



- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Public Hearing
 - A. File No. LDC-5-03—In the matter of an amendment to the Land Development Code to amend the requirements for parking motor homes and other recreational equipment on residential lots [page 5]
 - B. File No. LDC-6-03—In the matter of an amendment to the Land Development Code to clarify the side yard, street side yard and rear yard set back requirements [page 9]
 - C. File No. CPZ-3-03—In the matter of an application for a zone change from R-3 (Multiple-family Residential) to P/OS (Public Open Space) and a comprehensive plan amendment change from Residential to Open Space; located at 517 Railroad Avenue; Assessor's Map 41-13-05 CC Tax Lot 1800; Grant Young, representative; Curry County, applicant—WITHDRAWN BY APPLICANT
- V. Oral Requests and Communications from the Audience
 - A. Committee and Liaison
 - 1. Council Liaisons
 - B. Unscheduled
- VI. Staff Reports
 - A. City Manager
 - 1. Other

VII. Consent Calendar

- A. Approval of Council Minutes—November 24, 2003, regular Council meeting [page 17]
- B. Acceptance of Planning Commission Minutes—November 4, 2003, regular Commission meeting [page 27]
- C. Approval of Vouchers for month of November, 2003 (\$165,533.41) [page 31]

VIII. Ordinances/Resolutions/Final Orders

- A. Ordinance No. 03-O-446.RR—an amendment to the Land Development Code to amend the requirements for parking motor homes and other recreational equipment on residential lots [page 35]

IX. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

X. Adjournment

City of Brookings
Events Calendar

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December 2003

December 2003							January 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	December 1	2	3	4	5	6
	9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 11:30am FH-Wayne Botta-Teamsters-541 772-9826 7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg (Chetco Sr.Center) 1:30pm CC-SafetyComMtg/ HThmpson 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 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Carptner-Laurie Calef-469-0275		Nature's Coastal Holiday-Azalea Park
7	8	9	10	11	12	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)	9:00am CC-ODOT PDT- 4:30pm CC-Tree trimming	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		
14	15	16	17	18	19	20
	9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalickl 6:00pm CC-American Red Cross Mtg/Karen Degenals 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	6:00pm CC-Victim's Impact Panel-Mindy-Curry Prevention Services-247-2412	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Borax meeting-Leroy	9:00am CC-Borax meeting-Leroy	
21	22	23	24	25	26	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)		City Hall Closed- Christmas Day Holiday 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett		
28	29	30	31			
Nature's Coastal Holiday-Azalea Park	7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)				

City of Brookings
Events Calendar

January 2004

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				January 1, 2004 City Hall CLOSED - New Years Day Hol 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 Carpenter-Laurie Cale	2	3
4	5 Check reminders for URAC agendas at 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	6 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	7 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserves	8 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	9	10
11 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	12 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	13 2:30pm FH-SafetyComMtg/ HThmpson	14 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	15	16	17
18 8:00am CITY OFFICES CLOSED - Martin Luther King Day Holiday (City Hall) 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 7:00pm CC-Parks & Rec Comm/ LBlodgett	22	23	24
25 9:00am CC-Municipal Court/ JdgHarper 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	29	30	31

TO : Mayor and City Council
FROM : John Bischoff, Planning Director
THROUGH : Leroy Blodgett, City Manager
DATE : November 10, 2003



Issue: LDC-5-03. An amendment to the Land Development Code to amend the requirements for parking motor homes and other recreational equipment on residential lots.

Background: The existing language in the Land Development Code prohibits the parking of recreational vehicles in a front or street side yard. This issue was raised when a variance request to allow a motor home to be parked in a street side yard was denied. A joint work/study session of the City Council and Planning Commission resulted in new wording for the ordinance as shown in the attached Planning Commission Staff report.

Recommendation: The Planning Commission recommended that the new language from the staff report be adopted.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Land Development Code Amendment
FILE NO: LDC-5-03
HEARING DATE: October 7, 2003

REPORT DATE: August 26, 2003
ITEM NO: 8.6

GENERAL INFORMATION

APPLICANT: City initiated

REPRESENTATIVE: Staff

REQUEST: An amendment to Section 132, Interpretations and Exceptions, Sub-Section 020.E of the Land Development Code to allow Recreational Vehicles, boats, trailers, pickup campers to be stored in the front and street side yard with certain restrictions.

TOTAL LAND AREA: Citywide residential districts.

PUBLIC NOTICE: Published in local newspaper.

BACKGROUND INFORMATION

A recent request for a variance to allow a recreational vehicle (RV) to be stored on a street side yard raised questions about the city's ordinances, Section 132, Sub-Section 020.E of the Land Development Code, concerning where RVs and other recreational equipment could be stored on a residential lot and the fact that there were many houses that are storing such equipment in a manner contrary to the ordinance requirements. As a result a Planning Commission work-study session was held to review and discuss the ordinance and possible amendments. The result was a consensus for a wording change that would loosen the restrictions on where such equipment can be parked on a residential lot.

PROPOSED AMENDMENT

Currently Section 132.020.E reads as follows:

E. Boats, trailers, pick-up campers or coaches, motorized dwellings, and similar recreation equipment may be stored, but not occupied, on a lot in an "R" district as an accessory use to a dwelling provided that:

1. Parking and storage in a front yard or in a street side yard shall not be permitted and shall be permitted only on a driveway or concrete pad.
2. Parking or storage shall be at least three (3) feet from an interior side or rear lot line.

At the work-study session the consensus was to change the wording to read as follows:

E. Boats, trailers, pick-up camper, motor home, and similar recreation equipment may be stored, but not occupied, on a lot in an "R" district as an accessory use to a dwelling provided that:

1. Parking or storage shall be at least five (5) feet from the front property line and at least three (3) feet from a street and interior side or rear lot line, except however, no storage shall be allowed within 20 of the corner along either property line at a street corner.
2. All areas used for storage of such vehicle/equipment shall be paved.

The wording in "E" above has been changed to reflect more common usage, i.e. the term coach and motorized dwelling are no longer used.

ANALYSIS

The proposed wording somewhat loosens the restrictions on where recreation vehicles and equipment can be stored on a residential lot. Staff does have concerns that allowing such vehicle/equipment to be parked within five feet of the front property line and three feet from a street side yard may create a visual clearance problem for cars leaving neighboring driveways. Since most cars back out of a residential driveway, when the rear of the car is at the street, the driver may not be able to see around the stored vehicle.

RECOMMENDATION

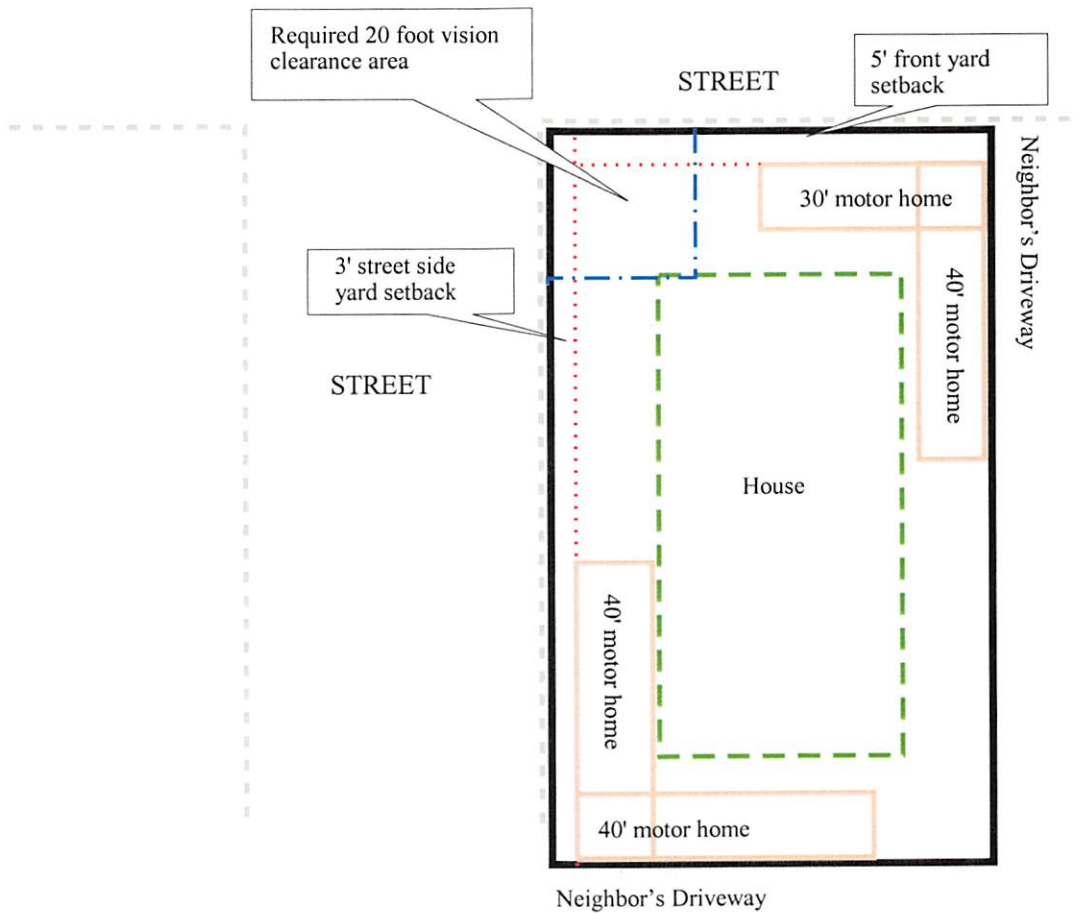
With this concern staff cannot make a recommendation on this matter.

EXHIBIT 1

SETBACKS FOR BUILDING UP TO 15 FEET IN
HEIGHT

STANDARD R-1-6 LOT

TYPICAL 6,000 Sq. Ft. LOT



TO: Mayor and City Council
FROM: John Bischoff, Planning Director
THROUGH: Leroy Blodgett, City Manager
DATE: November 5, 2003



Issue: LDC-6-03. An amendment to the Land Development Code to clarify the side yard, street side yard and rear yard set back requirements.

Background: The existing language in the Land Development Code concerning yard setbacks for the residential zones is somewhat vague and confusing. The Planning Commission was given suggested language to clarify the status and requirements for side and rear yard setbacks and their relationship to building height. The Commission was also asked to determine if the street side yard in the R-1, R-2, R-3, and R-MH zones should also increase with building height. Currently because of the ambiguity of the language, street side yard have not been required to increase with building height. The amendment also included a revised and clarified definition of how building height was determined. A copy of the Planning Commission Staff Report and exhibits are attached. The staff report provided suggested language for either increasing street side yards with building height or leaving street side yards unchanged.

Recommendation: The Planning Commission recommended that the street side yard should *not* increase with building height and recommended the corresponding amending language from the staff report. The Commission also recommended the suggested building height definition.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Land Development Code Amendment
FILE NO: LDC-6-03
HEARING DATE: November 4, 2003

REPORT DATE: August 25, 2003
ITEM NO: 8.1

GENERAL INFORMATION

APPLICANT: City initiated.

REPRESENTATIVE: Staff.

REQUEST: An amendment to Section 8, Definitions, Section 20, Single Family Residential (R-1) District; Section 24, Two Family Residential (R-2) District; Section 28, Multiple Family Residential District; and Section 32, Mobile Home Residential (R-MH) District, to correct requirements related to street side and rear yard setbacks.

TOTAL LAND AREA: Citywide.

PUBLIC NOTICE: Published in local newspaper.

BACKGROUND INFORMATION

In 1989, when the current Land Development Code was written, the R-1 Zone required a rear yard setback of 5 feet with a requirement that read "...provided however, that side yards abutting a street shall be a minimum of 15 feet in width; and provided that the *side or rear* yard shall be increased by one-half foot for each foot by which the building height exceeds 15 feet" (*italics added*). In 1990 the City Council approved a change to the R-1 Zone to require a 15 foot rear yard setback but did not address the additional setback requirement for building over 15 feet in height in terms of the rear yard.

The 15 feet of rear yard has never been required to be increased in height for two reasons. The first is that the required 15 feet is greater than the 12½ feet required by the maximum building height if the original 5-foot rear yard was in affect, and second, the statement says *side or rear* yard and the side yards have always been required to increase with building height. The term *side or rear* yard tends to be confusing and unclear and the use of yard in the singular is confusing as to whether only one side yard or both are required to increase, and thus should be changed to clarify the intent.

The R-3 and R-MH Zones only require a 5-foot rear yard set back, but contains the same *side or rear* yard phrase. These zones should also be change to clarify the meaning. The R-2 Zone makes it clear that the rear yard will increase with building height.

All of the zones listed above require a street side yard of either 10 or 15 feet. The requirement providing for additional side yard setback for buildings over 15 feet in height is not clear whether this includes the street side yard. Additional street side yard setback has not been required in the past. Staff is recommending that the Planning Commission consider this requirement and make a recommendation to the City Council whether the street side yard should or should not increase with building height in the same manner as the interior side yard. The decision of the Planning Commission on all of the issues in this report is a recommendation to the City Council.

The current definition of "Building Height" does not provide sufficient information to determine the height of a building that is constructed on a sloping lot. Staff is proposing that this definition be amended accordingly.

PROPOSED AMENDMENT

If the Commission recommends that street side yards should also increase with building height, staff is recommending that Section 20, Single Family Residential (R-1) District, Sub-Section 060, Lot Width, Lot Coverage and Yard Requirements, be amended to read:

"...provided however, that side yards abutting a street shall be a minimum of 15 feet in width; and provided that the side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet."

and staff is recommending that Section 24, Two Family Residential (R-2) District, Sub section 060.C be amended to read:

"The minimum side yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet." (note that the rear yard setback in this zone is in sub section 060.D and is not effected by this change)

and staff is recommending that Section 28, Multiple Family Residential (R-3) District, Sub section 060.C, be amended to read:

"The minimum side and rear yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The side yards *and* rear yard shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

and staff is recommending that Section 32, Mobile Home Residential (R-MH) District, Sub-Section 060 be amended to read:

"...provided however, that side yards abutting a street shall be a minimum of 15 feet in width; and provided that the side yards *and* rear yard shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet."

If the Commission determines that the street side yard should not be required to increase with building height, the staff would recommend that Section 20, Single Family Residential (R-1) District, Sub-Section 060, Lot Width, Lot Coverage and Yard Requirements, be amended to read:

“...provided however, that side yards abutting a street shall be a minimum of 15 feet in width; and provided that the *non street* side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.”

and staff is recommending that Section 24, Two Family Residential (R-2) District, Sub section 060.C be amended to read:

“The minimum side yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The *non street* side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.”

and staff is recommending that Section 28, Multiple Family Residential (R-3) District, Sub section 060.C, be amended to read:

“The minimum side and rear yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The *non street* side yards *and* rear yard shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

and staff is recommending that Section 32, Mobile Home Residential (R-MH) District, Sub-Section 060 be amended to read:

“...provided however, that side yards abutting a street shall be a minimum of 15 feet in width; and provided that the *non street* side yards *and* rear yard shall be increased by one-half foot for each foot by which the building height exceeds 15 feet.”

Included in this report are two exhibits showing the effect of increasing the street side yard for a house on a 6,000 sq. ft. lot in the R-1-6 Zone at a maximum height of 30 feet.

Staff is recommending that the definition of building height in Section 8, be amended to read as follows:

“Building, Height of - The average of the vertical distance measured from the highest peak of the roof to finished grade at the center of all four sides of the building.”

RECOMMENDATION

The Planning Commission’s recommendations will be to the City Council, which will make the final decision.

Staff supports a recommendation to amend for Section 8 and Section 20 to exempt the rear yard from additional setback due to building height.

Staff supports a recommendation to amend Sections 28 and 32 to clarify that the rear yard setback must be increased with building height.

Staff will support the Commission’s recommendation to either exempt the street side yard setback from additional setback or to require additional set back.

EXHIBIT 1
STANDARD R-1-6 LOT
SETBACKS FOR BUILDING UP TO 15 FEET IN HEIGHT

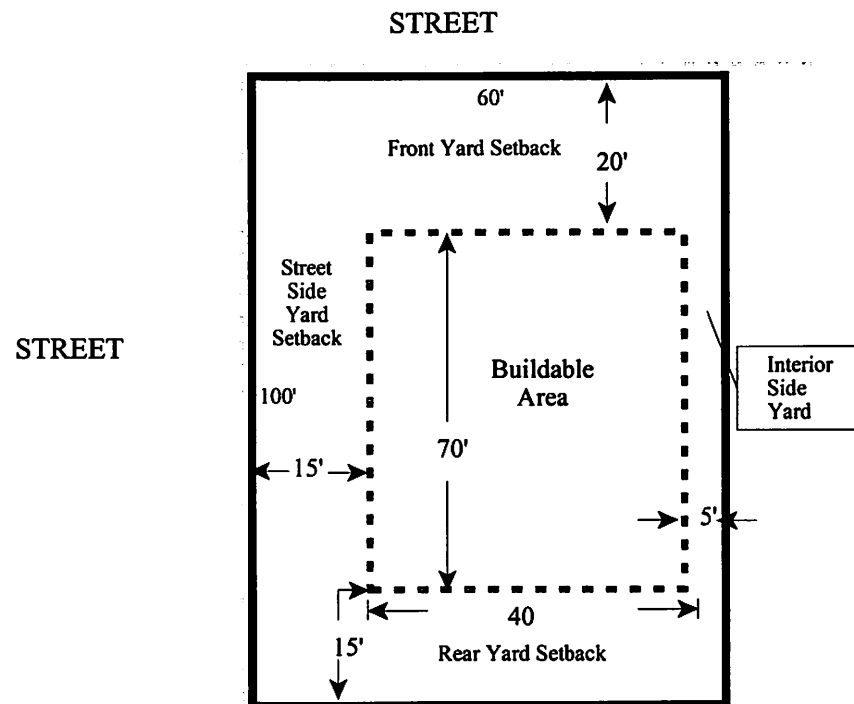


EXHIBIT 2

STANDARD R-1-6 LOT

SETBACKS FOR BUILDING AT MAXIMUM 30 FEET IN HEIGHT
EFFECT OF INCREASING STREET SIDE
YARD WITH BUILDING HEIGHT

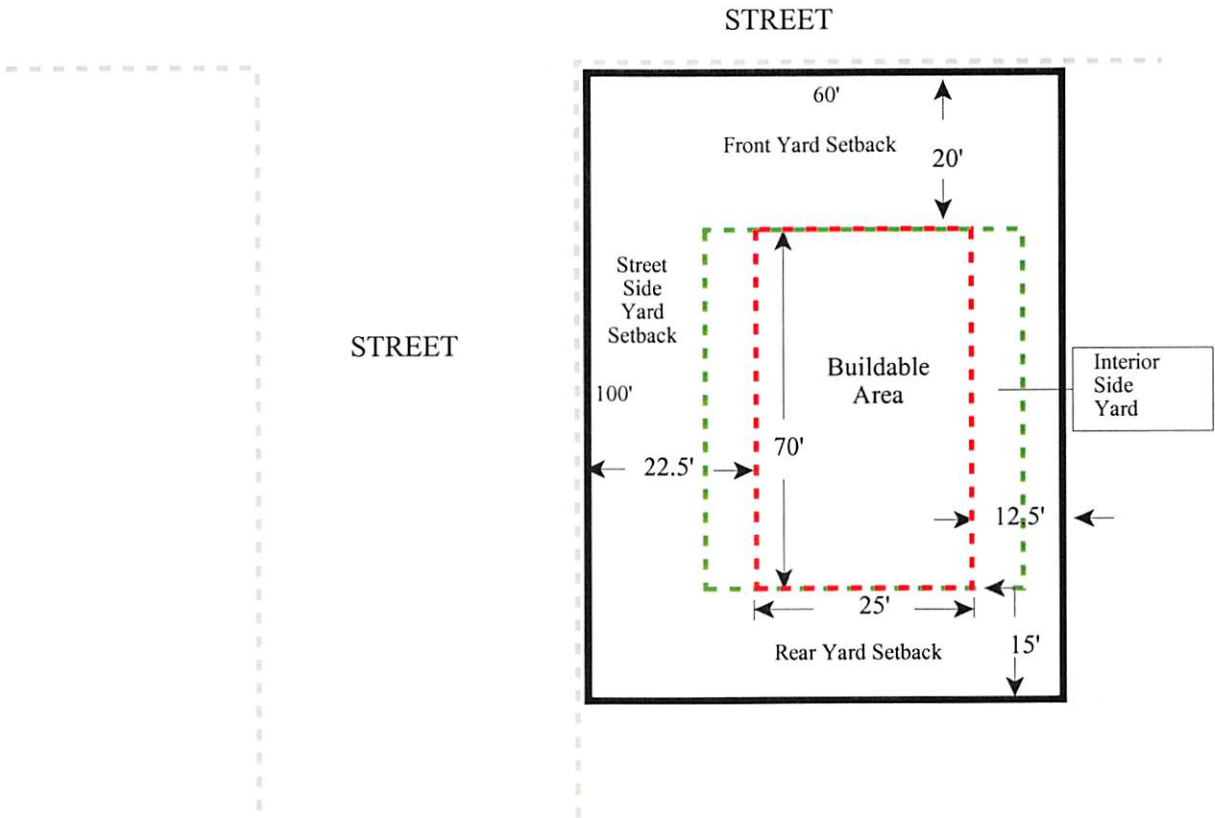
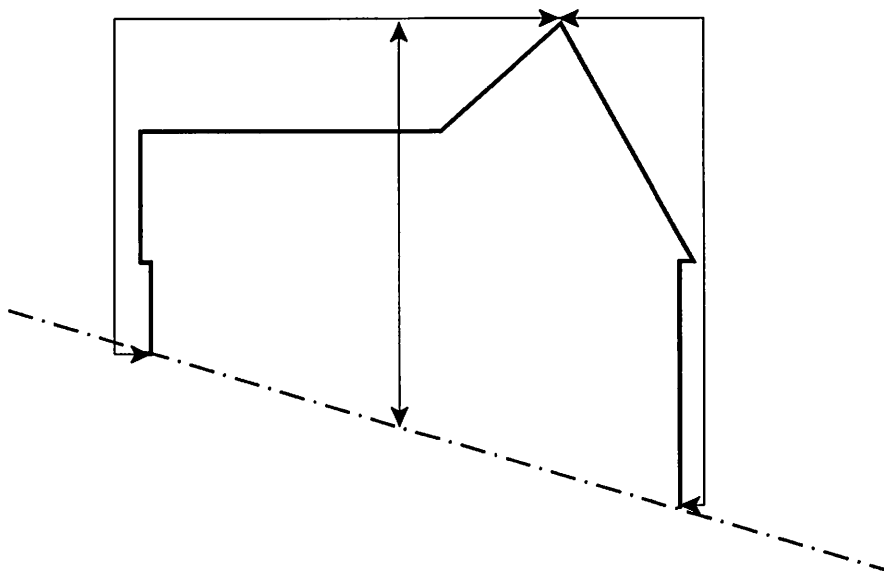
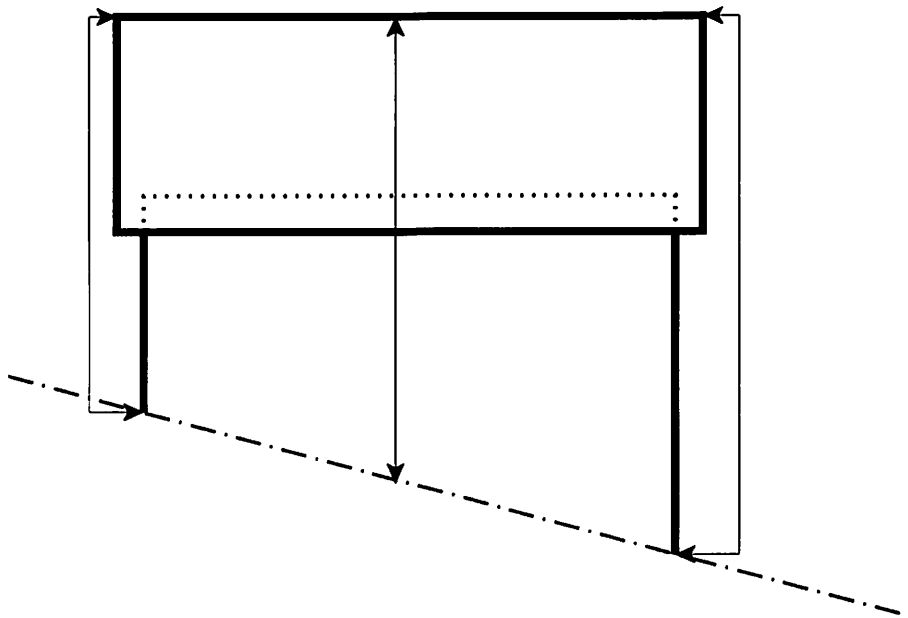


Exhibit 3

Average height determined by measuring at the center line of each side of the building from the peak of the highest roof to the foundation on that side.



**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
November 24, 2003
7:00 p.m.**

I. Call to Order

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

II. Pledge of Allegiance

Led by Paul Hughes

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Larry Curry and Craig Mickelson, a quorum present.

Council Absent: Frances Johns Kern

Staff Present:

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

Media Present: Curry Coastal Pilot Reporter Bill Lundquist

Other:

Chamber of Commerce Executive Director Les Cohen, and approximately 7 other citizens

IV. Scheduled Public Appearances

A. *Rob Wall, Wall and Wall CPA—Report on Comprehensive Annual Financial Report for Fiscal Year 2002-2003*

Finance Director Hughes introduced Rob Wall, the City's auditor for the last three years. This is the last year of the Wall and Wall CPA contract and Hughes recommended renewing this contract when it comes before the Council at a later meeting.

Rob Wall, 750 Central Avenue, Coos Bay, said the City has a good accounting record and produces good reports. He summarized the main points of his management letter which is attached and made a part of these minutes. Four members of the Budget Committee (Stanley Baron, Sally Laasch, John Johnson and Harold Thiesen) were present in the audience and also heard the auditor's report.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to accept the audit report as written.

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce

Les Cohen, Executive Director of the Chamber of Commerce addressed the Council. He said Brookings Budget Committee Chair Stan Baron is the president-elect for the Chamber and will take the reins on July 1, 2004. Cohen extended a thank you to Brookings Police Department who participated in Leadership Brookings-Harbor this past month. He will be attending the Economic Summit 2003 in Portland next week.

The new business directory and business profile for 2004-2006 is going to press this week with the Curry Coastal Pilot as publisher. Copies of the directory will be included in home deliveries of the Pilot.

A cooperative ad sponsored by 12 area businesses and the Chamber will be run in Medford, Klamath Falls and Redding during the month of December to bring people into our area. There also will be ads running during March, the off-season

Cohen added that the Chamber's Directors spent part of the weekend taking down the whale lights from the utility poles, stripping and restringing them with rope lights. The refurbished whales will be put back up after Thanksgiving season. The Happy Holiday banners will also be restrung and will go up early in December.

2. Council Liaisons

All the Councilors attended the League of Oregon Cities Annual Conference in Eugene November 13—16. Councilor Dentino also reported he attended a Veteran's Day ceremony November 11.

B. Unscheduled

None

VI. Staff Reports

A. Community Development Department

1. Intergovernmental Agreement ODOT US 101 Thomas Creek-Chetco River Access Management Plan

City Manager Blodgett reminded the Councilors of the joint work session with the Planning Commission held September 8, 2003, on the Access Management Plan and gave a staff recommendation to

enter into the Intergovernmental Agreement with ODOT adopting that portion of the management plan that is located within the City and its urban growth boundary.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve an Intergovernmental Agreement with ODOT adopting that portion of the Access Management Plan that is located within the City of Brookings and its Urban Growth Boundary.

B. City Manager

1. City Manager Evaluation Criteria

City Manager Blodgett said the Council must evaluate the job performance of the City Manager yearly, either in a public or executive session. To be done in an executive session the Council must first adopt the criteria for the evaluation in a public meeting. The proposed evaluation criteria are the same that have been used in the past.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the City Manager evaluation criteria as presented.

An executive session to evaluate the City Manager's performance was set for December 22.

2. League of Oregon Cities Annual Conference summary

City Manager Blodgett summarized the 78th LOC Annual Conference. He said 238 Oregon cities represented by approximately 1200 elected and appointed officials were in attendance at the Conference held in Eugene November 13-16. The City participated in work sessions, business meeting, and three very special events:

- The City received a bronze safety award from CIS.
- Blodgett was elected to a three year term on the League's Board of Directors
- Mayor Hagbom was surprised when Bob Gilmore, Department of Oregon Commandant for the Marine Corps League drove from Brookings with Bill Cochran and presented Hagbom with the Legion of Honor Award from the Chapel of Four Chaplains.

Mayor Hagbom said the secret was well kept and he was totally surprised by the honor and its presentation.

3. *Other*

City Manager Blodgett said the City continues to work on the hospital project. There have been preliminary discussions with Asante, Curry General and Sutter Coast Hospitals.

Mayor Hagbom, Economic and Urban Development Director Ed Wait, and City Manager Blodgett gave a presentation to the Oregon State Parks and Recreation Commission regarding transfer of Harris Beach State Park to the City. The next meeting of the Commission is January 8 and the City has asked to be on the agenda.

VII. Consent Calendar

- A. *Approval of Council Meeting Minutes of November 10, 2003, regular Council meeting
End Consent Calendar*

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

VIII. Ordinances/Resolutions/Final Orders

A. *Ordinances*

1. *In the matter of Ordinance No. 03-O-559, amending the zoning map of the City of Brookings by rezoning from R-2 (Two Family Residential) to R-3 (Multiple Family Residential) 2.6 acres located on the north side of Highway 101. Assessor's Map 41-13-6 BD, Tax Lots 2300 and 2302*

Before discussion on this agenda item began, City Manager Blodgett said that since the order of the agenda is set by Ordinance consideration of an Ordinance is scheduled before the Final Order on the item has been approved. He concluded that this needs to be addressed by the Council in a future meeting.

As, by Ordinance, the presiding officer may revise the order of business, Mayor Hagbom said the Council would consider the Final Order before the Ordinance. After consideration of Final Order for File No. CZ-1-03 the following occurred.

City Manager Blodgett read Ordinance No. 03-O-559 in its entirety. Planning Director Bischoff said there were typographical errors in two sections of the draft Ordinance: In Section 1 the zone was listed as R-2 but should be R-3 and the word *range* was missing an "e" in the legal description.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to have the second reading of Ordinance No. 03-O-559 by title only.

City Manager Blodgett read Ordinance No. 03-O-559 by title only.

Councilor Dentino moved, a second followed, and the Council voted unanimously to adopt Ordinance No. 03-O-559, amending the zoning map of the City of Brookings by rezoning from R-2 (Two Family Residential) to R-3 (Multiple Family Residential) 2.6 acres located on the north side of Highway 101. Assessor's Map 41-13-6 BD, Tax Lots 2300 and 2302 with typographical errors corrected as noted.

B. Final Orders

1. *In the matter of Planning Commission File No. CZ-1-03; application for a zone change from R-2 (Two Family Residential) to R-3 (Multiple Family Residential) on 2.6 acres located on the north side of Highway 101. Assessor's Map 41-13-6 BD, Tax Lots 2300 and 2302; Jerry Norman applicant*

This item was handled before Ordinance No. 03-O-559 was approved. See Item VIII. Ordinances/Resolutions/Final Orders of these minutes.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve the Final Order and Findings of Fact for File No. CZ-1-03, an application for a zone change from R-2 (Two Family Residential) to R-3 (Multiple Family Residential) on 2.6 acres located on the north side of Highway 101. Assessor's Map 41-13-6 BD, Tax Lots 2300 and 2302; Jerry Norman applicant

2. *In the matter of Planning Commission File No. SUB-6-02/MC-1; an application for a change of conditions of approval for a subdivision; Assessor's Map 41-13-7A Tax Lot 409; Noah Bruce, applicant*

Planning Director Bischoff said the Final Order and Findings of Fact approving an application for a minor change of a condition of approval for a subdivision (File No. SUB-6-02/MC-1) in the Council packet had been modified. The Councilors were given the final draft at the beginning of the meeting. In the current Final Order Findings #1, 5 and 7 had been added to the draft contained in the packets. These additions had been reviewed by City Attorney John Trew.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the Final Order and Findings of Fact for File No. SUB-6-02/MC-1.

After the Final Orders were acted upon the Council approved Ordinance No. 03-O-559. See above for details.

IX. Remarks from Mayor and Councilors

A. Council-None

B. Mayor-Mayor Hagbom wished everyone a Happy Thanksgiving.

XIII. Adjournment

By unanimous voice vote the Council adjourned at 8:02 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

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

Paul Hughes
Finance Director/City Recorder

October 9, 2003

To the Mayor and City Council
City of Brookings, Oregon

In compliance with Oregon Municipal Audit Law, we were engaged to audit the fiscal affairs, accounts and financial statements of the City of Brookings (City), for the year ended June 30, 2003.

Our audit was designed to comply with the requirements of:

- Generally accepted auditing standards
- Oregon Municipal Audit Law and related administrative rules
- Government Auditing Standards
- Government Finance Officers Association
Certificate of Achievement for Excellence in Financial Reporting

Our audit included examining on a test basis evidence supporting the amounts and disclosures in the general-purpose financial statements. We also assessed the accounting principles used by the City and evaluated the overall financial statement presentation and internal controls.

In your audit report under Auditor's Comments, you will note that the City of Brookings's accounting system is adequate and the accounting records are properly maintained. The internal control report noted no material weaknesses.

However, during our audit process we noted several recommendations and suggestions whose implementation could strengthen internal controls and enhance the City's accounting system.

1. Control Policies and Procedures

- **Accounting System**

- **Cash Controls**

Effective internal controls and careful monitoring of cash activity should be emphasized in the Summer Recreation Program. Receipts for all cash expenses, even though immaterial, should be readily available and reconciled to subsidiary records. Also, the cash register tape provided by the Swim Program was generally illegible. We recommend purchasing a new cash register.

- **Subsidiary Journals**

Compiling computerized summaries and journals for fixed assets and depreciation schedules should continue to be emphasized. This process has already been initiated by the City (see fixed assets section on next page).

- **Accounts Payable**

Expenditures accruing to each of the City's funds should be recorded as an obligation to each separate fund under the modified accrual basis of accounting. Rather than the General Fund presenting all of the accounts payable liability, with a similar amount of cash allocations to the respective fund incurring the expenditures (which is done correctly), the City's individual funds should each report their share of these obligations. The total overall reporting of the City, however, would not be affected.

- **Fixed Assets**

The City has expended great efforts and made strides in identifying, summarizing, and reconciling individual capital items. In addition, fixed asset monitoring could be furthered by the use of fixed asset tag numbers for all City-owned property. Annual physical inventories verifying completeness, existence, and additions or deletions of specific fixed asset items, should be maintained. These procedures, along with accurate depreciation records, are all important with the implementation of *Governmental Accounting Standards Board's (GASB) Statement No. 34*, (see attached Exhibit A on page 3). The City's finance director and auditors must now continue to work together to fully comply with the standard's required implementation date of fiscal June 30, 2004. Meetings between the City's Finance Director and Audit Firm have already occurred in this regard.

- **Small Tools and Supplies**

Similar to fixed asset tracking, smaller items in value and size, are also important to the City to safeguard. Computer journals listing acquisition dates, amounts, and descriptions of small tools, minor equipment, and supplies, with an individual original cost of over an established threshold (for example, \$1,000) could enhance effective controls. Physical inventories identifying existing items in certain City Departments could enhance the safeguarding of these acquisitions and aid in monitoring control over their intended use.

2. Office Management

- **Accounting Manual**

The City should further develop and update office procedures, checklists and manuals. Other qualified personnel could also become knowledgeable and proficient in the regular specific tasks performed by those in the finance director's and other accounting positions. We would be willing to work with the City on development in these areas.

- **Computer Software**

The City may want to consider off-site storage for the accounting system and computer records that are backed up on a continuous and timely basis.

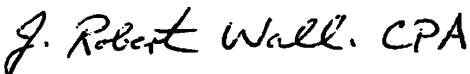
- **Codification of Ordinances**

The codification process is almost complete with the final review currently in process.

The City's finance department and management should be commended for efforts and steps taken during the year ended June 30, 2003 to improve and maintain the City's financial recording, reporting, and overall accounting system.

Thank you for your consideration in these matters, which are recommendations and suggestions, intended only for the internal use of the City of Brookings's management, finance department personnel, Mayor, and City Council members.

Sincerely,



J. Robert Wall, CPA

Wall & Wall P.C., Certified Public Accountants

New Pronouncements – GASB Statement No. 34

In order to help prepare the City of Brookings for accounting and reporting changes that will occur due to the adoption of GASB Statement No. 34, Wall & Wall P.C., Certified Public Accountants have included the following summary:

Effective Date – The effective date of this standard for the City of Brookings is the 2003-2004 fiscal period, with the year ending June 30, 2004.

Measurement Focus – The Standard requires several new Government Wide Statements that will be presented using the accrual basis of accounting, as well as retaining previous Fund Statements using the modified accrual basis of accounting. The accrual basis of accounting differs from the modified accrual basis as it measures not only current assets and liabilities, but also long-term assets and liabilities (such as capital assets, including infrastructure, and general obligation debt.) The accrual basis is currently used by commercial and not-for-profit entities. The City's water and sewer activities' reportings will require revisions and reformatting.

This change will eliminate the use of the general fixed asset and long-term debt account groups as well as necessitate that governments begin depreciation of capital assets.

Infrastructure – GASB Statement No. 34 requires infrastructure assets be recorded along with other capital assets. This means you will be required to inventory all your roads, bridges, utility systems, etc. and estimate the associated historical costs of these assets. The City has already expended much effort in this area. Condition assessments of infrastructure are required to be performed at least every three years as well as an estimate of the annual amount to maintain and preserve the assets at their current condition. These new requirements will necessitate certain adjustments to the City's books of record.

More Information – A complete copy of GASB Statement No. 34 can be ordered directly from the GASB at (800) 748-0659, or online at www.gasb.org, or we can obtain this for you along with other pertinent information.

Conclusion:

With the adoption of GASB Statement No. 34, it is even more important that accounting policies be established and followed. If the City needs any help in developing, revising or implementing required accounting policies, we can assist as our audit contract regarding Supplemental Professional Accounting Services addresses these issues.

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
November 4, 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:

Jim Collis	Bill Dundom
Bob Gilmore	Randy Gorman
Bill Smith	Bruce Nishioka

Commissioner Absent:

Ted Freeman

Staff Present:

John Bischoff, Planning Director
Cathie Mahon, Community Development Secretary

Other:

Approximately 6 citizens in the audience

CHAIRPERSON ANNOUNCEMENTS

Chair Gorman welcomed Bill Dundom, the new commissioner to the Commission.

MINUTES

By a 6-0-1 vote, the Planning Commission (motion: Commissioner Collis; Commissioner Dundom abstained due to not being present at the meeting) approved the minutes as amended from the October 7, 2003 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 3-3 vote (motion: Commissioner Collis) the Planning Commission denied the request to recommend to City Council, File No. **LDC-6-03**; amendments to the Land Development Code: Section 8, Definitions; Section 20, Single-family Residential (R-1) District; Section 24, Two-family Residential (R-2) District; Section 28, Multiple-family Residential (R-3) District, and Section 32, Mobile Home Residential (R-MH) District, to correct the requirements related to street side and rear yard setbacks.

Discussion ensued. Clarification and questions of the request were directed to Planning Director Bischoff and the following motion with conditions was voted unanimously.

2. By a 6-0 vote (motion: Commissioner Gilmore) the Planning Commission voted to approve the motion with the following staff recommendations:
 - For all sections: the street yard shall not be required to increase with building height;
 - Section 20, Single Family Residential (R-1) District, Sub-Section 060: Lot Width, Lot Coverage and Yard requirements be amended to read:

Side yards abutting a street shall be a minimum of 15 feet in width; and provided that the *non-street* side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

- Section 24, Two Family Residential (R-2) District, Sub-section .060. C, be amended to read:

The minimum side yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The *non street* side yards shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

- Section 28, Multiple Family Residential (R-3) District, Sub-section .060.C, be amended to read:

The minimum side and rear yard shall be at least five (5) feet, except that the street side yard shall be a minimum of 10 feet. The *non street* side yards *and* rear yard shall be increased by one-half foot for each foot by which the average building height exceeds 15 feet.

- Section 32, Mobile Home Residential (R-MH) District, Sub-section .060. be amended to read:

That the side yards abutting a street shall be a minimum of 15 feet in width; and provided that the *non street* side yards *and* rear yard shall be increased by one-half foot for each foot by which the building height exceeds 15 feet.

- Section 8. Definitions, be amended to read:

Building, Height of – The average of the vertical distance measured from the highest peak of the roof to finish grade at the center of all four sides of the building.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

1. By a 6-0 vote (motion: Commissioner Nishioka) the Planning Commission will send a favorable recommendation to Curry County; File No. **CR-AD-0345**, a request for a variance to encroach into the Riparian Corridor setback requirements, for the purpose of constructing a single-family dwelling; located at 98451 North Bank Chetco River Road; Assessor's Map 40-13-33 DA, Tax Lot 1100; RR5 (Single-family Residential, 5 acres minimum lot size) county zone; Mark and Becky McCourt, applicants.

A condition was placed on the motion to:

- Provide for county approval, plans for temporary erosion control measures to ensure that dirt from foundation and other excavations does not enter the stream course during construction and the period before the final planting of additional vegetation.

2. By 6-0 vote (motion: Commissioner Gilmore) the Planning Commission will send a favorable recommendation to Curry County for a conditional use permit, File No. **AD-0343**, to construct a single-family dwelling on a 5.35 acre parcel; located at Harbor Hills Heights Road; Assessor's Map 41-13-10, Tax Lot 308; Harbor Construction, applicant; Jim Capp, representative.

A condition was placed on the motion:

- That as recommended in the existing geological report, a site-specific geological report be completed once the actual site for the home is determined.

3. By a 6-0 vote (motion: Commission Gilmore) the Planning Commission will send a favorable recommendation to Curry County for a conditional use permit, File No. **AD-0347**, to construct a single-family dwelling on a 1.7 acre parcel; located on McVay Creek Road; Assessor's Map 41-13-14, Tax Lot 312; FG (Forests Grazing) zone; HW3 Development, Inc. and Dan Brittain, applicants; Stuntzner Engineering, representative.

A condition was placed on the motion:

- A site-specific geological study be required once the exact location of the house is determined.

UNSCHEDULED PUBLIC APPEARANCES

Rex Atwell approached the podium. Mr. Atwell stated he wanted the volunteers on commissions, boards, and firefighters to know he appreciated their dedication and good work.

REPORT OF THE PLANNING DIRECTOR

Planning Director Bischoff reminded the Commissioners about the joint hearing with City Council scheduled for November 24, 2003 at 7:00 p.m. There will be a presentation of the *Access Management Plan* by ODOT representatives who will explain the proposed *STA (Special Transportation Area)* from Thomas Creek to Chetco Bridge. . The Commission will be asked to recommend adopting the *Access Management Plan*. The City Council will consider the recommendation from the Planning Commission and vote to either adopt or deny it.

Planning Director Bischoff brought to the attention of two members whose terms are expiring in 2004. Commissioner Dundom filled the position when Commissioner Fritz retired; that term expires April 1, 2004. Commissioner Smith was advised his term expires on the same date. Both commissioners were advised to submit a letter to City Council for re-appointment.

PROPOSITIONS AND COMMISSIONERS COMMENTS:

Chair Gorman reminded the commissioners that nominations for the chair, and vice-chair position will be held at the next Planning Commission meeting.

Annual Report:

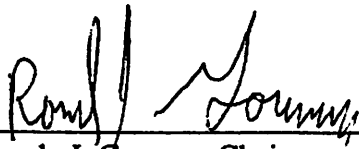
Discussion ensued with focus on contacting ODOT about a traffic light out of Dawson subdivision, having a stoplight or center turn lane. All commissioners agreed, with the increased density as a result of new subdivisions, traffic volume will increase, and studies need to be conducted to come up with solutions for accessing Highway 101 out of Dawson Road, and Carpenterville Road. Reducing the speed from Dawson Road to Easy Street on Highway 101 was a suggestion. Commissioner Smith concluded the discussion by stating we (the Planning Commission) cannot continue to approve developments without doing something about traffic flow and safe access.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 8:47 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION



Randy J. Gorman, Chair

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
11/03	11/03/2003	47723	910	OR Department of Justice	10-00-2005	115.38
11/03	11/03/2003	47724	1132	OR Department of Justice	10-00-2005	391.62
11/03	11/03/2003	47725	1742	OR Department of Justice	10-00-2005	307.93
11/03	11/03/2003	47726	144	OR Teamster Employers Trust	10-00-2005	9,693.12
11/03	11/03/2003	47727	189	OR Teamster Employers Trust	10-00-2005	18,780.42
11/03	11/03/2003	47728	2366	Oregon Department of Justice	10-00-2005	203.08
11/03	11/03/2003	47729	205	PERS Retirement	10-00-2005	10,080.51
11/03	11/03/2003	47730	213	Teamsters Local Union 223	10-00-2005	742.00
11/03	11/07/2003	47731	150	Any Time Coffee Service	10-00-2005	47.47
11/03	11/07/2003	47732	993	ATCO International	10-00-2005	105.00
11/03	11/07/2003	47733	630	AWWA	10-00-2005	12.50
11/03	11/07/2003	47734	138	Becco, Inc	10-00-2005	1,572.70
11/03	11/07/2003	47735	148	B-H Chamber of Commerce	10-00-2005	4,132.37
11/03	11/07/2003	47736	110	Brookings Auto Parts	10-00-2005	183.83
11/03	11/07/2003	47737	313	Brookings Vol Firefighters	10-00-2005	2,083.33
11/03	11/07/2003	47738	417	Cabela's	10-00-2005	162.93
11/03	11/07/2003	47739	193	Central Equipment Co, Inc	10-00-2005	175.50
11/03	11/07/2003	47740	1840	Chetco Federal Credit Union	10-00-2005	3,330.00
11/03	11/07/2003	47741	178	Chetco Pharmacy & Gift	10-00-2005	47.36
11/03	11/07/2003	47742	2445	Contract Environmental	10-00-2005	1,275.00
11/03	11/07/2003	47743	2533	Counter Assault	10-00-2005	245.75
11/03	11/07/2003	47744	337	Curry County Health Dept	10-00-2005	100.00
11/03	11/07/2003	47745	173	Curry Equipment Company	10-00-2005	14.00
11/03	11/07/2003	47746	2058	Curry General Hospital	10-00-2005	75.00
11/03	11/07/2003	47747	195	Curry Transfer & Recycling	10-00-2005	41.35
11/03	11/07/2003	47748	2536	D P Johnson	10-00-2005	4.94
11/03	11/07/2003	47749		Information Only Check	10-00-2005	.00 V
11/03	11/07/2003	47750		Information Only Check	10-00-2005	.00 V
11/03	11/07/2003	47751		Information Only Check	10-00-2005	.00 V
11/03	11/07/2003	47752	166	Dan's Auto & Marine Electric	10-00-2005	588.90
11/03	11/07/2003	47753	259	Da-Tone Rock Products	10-00-2005	349.52
11/03	11/07/2003	47754	284	Day-Wireless Systems	10-00-2005	1,990.00
11/03	11/07/2003	47755	2253	Dee Ingwersen	10-00-2005	61.50
11/03	11/07/2003	47756	185	Del Cur Supply	10-00-2005	70.88
11/03	11/07/2003	47757	371	DEQ Business Office	10-00-2005	100.00
11/03	11/07/2003	47758	316	Donald & Roberta Chandler	10-00-2005	548.00
11/03	11/07/2003	47759	1897	Eugene Laihil	10-00-2005	43.39
11/03	11/07/2003	47760	2534	Eye Center of Brookings, LLC	10-00-2005	70.00
11/03	11/07/2003	47761	113	Fred Meyer Stores-Customer Chg	10-00-2005	1,378.38
11/03	11/07/2003	47762	298	Freeman Rock, Inc	10-00-2005	518.22
11/03	11/07/2003	47763	410	Harbor Freight Tools	10-00-2005	61.89
11/03	11/07/2003	47764	1082	Hilary Thompson	10-00-2005	23.98
11/03	11/07/2003	47765	168	J.L. Darling Corporation	10-00-2005	200.89
11/03	11/07/2003	47766	2496	James Sullivan	10-00-2005	21.68
11/03	11/07/2003	47767	126	John Bischoff	10-00-2005	112.32
11/03	11/07/2003	47768		Information Only Check	10-00-2005	.00 V
11/03	11/07/2003	47769		Information Only Check	10-00-2005	.00 V
11/03	11/07/2003	47770		Information Only Check	10-00-2005	.00 V
11/03	11/07/2003	47771		Information Only Check	10-00-2005	.00 V
11/03	11/07/2003	47772	162	Kerr Hardware	10-00-2005	534.62
11/03	11/07/2003	47773	328	Les Schwab Tire Company	10-00-2005	161.40
11/03	11/07/2003	47774	2503	Lewis Power Equipment	10-00-2005	1,390.00
11/03	11/07/2003	47775	2540	Michelle Gilley	10-00-2005	3.40
11/03	11/07/2003	47776	155	Mory's	10-00-2005	17.53
11/03	11/07/2003	47777	2283	NW Technical Internet Service	10-00-2005	21.95
11/03	11/07/2003	47778	1940	OR Chapter 31, I.A.A.I.	10-00-2005	20.00
11/03	11/07/2003	47779	860	Oregon Fire Chiefs Assn	10-00-2005	65.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
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11/03	11/07/2003	47782	866	Pitney Bowes	10-00-2005	85.43
11/03	11/07/2003	47783	322	Postmaster	10-00-2005	586.00
11/03	11/07/2003	47784	1193	PRN Data Services, Inc	10-00-2005	2,500.00
11/03	11/07/2003	47785	180	Ray's Food Place	10-00-2005	90.83
11/03	11/07/2003	47786	199	Richard Harper	10-00-2005	300.00
11/03	11/07/2003	47787	2538	Richardson Construction	10-00-2005	2,450.00
11/03	11/07/2003	47788	2537	Robert Hills	10-00-2005	12.99
11/03	11/07/2003	47789	2076	So Oregon Regional Services	10-00-2005	77.00
11/03	11/07/2003	47790	1727	SOS Products	10-00-2005	56.30
11/03	11/07/2003	47791	2539	Standard & Poor's	10-00-2005	3,375.00
11/03	11/07/2003	47792	486	State Forester	10-00-2005	332.63
11/03	11/07/2003	47793	2254	Sunny Wheatley	10-00-2005	165.71
11/03	11/07/2003	47794	161	United Communications Inc	10-00-2005	448.99
11/03	11/07/2003	47795	990	United Parcel Service	10-00-2005	10.44
11/03	11/07/2003	47796	861	Village Express Mail Center	10-00-2005	14.90
11/03	11/07/2003	47797	108	VWR Scientific	10-00-2005	177.31
11/03	11/07/2003	47798	269	WW Grainger	10-00-2005	516.62
11/03	11/13/2003	47799	167	American Sigma	10-00-2005	73.95
11/03	11/13/2003	47800	2427	B.C. & Company	10-00-2005	67.50
11/03	11/13/2003	47801	417	Cabela's	10-00-2005	2,402.27
11/03	11/13/2003	47802	370	CCIS	10-00-2005	2,893.79
11/03	11/13/2003	47803	2215	Chetco Medical Center	10-00-2005	300.00
11/03	11/13/2003	47804	822	Coast Auto Center	10-00-2005	21.45
11/03	11/13/2003	47805	183	Colvin Oil Company	10-00-2005	3,498.92
11/03	11/13/2003	47806	182	Coos-Curry Electric	10-00-2005	1,628.67
11/03	11/13/2003	47807	151	Curry Coastal Pilot	10-00-2005	434.60
11/03	11/13/2003	47808	173	Curry Equipment Company	10-00-2005	168.00
11/03	11/13/2003	47809	261	Engineered Control Products	10-00-2005	40.20
11/03	11/13/2003	47810	282	GFOA	10-00-2005	350.00
11/03	11/13/2003	47811	198	Grants Pass Water Lab	10-00-2005	142.00
11/03	11/13/2003	47812	121	Lane County RIS	10-00-2005	5,267.50
11/03	11/13/2003	47813	1127	Lyle Signs Inc	10-00-2005	698.00
11/03	11/13/2003	47814	2002	Millennium Commercial Const	10-00-2005	400.00
11/03	11/13/2003	47815	424	Munnel & Sherrill	10-00-2005	230.30
11/03	11/13/2003	47816	2051	National Waterworks, Inc	10-00-2005	354.57
11/03	11/13/2003	47817	334	North Coast Electric	10-00-2005	59.39
11/03	11/13/2003	47818	177	Oregon Medical Laboratories	10-00-2005	119.00
11/03	11/13/2003	47819	187	Quality Fast Lube & Oil	10-00-2005	34.00
11/03	11/13/2003	47820	169	Roto Rooter	10-00-2005	9,505.91
11/03	11/13/2003	47821	444	Secretary of State	10-00-2005	300.00
11/03	11/13/2003	47822	380	Stadelman Electric	10-00-2005	58.80
11/03	11/13/2003	47823	142	Tidewater Contractors Inc	10-00-2005	86.64
11/03	11/13/2003	47824	179	Trew, Cyphers & Meynink	10-00-2005	2,794.50
11/03	11/13/2003	47825	2541	U.S. Bank	10-00-2005	1,050.00
11/03	11/13/2003	47826	136	United Pipe & Supply Co Inc	10-00-2005	2,606.00
11/03	11/13/2003	47827	991	Verizon Northwest	10-00-2005	1,513.21
11/03	11/13/2003	47828		Information Only Check	10-00-2005	.00 V
11/03	11/13/2003	47829	157	Viking Office Products	10-00-2005	875.74
11/03	11/13/2003	47830	686	Worton Auto Body	10-00-2005	47.00
11/03	11/18/2003	47831	1881	AFLAC	10-00-2005	416.20
11/03	11/18/2003	47832	145	EBS Trust	10-00-2005	59.00
11/03	11/18/2003	47833	910	OR Department of Justice	10-00-2005	115.38
11/03	11/18/2003	47834	1132	OR Department of Justice	10-00-2005	391.62
11/03	11/18/2003	47835	1742	OR Department of Justice	10-00-2005	307.93
11/03	11/18/2003	47836	2366	Oregon Department of Justice	10-00-2005	203.08

Check Register - Summary Report
 GL Posting Period(s): 11/03 - 11/03
 Check Issue Date(s): 11/01/2003 - 11/30/2003

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
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11/03	11/18/2003	47838	214	Regence Life & Health Ins	10-00-2005	243.80
11/03	11/25/2003	47839	2548	Barbara & John Chafin	10-00-2005	23.17
11/03	11/25/2003	47840	174	Barbara Palicki	10-00-2005	150.00
11/03	11/25/2003	47841	148	Bay West Supply, Inc	10-00-2005	177.92
11/03	11/25/2003	47842	159	CAL/OR Insurance Specialist	10-00-2005	918.00
11/03	11/25/2003	47843	2559	Carlo Ferrando	10-00-2005	7.26
11/03	11/25/2003	47844	149	Carpenter Auto Center	10-00-2005	10.70
11/03	11/25/2003	47845	2160	Cashier, DHS Drinking Water Pr	10-00-2005	340.00
11/03	11/25/2003	47846	792	Columbia Gorge Center	10-00-2005	463.08
11/03	11/25/2003	47847	183	Colvin Oil Company	10-00-2005	1,551.60
11/03	11/25/2003	47848	182	Coos-Curry Electric	10-00-2005	11,053.16
11/03	11/25/2003	47849	1801	Cop Shop Etc	10-00-2005	51.50
11/03	11/25/2003	47850	2394	Craig Mickelson	10-00-2005	176.40
11/03	11/25/2003	47851	888	CRS	10-00-2005	925.00
11/03	11/25/2003	47852	173	Curry Equipment Company	10-00-2005	6.90
11/03	11/25/2003	47853	195	Curry Transfer & Recycling	10-00-2005	455.37
11/03	11/25/2003	47854	2551	Cynthia A. Thomas	10-00-2005	13.49
11/03	11/25/2003	47855	2557	Denise Garrett	10-00-2005	12.66
11/03	11/25/2003	47856	484	DMV	10-00-2005	19.50
11/03	11/25/2003	47857	2117	Edge Wireless	10-00-2005	71.20
11/03	11/25/2003	47858	261	Engineered Control Products	10-00-2005	216.01
11/03	11/25/2003	47859	499	Fastenal Company	10-00-2005	59.99
11/03	11/25/2003	47860	153	Ferrellgas	10-00-2005	415.94
11/03	11/25/2003	47861	754	First Response	10-00-2005	275.00
11/03	11/25/2003	47862	2109	Granite Construction Co.	10-00-2005	308.09
11/03	11/25/2003	47863	2554	Griffith Welding & Mach	10-00-2005	70.50
11/03	11/25/2003	47864	139	Harbor Logging Supply	10-00-2005	229.30
11/03	11/25/2003	47865	2552	Hugh Noble	10-00-2005	11.22
11/03	11/25/2003	47866	2546	Jamie Ryan	10-00-2005	22.73
11/03	11/25/2003	47867	2543	Jay Patel	10-00-2005	2,195.11
11/03	11/25/2003	47868	2545	Jerry Arrell	10-00-2005	21.02
11/03	11/25/2003	47869	2558	Jim & Sherri Bollin	10-00-2005	6.01
11/03	11/25/2003	47870	1988	Jim Wheatley	10-00-2005	120.00
11/03	11/25/2003	47871	162	Kerr Hardware	10-00-2005	66.55
11/03	11/25/2003	47872	2550	Kessler/Mahar	10-00-2005	36.49
11/03	11/25/2003	47873	1397	L N Curtis	10-00-2005	62.44
11/03	11/25/2003	47874	681	Linda Barker	10-00-2005	208.40
11/03	11/25/2003	47875	2524	Lynn Card Company	10-00-2005	82.25
11/03	11/25/2003	47876	2512	Mark Saunders	10-00-2005	15.99
11/03	11/25/2003	47877	2122	Mastercard	10-00-2005	222.93
11/03	11/25/2003	47878	247	Mike Mahar	10-00-2005	22.72
11/03	11/25/2003	47879	155	Mory's	10-00-2005	46.97
11/03	11/25/2003	47880	433	NCL of Wisconsin	10-00-2005	182.35
11/03	11/25/2003	47881	870	Noah Bruce	10-00-2005	75.46
11/03	11/25/2003	47882	334	North Coast Electric	10-00-2005	58.82
11/03	11/25/2003	47883	2025	Numberg Scientific	10-00-2005	45.91
11/03	11/25/2003	47884	809	OCZMA	10-00-2005	56.70
11/03	11/25/2003	47885	279	One Call Concepts, Inc	10-00-2005	36.00
11/03	11/25/2003	47886	376	OR Dept of Revenue	10-00-2005	73.00
11/03	11/25/2003	47887	252	Paramount Pest Control	10-00-2005	35.00
11/03	11/25/2003	47888	2547	Pat Berkowitz	10-00-2005	38.61
11/03	11/25/2003	47889	866	Pitney Bowes	10-00-2005	402.00
11/03	11/25/2003	47890	2549	PPPM/Kovanda	10-00-2005	22.21
11/03	11/25/2003	47891	2555	Preston Gates Ellis LLP	10-00-2005	15,000.00
11/03	11/25/2003	47892	878	Professional Equipment	10-00-2005	48.45
11/03	11/25/2003	47893	378	Quality Control Services	10-00-2005	245.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
11/03	11/25/2003	47894	207	Quill Corporation	10-00-2005	111.79
11/03	11/25/2003	47895	1806	Reliable Office Supplies	10-00-2005	49.36
11/03	11/25/2003	47896	1218	Rick Dentino	10-00-2005	54.65
11/03	11/25/2003	47897	2057	Robin McLaughlin	10-00-2005	2.00
11/03	11/25/2003	47898	2422	Sheril Gillman	10-00-2005	956.00
11/03	11/25/2003	47899	770	Sonic Repair	10-00-2005	1,044.95
11/03	11/25/2003	47900	380	Stadelman Electric	10-00-2005	877.00
11/03	11/25/2003	47901	2556	The Old Fashioned Way	10-00-2005	74.80
11/03	11/25/2003	47902	136	United Pipe & Supply Co Inc	10-00-2005	178.75
11/03	11/25/2003	47903	991	Verizon Northwest	10-00-2005	331.85
11/03	11/25/2003	47904	157	Viking Office Products	10-00-2005	27.00
11/03	11/25/2003	47905	861	Village Express Mail Center	10-00-2005	13.77
11/03	11/25/2003	47906	2580	Wayne M. Carter	10-00-2005	5.55
11/03	11/25/2003	47907	652	Wildfire Pacific, Inc	10-00-2005	541.54
11/03	11/25/2003	47908	2553	William Reagan	10-00-2005	6.72
11/03	11/25/2003	47909	2544	Wilson Whipple Rentals	10-00-2005	90.00
11/03	11/25/2003	47910	269	WW Grainger	10-00-2005	66.10
Totals:						<u>165,533.41</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 amend) **Ordinance 03-O-446.RR**
various sections to improve clarity and)
change certain requirements.)

Sections:

- Section 1. Ordinance identified.
- Section 2. Amendment to Section 132.

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 Section 132. Ordinance No. 89-O-446, Section 8 is hereby added to read as follows:

132.020.E is amended to read as follows:

- E. Boats, trailers, pick-up camper, motor home, and similar recreation equipment may be stored, but not occupied, on a lot in an "R" district as an accessory use to a dwelling provided that:
 - 1. Parking or storage shall be at least five (5) feet from the front property line and at least three (3) feet from a street and interior side or rear lot line, except however, no storage shall be allowed within twenty (20) feet of the corner along both property lines at a street corner.
 - 2. All areas used for storage of such vehicle/equipment shall be paved.

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