density per acre (for residential developments) and location of fire hydrants, existing overhead lines in the abutting right of way, easements and walkways;
 - 3 Typical elevations of buildings and structures (which may be submitted on additional sheets) sufficient to indicate the architectural intent and character of the proposed development for all buildings except single family and duplex residential;

4. Landscape plan drawn to scale showing location of existing trees and other significant vegetation proposed to be removed from or to be retained on the site, location and design of landscaped areas, varieties and sizes of trees and plant materials to be planted, other landscape features including walls and fences, and irrigation systems proposed to maintain plant materials;
 5. Utilities plan indicating how sanitary sewer, storm sewer, drainage, and water systems will function and how negative impacts to existing sanitary sewers, storm sewers, drainage and water systems of adjacent properties will be avoided;
 6. Circulation plan showing street, driveway, parking area, service area, loading area, pedestrian way, and bikeway improvements and their dimensions;
 7. Location and dimensions of all areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semipublic areas;
 8. Exterior lighting plan indicating the location, size, height, typical design, material, color, and method and direction of illumination;
 9. Types and locations of trees to be preserved or planted.
- B. Narrative Requirements In addition to the narrative requirements specified for a MPoD above, the DDP shall include:
- a. Proposals for setbacks or approximate building envelopes, lot areas where a concurrent land division is proposed and number of parking spaces to be provided (in ratio to gross floor area or number of units);
 - b. Updated statement outlining timing, responsibilities, and assurances for all public and non-public improvements such as irrigation, private roads and drives, landscape, and maintenance; identify any changes since approval of MPoD.
 - c. Statement addressing compatibility of proposed development to adjacent land uses relating to such items as architectural character, building type, and height of proposed structures;
 - d. Statement demonstrating consistency with adopted traffic impact study and the Transportation Plan.
- C. Tentative Plat If a MPoD is to be partitioned or subdivided, a tentative plan or plat may also be submitted as part of a MPoD or DDP submittal in accordance with Section 176, Land Divisions, to permit simultaneous review.

70.150 Acceptance of Application

- A. The City Planner shall review the application in accordance with Section 4 – Development Permit Procedures.

- B. After accepting a complete application the City Planner shall schedule a public hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with Section 4, Development Permit Procedures.

70.160 Staff Evaluation The City Planner shall prepare a report that evaluates whether the DDP complies with the review criteria below. The report should include a recommendation for approval or denial and, if needed, a list of conditions for the Planning Commission to consider if an approval is granted.

70.170 Review Criteria for Determining Compliance with Master Plan of Development (MPoD)

- A. Request for approval of a DDP shall be reviewed to determine whether it is in substantial conformance with the MPoD. The DDP shall be deemed to not be in substantial conformance with the MPoD if it results in any of the following types of changes from the MPoD.
1. Increase in development density and/or intensity that results in a peak hour trip generation of greater than 10 percent of the total approved in the MPoD.
 2. Increase in the floor area proposed for nonresidential use by more than 10 percent from what was previously specified;
 3. Reduction of more than 10 percent of the area reserved for common open space and/or usable open space from what was previously specified;
 4. Increase in the total ground area proposed to be covered by structures by more than 5 percent from what was previously specified;
 5. Reduction of specific setback requirements by more than 25 percent where previously specified; and
 6. Reduction of project amenities provided such as recreational facilities, screening, and/or landscaping provisions by more than 10 percent from what was previously specified.
 7. If subdivision or partition, the application meets the applicable requirements of Section 176 of this code.
- B. All deviations within the limits set by the criteria in "A" above from those of the approved MPoD shall be justified and explained either in the required graphic or narrative materials.

70.180 Action by the Planning Commission The Planning Commission may approve, conditionally approve, or deny the DDP. The Planning Commission's decision shall include findings that specify how the DDP is or is not in substantial conformance with the MPoD.

70.190 Effective Date The decision of the Planning Commission shall become effective 15 days from when the Notice of Decision is mailed unless an appeal is filed.

70.200 Effective Period of Detailed Development Plan (DDP) Approval

- A. Approval of a DDP shall be valid for a 3-year period from the date of initial approval. If the applicant has not begun construction within this time frame, the approval shall expire. At its discretion and without a public hearing, the

Commission may extend the approval one time for a period not to exceed 2 additional years per extension.

B. The Planning Commission may permit implementation of the DDP in phases.

70.210 Modification(s) of a Detailed Development Plan (DDP) This section identifies the processes by which an approved DDP may be modified. Such modifications are necessary to the extent that final building and construction plans are not in substantial compliance with the adopted DDP. In general, such plans may be modified in two ways, depending upon the degree of modification proposed. These include:

- A. Changes that modify the approved plan but do not increase traffic trips by more than 10 percent of traffic trips generated by the development approved in the MPoD may be approved, approved with conditions, or denied by the City Planner pursuant to applicable public notice and hearing opportunity requirements. If the proposed changes do not increase traffic trips by more than 10 percent but the changes have significant impacts of a magnitude equivalent to a 10 percent traffic increase, the City Planner may refer the matter to the Site Plan Committee to determine if the application should be referred to the Planning Commission for decision.
- B. Those changes which cause an increase in the traffic trips greater than 10 percent of those generated by the development approved in the MPoD, may be approved, approved with conditions or denied by the Planning Commission in accordance with Section 70.090. (Major Development Plan Modification).

In a modification, review shall be limited to the area proposed for modification and the impacts attributed to the proposed change.

70.220 Determining Compliance A building permit or other site development permit request shall be in substantial compliance with DDP and all modifications.

First reading: _____

Second reading: _____

Passage: _____

Effective date _____

Signed by me in authentication of its passage this _____ day of _____, 2003.

Bob Hagbom
Mayor

ATTEST:

Paul Hughes, Finance Director/Recorder

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

**In the Matter of an Ordinance amending)
Goal 14, Urbanization, of the Compre-)
hensive Plan to provide for a new land)
use designation of Master Plan Area)** ***ORDINANCE No. 03-O-557***

Sections:

Introduction.

Section 1. Amendment to Goal 14, Urbanization, of the Comprehensive Plan.

WHEREAS, a public hearing was held on July 14, 2003 before the Brookings City Council for the purpose of considering a Comprehensive Plan amendment to add a new land use designation of Master Plan Area

WHEREAS, the city has annexed property that was designated as requiring a master plan of development prior to any development on the property when brought into the urban growth boundary; and

WHEREAS, the city's Comprehensive Plan does not have a land use designation enabling a zoning designation that would accommodate a master plan of development and has created a new Master Plan Development Zone.

WHEREAS, the City Council after presentation from staff and testimony from the public, upon a motion duly seconded, did vote in the majority to voted to amend the Goal 14, Urbanization, of the Comprehensive Plan to add a land use designation of Master Plan Area.

The city of Brookings ordains as follows:

Section 1. Amendment to Goal 14, Urbanization, of the Comprehensive Plan to add a new policy creating a land use designation of Master Plan Area. Goal 14 is hereby amended to add a new policy as follows:

6. The city has adopted a Master Plan Development (MPD) Zone, which will be placed over any area of the UGB designated as a Master Plan Area, when that area is annexed to the city. To accommodate the MPD Zone, a land use designation of "Master Plan Area" is created and will be applied to any area zoned as MPD. No development can occur within an area designated as Master Plan Area or zoned MPD until there is a Master Plan of Development approved and adopted by the City Council. Adoption of a Master Plan of Development shall be by ordinance to incorporate the approved master plan as a separately bound document as a supplement to all applicable goals of the Comprehensive Plan.

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this _____ day
of _____, 2003

ATTEST:

Bob Hagbom,
Mayor

Paul Hughes,
Finance Director/Recorder

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

An ordinance amending the)
comprehensive plan designation on a)
553± acre parcel of land and the)
adjoining Highway 101 frontage) **ORDINANCE NO. 03-O-558**
including 1,600± feet of Highway 101)
and rezoning the parcel MPD (Master)
Plan Development) on that certain)
property described below.)

Sections:

Introduction.

Section 1. Comprehensive Plan designation to Master Plan Area.

Section 2. Zoning Map amendment to Master Plan Development.

WHEREAS, a public hearing was held on July 14, 2003 before the Brookings City Council for the purpose of considering a Comprehensive Plan change from an Open Space designation to a Master Plan Area designation and a zone change from P/OS (Public Open Space) to MPD (Master Plan Development) on three parcels of land totaling 553 acres, the highway frontage along the subject property and 1,600 feet of the highway north of Carpenterville Road, located within the northerly city limits; (identified as Assessor's Map No. 40-14 & index, Tax Lots 2401, 2402 and a portion of 2403.

WHEREAS, the subject property was designated as a Master Plan Area when brought into the urban growth boundary, requiring the a master plan of development for the entire property be approved prior to any urban development; and

WHEREAS, the city ordinances require that a city zone be placed on any property annexed into the city at the time of annexation; and

WHEREAS, when the subject property was annexed to the city, the city did not have a zone equivalent to or requiring a master plan of development and therefore the city's P/OS (Public Open Space) Zone was placed on the property as a holding zone; and

WHEREAS, the city has now adopted a new zone titled Master Plan Development (MPD) District that provides for the process of creating and adopting a master plan of development and has adopted a Comprehensive Plan amendment to create a land use designation of Master Plan Area, 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 place the MPD Zone over the subject property and instructed staff to prepare a Final Order to that effect;

The city of Brookings ordains as follows:

Section 1. Amendment to the Comprehensive Plan to designate property Master Plan Area. The Comprehensive Plan of the City of Brookings is amended to show that the property described in Attachment A and shown in Attachment B is designated as Master Plan Area.

Section 2. Amendment to the Zoning Map to designate property Master Plan Development (MPD). The Zoning Map of the City of Brookings is amended to show that the property described in Attachment A and shown in Attachment B is zoned Master Plan Development (MPD).

(See Attachment A and B)

First Reading: _____
Second Reading: _____
Passage: _____
Effective Date: _____

Signed by me in authentication of its passage this _____ day of _____ 2003

Bob Hagbom, Mayor

ATTEST:

Paul Hughes, Finance Director/Recorder

CITY OF BROOKINGS



STAFF REPORT

Date: July 9, 2003

To: Mayor Hagbom and City Council

From: Paul Hughes, Finance Director

Subject: Resolution to amend Resolution 92-R-534 adopting rates, fees and charges to the users of the City of Brookings water supply services and rescind Resolution 03-R-714

BACKGROUND

At the June 9, 2003 Common Council Meeting, you approved Resolution 03-R-714 deleting the \$5.25 water bond fee presently being charged by Resolution 92-R-534. According to the Resolution, the effective date of this fee deletion is April 1, 2003. The actual effective date should have been July 1, 2003. Resolution 03-R-723 will change the effective date of the water bond fee deletion to July 1, 2003 and will rescind Resolution 03-R-714.

RECOMMENDATION

Staff recommends approval of resolution 03-R-723 amending resolution 92-R-534 of the City of Brookings, adopting rates, fees and charges to the users of the City of Brookings water supply services and rescinding Resolution 03-R-714.

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

**In the Matter of a Resolution Amending) *Resolution 03-R-723*
Resolution 92-R-534 of the City of Brookings)
Adopting Rates, Fees and Charges to the)
Users of the City of Brookings Water Supply)
Services and Rescinding Resolution 03-R-714)**

WHEREAS, the City of Brookings currently charges a Capital Investment Charge (Water Bond) of \$5.25; and

WHEREAS, the City of Brookings has collected enough funds from this charge to make the remaining respective bond payments;

***NOW, THEREFORE BE IT RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2003, the following rates, fees and charges are deleted from the rates, fees and charges presently being charged by Resolution 92-R-534:**

Capital Investment Charge (Water Bond)	\$5.25
---	---------------

***AND BE IT FURTHER RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that Resolution 03-R-714 is rescinded.**

DATED and signed this ____ day of July, 2003,

**_____
Bob Hagbom
MAYOR**

ATTEST:

**_____
Paul Hughes
City Finance Director/Recorder**

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

In the Matter of a Resolution Amending) *Resolution 03-R-714*
Resolution 92-R-534 of the City of Brookings)
Adopting Rates, Fees and Charges to the)
Users of the City of Brookings Water Supply)
Services)

WHEREAS, the City of Brookings currently charges a Capital Investment Charge (Water Bond) of \$5.25; and

WHEREAS, the City of Brookings has collected enough funds from this charge to make the remaining respective bond payments;

***NOW, THEREFORE BE IT RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective April 1, 2003, the following rates, fees and charges are deleted from the rates, fees and charges presently being charged by Resolution 92-R-534:**

Capital Investment Charge (Water Bond)	\$5.25
---	---------------

DATED and signed this 9th day of June, 2003,

Original signed by Bob Hagbom
Bob Hagbom
MAYOR

ATTEST:

Paul Hughes
City Finance Director/Recorder

CITY OF BROOKINGS



STAFF REPORT

Date: July 10, 2003
To: Mayor Hagbom & City Councilor
From: Leroy Blodgett, City Manager
Subject: System Development Charges

REPORT

Last month City Council approved new rates for sewer users. The rate was increased to cover operations and maintenance of the wastewater system and pay a portion of the treatment plant debt. The major portion of the debt is to be paid with System Development Charges (SDC's) paid by new development. An increase in the SDC for new sewer connection is necessary to cover the \$990,000 annual debt payment.

The existing SDC for sewer is \$3,288 per equivalent dwelling unit (EDU). The proposed new SDC is \$6,700 per EDU. The City also has SDC's for water, transportation, storm drainage, and parks. Only the sewer SDC is proposed for an increase. However, the proposed resolution establishes SDC's for all the categories because it also repeals the original resolution.

One EDU is based on the average single family house. The EDU for various uses in each category are established in a Report on System Development Charges prepared by HGE in July 1991 and cannot be changed until a complete review and revision is made to the report. The EDU's in each category are as follows

Water & Wastewater

Single Family Dwelling Unit.....	1.0 EDU
Multiple Dwelling Units	0.8 EDU
Mobile Home Park.....	1.0 EDU per unit
Church.....	1.0 EDU
Retail Store w/private restrooms.....	1.0 EDU
Retail Store w/public restrooms.....	2.0 EDU
Service Station	2.0 EDU
School, private	0.08 EDU per student and faculty
Office/Commercial w/private restrooms.....	1.0 EDU
Office/Commercial w/public restrooms.....	2.0 EDU
Restaurant w/private restrooms & no seats.....	1.0 EDU
Restaurant w/public restrooms & no seats.....	3.0 EDU
Restaurant w/public restrooms & less than 25 seats.....	4.0 EDU

Restaurant w/public restrooms & more than 25 seats.....	5.0 EDU
Tavern or lounge (in addition to restaurant)	2.0 EDU
Public Facility with private restrooms	1.0 EDU
Public Facility with public restrooms	2.0 EDU
Motel or Hotel.....	0.1 EDU per unit
Campsites and overnight trailer park	0.5 EDU per unit with restrooms only
Laundromat	0.25 EDU
Large Commercial (1" water meter or larger)	Determined by City staff on case by case

Transportation

Single Family Dwelling	1.0 EDU
Multiple Dwelling Unit.....	1.0 EDU per unit
Commercial & Industrial	1.0 EDU plus 1.0 for each addition 10,000 square feet

Storm Drainage

Single Family Dwelling	1.0 EDU
Multiple Dwelling Unit.....	1.0 EDU per unit
Commercial & Industrial	1.0 EDU plus 1.0 for each addition 10,000 square feet

Parks & Recreation

Single Family Dwelling	1.0 EDU
Multiple Dwelling Unit.....	1.0 EDU per unit
Commercial & Industrial	0.0 EDU

STAFF RECOMMENDATION

Approve resolution 03-R-716 – A resolution revising the Wastewater System Development Charges and repealing Resolution 97-R-619.

**In the Matter of a Resolution revising
the Wastewater System Development
Charges and repealing Resolution No.
97-R-619**

ATTEST:

Paul Hughes
City Finance Director/Recorder

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of **1-Jun 2003**

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
7	Single Family Dwelling	\$4,681.00	\$3,042.68	\$327.67	\$31,269.00	\$1,366,896.00	37	\$6,934,215.00	22	\$3,813,146.00
3	Single Family Addition	\$435.00	\$282.76	\$30.45	\$0.00	\$63,454.00	11	\$376,987.00	11	\$108,584.99
2	Single Family Garage-Carport	\$89.00	\$57.86	\$6.23	\$0.00	\$7,507.00	5	\$37,716.00	10	\$107,386.20
1	Two Family Residential	\$738.00	\$479.70	\$51.66	\$7,340.00	\$221,183.00	1	\$221,183.00	3	\$1,263,965.00
1	Multi-Family Residential Apts	\$1,880.50	\$1,974.53	\$131.64	\$24,893.00	\$678,408.00	3	\$2,118,347.00	0	\$0.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5	\$523,038.00	5	\$1,065,725.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	11	\$107,461.00	8	\$309,454.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$5,000.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	3	\$10,542,307.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$0.00	1	\$0.00
1	Misc.-Retaining Wall-Fence	\$50.50	\$32.83	\$3.54	\$0.00	\$4,231.00	3	\$11,792.00	1	\$10,900.00
15	Total Building Permits	\$7,874.00	\$5,870.36	\$551.18	\$63,502.00	\$2,341,679.00	79	\$10,330,739.00	65	\$17,226,468.19
13	Mechanical Permits	\$681.55	N/A	\$47.71	N/A	N/A	56	N/A	48	N/A
9	Plumbing Permits	\$618.30	N/A	\$43.28	\$0.00	N/A	41	N/A	28	N/A
0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	0	N/A	0	N/A
37	TOTAL PERMITS	\$9,173.85	\$5,870.36	\$642.17	\$63,502.00	\$2,341,679.00	176	\$10,330,739.00	141	\$17,226,468.19
	Total Year to Date Calculated Fees	\$39,692.52	\$25,437.42	\$2,778.48	\$235,556.00					
	2002 YTD Calculated Fees	\$53,767.75	\$45,198.32	\$3,763.75	\$58,553.00					

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