

**AGENDA**  
**City of Brookings**  
**Common Council Meeting**  
**City Hall Council Chambers**  
**898 Elk Drive**  
**Brookings, OR 97415**  
**August 13, 2001**  
**7:00 hours**



**The best Salmon Fishing on the Coast  
happens during August in Brookings!**

And, fellow fisherman Mayor Hagbom can tell you **THIS ONE** didn't get away!



# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
August 13, 2001  
7:00 p.m.

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

A. Announcements

1. Twenty Years of Service – Bob Schaefer/Public Works Equipment Operator II (August 17, 1981)

B. Appointments

1. Appointment of Council Advisory Committee: Downtown Development Committee

**V. PUBLIC HEARING**

- A. In the matter of Planning Commission File No. APP-2-01, an appeal of a Planning Commission decision that approved M3-5-01, which require full street improvements along the frontage of the subject 1.11 acre parent parcel located at 608 Hassett St. and also the condition requiring the existing driveway to be paved from the street to the existing garage, John Zia appellant

**VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

A. Committee and Liaison reports

1. Chamber of Commerce
2. Port of Brookings-Harbor
3. Council Liaisons

B. Unscheduled

**VII. STAFF REPORTS**

- A. City Manager
  - 1. Request for Proposal on a contract for custodial services
  - 2. Other
- B. Community Development Department
  - 1. Authorization to call for bids on Wastewater/Water Treatment Division pickup truck
  - 2. Awarding of contract for the year 2001 cleaning and televising project for sewer lines
  - 3. Awarding of contract for Oak Street project

**VIII. CONSENT CALENDAR**

- A. Approval of Council Meeting Minutes
    - 1. Minutes of July 23, 2001, Regular Council Meeting
  - B. Acceptance of Parks and Recreation Commission Minutes
    - 1. Minutes of July 26, 2001, regular Commission Meeting
  - C. Approval of Vouchers (\$189,087.56)
- (end Consent Calendar)

**IX. REMARKS FROM MAYOR AND COUNCILORS**

- A. Council
- B. Mayor

**X. ADJOURNMENT**

as of 8/9/01

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**SEPTEMBER 2001**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY													
						10:00am AzPrk-Elmo's Garden-Wddg Ortiz & Bruce													
	7:00pm FH-FireTrng/ChShrp 8:00am City Hall CLOSED - Labor Day Holiday..... .....	7:00pm CC-Planning Commsn	12:00pm Comnity Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC-Site Plann Com Mtg/LauraLee Gray															
2	Labor Day																		
1:00pm AzPark Bndshll/Lawn: Humboldt State Marching Lumberjacks - famous college band with Pop music selectionsd/AMF FREE 2001 Summer Concert Series	9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg	3:00pm CC-HOPE Mtg/ Tim Adsit-469-7443	7:00pm "Curry Govts" Mtg @ Gold Beach City Hall-2nd Wed of,Nov,Jan, Mar, May, Jul, Sep, Nov, Jan 2:30pm FH-SafetyComMtg/ HThmpson	7:00am TV49-Coast Today w/City Officials &/or Employees 8:00am CC-PERS DefrmdComp Grp Counseling/David Trip 503/6037797 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am FH-Site Plann Com Mtg/LauraLee Gray															
9																			
National Emblem Club Wk 9/16-22/01	National Emblem Club Wk 9/16-22/01 9:00am CC-Municipal Court/ JdgHarper 7:00pm FH-FireTrng/ChShrp	National Emblem Club Wk 9/16-22/01	National Emblem Club Wk 9/16-22/01 6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	National Emblem Club Wk 9/16-22/01 7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 2:00pm CC-Emerg Tsk Force w/CoCrdrntr-Chf Sharp,MArell 6:30pm CC-Sealbelt Class-PD/BPalicki	National Emblem Club Wk 9/16-22/01	National Emblem Club Wk 9/16-22/01													
16																			
11:00am AzPk Bndshll,Gzbo,Lawn: Fmly Commnty Picnic-Girl Scts, Kwnis, HOPE/Jill Mosier9-7431	9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm CC-Council Mtg 7:00pm FH-FireTrng/ChShrp	Rosh Hashana	6:00pm CC-Victim's Impact Panel (247-2412) Curry Prevention Services/MLaird	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ RFritz 469-0244															
23				Yom Kippur															
			AUGUST 2001		OCTOBER 2001														
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30																			



## **Staff Report**

**To:** Mayor Hagbom & City Councilors  
**From:** Leroy Blodgett, City Manager *LB*  
**Date:** August 8, 2001  
**Re:** Downtown Development Committee

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### **BACKGROUND**

The City recently received two grants. One for \$30,000, from the USDA Forest Service is cover part of the estimated cost of \$70,000 for a Downtown Master Plan. The other grant is from Oregon Rural Investments Board (RIB) in the amount of \$50,000. The RIB grant is split with \$20,000 for the Master Plan and \$30,000 for downtown parking. The City has budgeted \$20,000 for the remaining amount needed for the Master Plan.

The Master Plan will include a design of the downtown area including street layout, commercial/residential mixed use area, open space, etc., architectural standards for development; and update of the Urban Renewal Plan. The end products should give the City a plan for development of downtown, a method to control development through architectural standards, and a financing mechanism through Urban Renewal.

The City publicly advertised for persons interested in serving on the new Downtown Development Committee. The deadline for applications was August 3, 2001. As of that date, we received 12 applications from interested parties. Copies of the applications were distributed to City Councilors separate from the council packets.

In addition to the Master Plan, the Downtown Development Committee will review the City's sign ordinance and other related regulations.

Those that applied to be members of the Committee are listed below along with brief description.

**Brain Scott:** The Scott's have been volunteering to help the Azalea Foundation. Brian recently purchased the old motorcycle shop located at 515 Chetco Avenue. He is currently involved in a remodel of the building and intends to open a high-end Art Gallery soon.

**Linda Kelly:** Linda owns and operates the Banana Belt on Chetco Avenue. She is a member of the Board of Directors of the Brookings-Harbor Chamber of Commerce

and also chairs the Chamber Marketing & Promotions Committee. Linda has been actively involved with downtown and community projects.

**Tom Kerr:** Tom has lived in Brookings for 48 years. His family owns and operates Kerr's Hardware Store. Tom plans for a major remodel of his store and wants to develop standards that will be attractive for the community. He is 32-year volunteer of the Brookings Fire Department and is currently Assistant Fire Chief.

**Tim Patterson:** Tim owns and operates KBSC TV. He is partner in the Redwood Theater and Java Java. He is also the founder of Harborside Internet. Tim has made substantial investments in the downtown area and is interested in it's development.

**Richard Gyuro:** Richard and his wife own and operate Morey's Office Supply. Richard was Chamber President from 1997 to 2001. He is chairman of the Brookings Planning Commission and serves on the Board of Directors of Family Security Bank. Richard wants to see an economically viable and aesthetically pleasing downtown.

**Nancy Shute:** Nancy is a board member of the Chamber of Commerce and serves on its' Marketing & Promotions Committee. She is also City of Brookings parks & Recreations Commissioner. Nancy works for Coos Curry Douglas (CCD) Business Development Corporation and owns Dawson Design. She has worked diligently on efforts to improve our community.

**Ted Steinbeck, Jr.:** Ted has not yet been involved in City affairs. However, he wants to take an active role in the community.

**Pete Chasar:** To my knowledge, Pete has not been involved in any City committees or activities. He is interested in protecting the economic health and natural beauty of the community.

**Don Nuss:** Don participated in PROUD Committee activities. He is a founding member of "Businesses for Better Brookings". Don and his wife own and operate Coastal Copiers Sales and Leasing on Chetco Avenue. He is concerned about vacancies, business turnover, and the image of a deteriorating downtown.

**Darrel Mathews:** Although a native Oregonian, Darrel is new to Brookings. He currently is a hairdresser at All About You in Harbor. He hopes to someday open a unique salon for men and women in the downtown area. He is interested in the development of the downtown core area, traffic flow consideration, and architectural standards.

**Dr. Jitendra (Jay) Patel:** Dr. Patel is owner of Parkway Special Care Center on 5<sup>th</sup> Street. He also owns the Manley Building on Chetco Avenue. He believes that "more than money, it is a matter of minds coming together and turning a vision into reality".

Brigitte Sitte: Brigitte owns and operates "Brigitte Bakes" on Chetco Avenue. She is fairly new to the Brookings area and wishes to participate in the life of the community.

### **RECOMMENDATION**

Mayor Hagbom and I have carefully reviewed the applications, talked with citizens and business owners in the community about the activities and make-up of the Committee. Although there will be many people involved in various aspects of the project, we feel that it is best to have a small core committee with a diverse background.

The following applicants are recommended as members of the Downtown Development Committee.

- ξ Tim Patterson
- ξ Tom Kerr
- ξ Linda Kelly
- ξ Dr. Jay Patel
- ξ Brian Scott



**CITY OF BROOKINGS CITY COUNCIL**  
**STAFF AGENDA REPORT**

SUBJECT: Appeal of a condition of approval.  
FILE NO: APP-2-01  
HEARING DATE: August 13, 2001

REPORT DATE: August 6, 2001  
ITEM NO: 5.A

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**GENERAL INFORMATION**

APPELLANT: John Zia.

REPRESENTATIVE: None.

REQUEST: An appeal of a condition of approval requiring street improvements along the frontage of the subject lot and the requirement to pave what will be a common driveway from the street to the existing garage.

TOTAL LAND AREA: 1.11 acre.

LOCATION: On the north side of Hassett St. approximately 350 feet west of Pioneer Rd. More specially, 608 Hassett St.

ASSESSOR'S NUMBER: 40-13-31DD, Tax Lot 4001.

**ZONING / COMPREHENSIVE PLAN INFORMATION**

EXISTING: R-1-6, Single Family Residential, 6,000 sq. ft. minimum lot size).

PROPOSED: Same.

SURROUNDING: North of Hassett St.—All R-1-6; South of Hassett St.—All R-2 (Two Family Residential).

COMP. PLAN: Residential.

**LAND USE INFORMATION**

EXISTING: One single family house.

PROPOSED: Same.

SURROUNDING: North of Hassett St.—Single family homes; South of Hassett St.—A mixture of single family and duplex units.

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

## BACKGROUND INFORMATION

At its July 10, 2001 meeting the Planning Commission approved a minor partition to divide the subject 1.10 acre parcel of land into two lots of 34,979.58 and 13,175.62 sq. ft. in size, using a flag lot configuration. This approval contained five conditions which must be met prior to the recordation of the final plat map. Among these conditions was a condition to dedicate an additional five feet of right-of-way along the street frontage of the subject property and a second condition requiring the street frontage to be improved with curb, gutter, sidewalk and pavement as required by the City Engineer. This condition was added in response to the City Council decision to require street improvements in lieu of a Deferred Improvement Agreement. A third condition required that the driveway, which is to be shared by both lots, be paved from the street to the existing garage.

The Planning Commission Staff Report and Final Order containing the approved conditions of approval are attached

## NATURE OF THE APPEAL

The appellant is appealing two of the conditions of approval as follows:

The first condition being appealed is the requirement for street improvements. The basis of the appeal is that such improvements qualify for a Deferred Improvement Agreement pursuant to Section 172.070 of the Land Development Code; are contrary to Goal 10 of the Comprehensive Plan by placing undue restrictions on the development of land; are impractical; and would be unsafe.

The second condition being appealed is the requirement to pave the driveway from the street to the existing garage. The basis for this appeal is that this condition is unfounded by any regulation, staff report or fact presented at the public portion of the hearing.

## ANALYSIS

The following is staff's analysis of the basis of the appeal.

**First Condition—Street Improvements.** Section 172, Public Facilities Improvement Standards and Criteria, Subsection .070, Street Improvements, Deferred, states: "Subject to the standards set forth herein, the improvement of existing streets *may* be deferred to such time as a complete street segment can be improved to city standards. For purposes of this section, a street segment shall be considered as the length of a street between intersections with other streets. (Emphasis added)

"A. Street improvements *may* be deferred when the project site complies with the following criteria: (Emphasis added)

"1. If more than 50 percent of the street segment's frontage and area having frontage on the segment is unimproved; or,

"2. If more than 50 percent of the area having frontage on the street segment is developed and less than 50 percent of the street segment is improved."

When the Council made the decision to require street improvements in lieu of a DIA, this section of the Land Development Code was not immediately changed because the use of the word "may" is considered to give the Council, Planning Commission, or staff the discretion not to defer improvements even if the property in question meets the criteria. Staff believes that this section should eventually be reworded to be more in line with the intent of the Council by allowing deferred improvements only in circumstances where it is clearly unfeasible or impractical to require the improvements at the time.

Whether the condition for street improvements is contrary to Goal 10 depends on the practicality or feasibility of placing street improvements at the location in question at this time. The following is a description of the existing Hassett St. right-of-way from Pioneer Rd. on the east and Kevin Place on the west. This description is taken from the tax maps and subdivision maps of the area. Refer to Exhibit 3

From the intersection of Pioneer Rd. to the easterly boundary of the subject property, Hassett St. has a right of way of greater than 60 feet. On the south side of the street at this point is also the easterly boundary of the Sundown Subdivision. Prior to the recordation of the Sundown Subdivision, from the east boundary of the subdivision west, the Hassett St. right of way was only about 25 feet wide. When the subdivision was recorded, more right of way was added, bringing the right of way to a total of 40 feet, except along the frontage of Tax Lot 102, which is not a part of the subdivision and is directly opposite the subject property. There is a sidewalk on the south side of Hassett St. along the subdivision frontage. The right of way between Tax Lot 102 and the subject property is less than 30 feet in width and there is no sidewalk along this frontage. At the Kevin Place intersection, Hassett St. measures 46 feet wide on the tax maps because additional 5 feet of right of way was obtained from an earlier partition on the north side of the street.

The actual conditions on the ground between Pioneer Rd. and Kevin Place are somewhat different than presented by the tax and subdivision maps, as follows:

Beginning at Kevin Place, measuring from back of water meter to back of water meter the apparent street width is 53 feet. In the section shown as 40 feet wide on the tax map, the meter-to-meter width measures 50 feet and in the very narrow 30-foot section, the meter-to-meter measurement is 34 feet. Usually the water meters are placed behind the sidewalk but within the right of way, however, the as builts for the Sundown Subdivision show the water meters within the actual lots. This may account for some of the discrepancy. There is an open ditch along the north side of Hassett St. along this entire section.

The conditions of approval applied to the subject partition require the dedication of an additional 5 feet of right of way along the frontage of the subject property bringing the right of way to about 35 feet in width. In a normal street improvement scenario the outside edge of the sidewalk would be approximately 1.5 feet from the property line, then five feet of sidewalk and 6 inches of curb. Assuming that the tax maps are correct, this would place the street side of the curb 5 or 6 feet back from the edge of the existing pavement.

**Second Condition—Paving The Driveway.** The Planning Commissions approval of the partition allowed the use of a shared driveway for both lots, using the existing driveway to the

house located at the north end of the lot. The existing driveway is not paved and the condition of approval required that the driveway be paved prior to the occupancy permit approval for a house built on Parcel 1 (the front parcel) of the approved partition plat.

The appellant is arguing that "(T)he ORDER to pave the driveway to the garage on Parcel 2 is unfounded by any regulation, Staff report, or fact presented during the public portion of the hearing. This requirement was added after the public portion of the hearing was closed. As a result Petitioner was unable to respond or participate in the discussion."

Section 92, Parking Regulations, Subsection 100.D, of the Land Development Code, states "(A)reas used for standing and maneuvering of vehicles shall have permanent, dust-free, asphaltic or Portland cement concrete surfaces maintained adequately for all weather use and adequately drained so as to avoid flow of water across sidewalks, and constructed to support use by solid waste vehicles and fire-fighting apparatus." Since Section 92 also speaks to residential parking requirements, all new driveways have been required to be paved. Section 176, Land Divisions, Subsection 050.B, of the Land Development Code, allows the Planning Commission to apply conditions to the approval of a minor partition. Although not stated, the Commission has the ability to apply any condition that it determines is necessary and can be satisfied prior to the recordation of the final plat map. In this case the condition required a note to be placed on the final plat map to the effect that the existing driveway would be paved before an occupancy permit is issued for a new house on Parcel 1.

Staff had originally recommended that the driveway for the rear parcel be placed in the access strip for that parcel and that it be paved. The commission allowed a common paved driveway.

Not only was the requirement to pave the driveway in the conditions recommended by staff and thus in the staff report. The tape recording of the Commission hearing revealed that the driveway and required pavement were discussed at least three different times during the public hearing. The appellant did not address the requirement to pave the driveway at any time during his presentation nor during the rest of the public hearing.

Staff had originally recommended the condition for street improvements and the Planning Commission accepted staff's recommendation based on the direction of the Council that deferred improvements would only be allowed under unusual circumstances.

Staff also recommended the condition to pave the driveway because it is required on all new development and the partition is a form of development. Since the Commission allowed a common driveway, paving the entire length is even more feasible.

Staff will prepare a Final Order based on the Council's decision, to be adopted at the next Council meeting.

Appeal of In the matter of Planning Commission File No. M3-5-01; application for approval of a Minor Partition; James Nelson applicant.

REQUEST. Petitioner appeals the Final ORDER and Findings of Fact dated July 10, 2001 and asks the City Council to reverse in part and affirm in part said ORDER. Specifically, Petitioner asks the City Council to strike all of Section A. 2. and the last sentence of Section A. 4. of CONDITIONS APPLICABLE PRIOR TO FINAL APPROVAL. In place of Section A. 2., Petitioner requests that a Deferred Improvement Agreement in accordance with Section 172.070 of the Brookings Development Code ("BDC") be ordered. With respect to Section A. 4., Petitioner asks that the final sentence read, "The driveway to Parcel 2 shall be moved into the access strip of Parcel 2 and paved."

DEFERRED IMPROVEMENT AGREEMENT. The Planning Commission violated both the letter and spirit of Section 172.070 of the BDC by failing to order a Deferred Improvement Agreement. The subject property falls squarely within the provisions of this Section. In fact, after reviewing the current unimproved status of the area, lack of adequate right-of-ways, topography and engineering difficulties, the Section seems to have been written with the subject property in mind.

The expense and effort to provide improvements on this small fraction of the relevant street unjustly enriches adjacent properties and the City. To allow this flies in the face of the statutory scheme which contemplates a "pro rata" bearing of the cost where significant improvements are made. Please see Paragraph B. 3 of Section 172.070 of the BDC.

The topography of the area and lack of adequate right-of-ways raises the very real probability that such improvements are not possible. To then deny this minor partition in an area bereft of similar improvements violates Goal 10 of the Comprehensive Plan by placing undue restrictions on the development of land.

The addition of these improvements in an already narrow street is unsafe. It will be necessary to encroach the roadway to add sidewalks. Both pedestrians and motorists will then be forced to contend with smaller spaces. This will be bad enough in the daylight hours, but the lack of street lighting will make this narrowing a significant hazard.

Given the inadequate right-of-ways in the area and lack of deferred improvement agreements with other landowners, beginning this improvement of the area is unwarranted. It will not be possible to fully provide such improvements in the future. As a result, why force this landowner to begin improvements than cannot be finished?

At its heart all land use planning is driven by community desires and needs. Petitioner has no information that any of the landowners in the area desire such improvements. The facts are quite to the contrary. Landowners have told Petitioner that for safety and other reasons they hoped that the improvements would not be made. It is unreasonable for the City to impose standards that the community does not want.

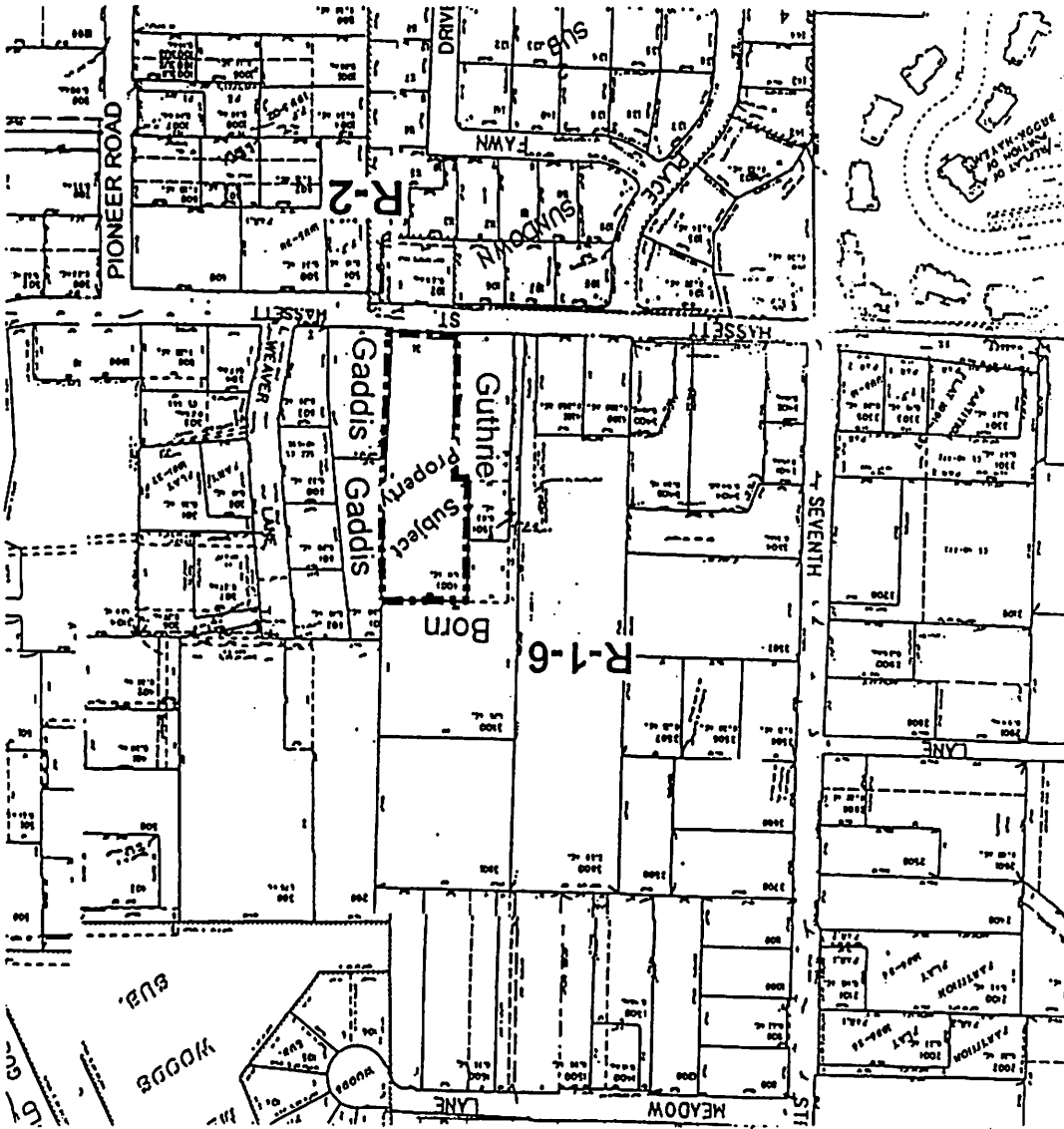
Appeal of In the matter of Planning Commission File No. M3-5-01; application for approval of a Minor Partition; James Nelson applicant.

Page 2

PAVING. The ORDER to pave the driveway to the garage on Parcel 2 is unfounded by any regulation, Staff report or fact presented during the public portion of the hearing. This requirement was added after the public portion of the hearing was closed. As a result Petitioner was unable to respond or participate in the discussion. The adding of requirements as an afterthought and without the opportunity to be heard is not only unreasonable and unfair on its face; it violates the Due Process requirements of both the Oregon and United States Constitutions.

Petitioner reserves the right to add material to this appeal prior to the hearing.





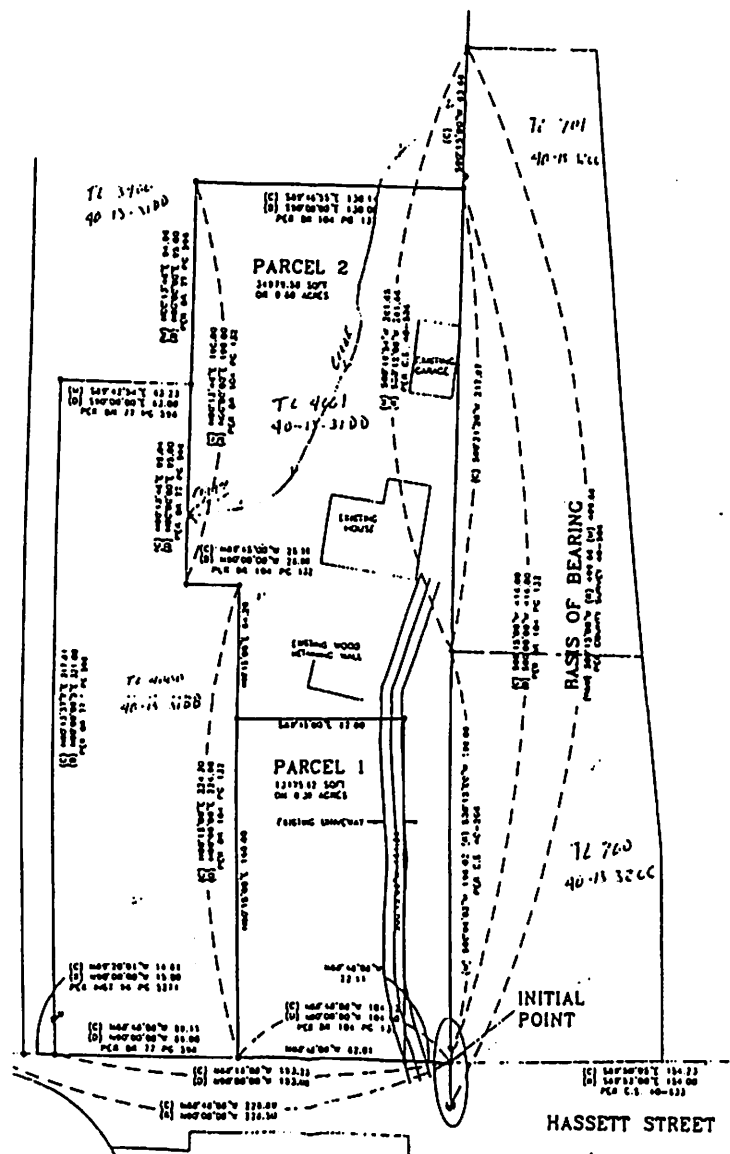
APPLICANT: James D. Nelson / John Zia

ASSESSOR'S NO: 40-13-31 DD Tax Lot 4001

LOCATION: north side of Hassett Street west of Pioneer Road

SIZE: 1.11 acres

ZONE: R-1-6 (Single-family Residential, 6,000 sq. ft. minimum lot size)



APPLICANT: James D. Nelson / John Zia

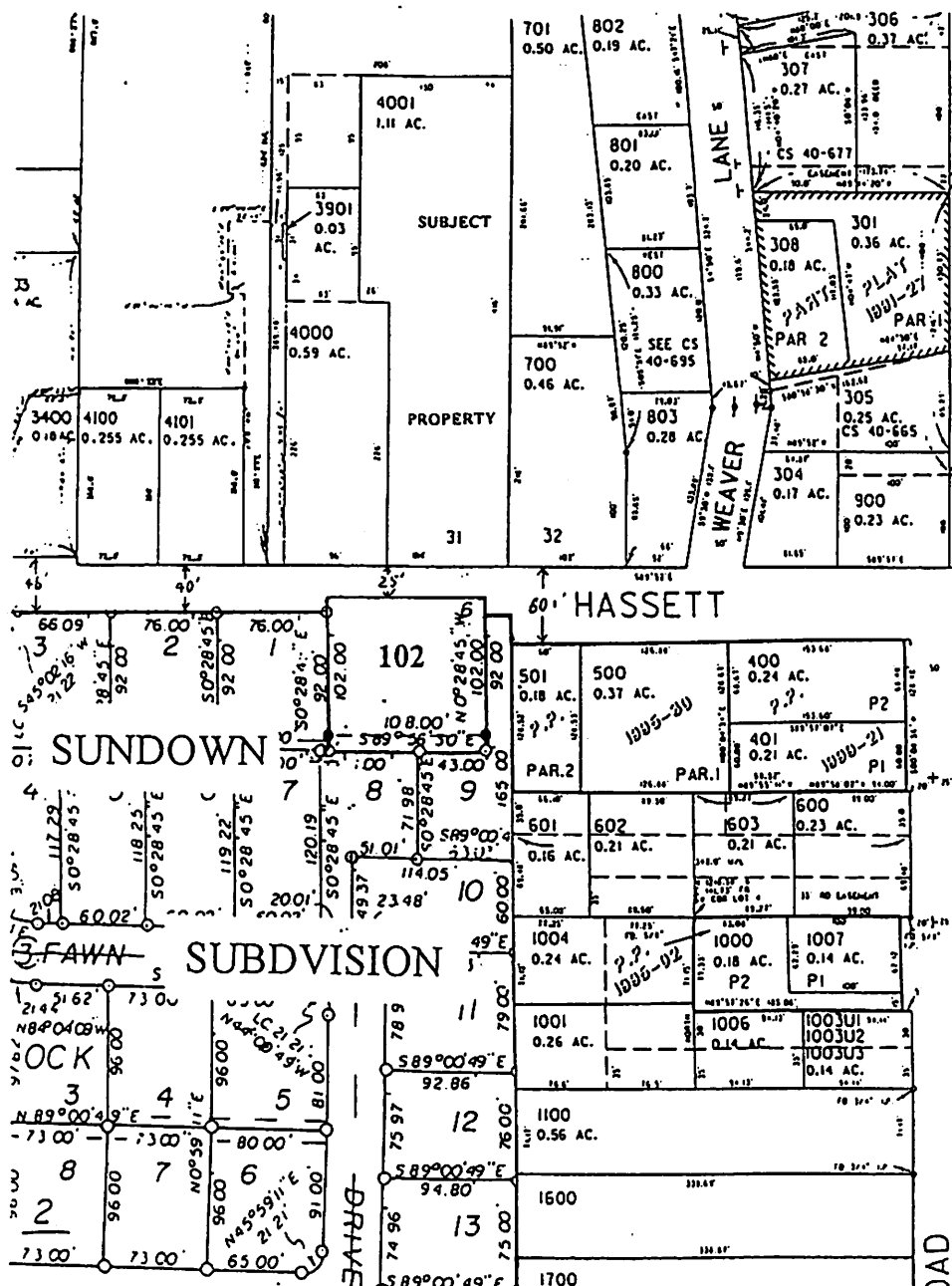
ASSESSOR'S NO: 40-13-31 DD Tax Lot 4001

LOCATION: north side of Hassett Street west of Pioneer Road

SIZE: 1.11 acres

ZONE: R-1-6 (Single-family Residential, 6,000 sq. ft. minimum lot size)





APPLICANT: John Zia

ASSESSORS NO: 40-13-31, 4001

LOCATION: North side of Hassett ST., 350 feet west of Pioneer Rd.

SIZE: 1.1 acres

ZONE: R-1-6

**CITY OF BROOKINGS PLANNING COMMISSION**  
**STAFF AGENDA REPORT**

SUBJECT: Minor Partition  
FILE NO: M3-5-01  
HEARING DATE: July 10, 2001

REPORT DATE: June 20, 2001  
ITEM NO: 8.1

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**GENERAL INFORMATION**

APPLICANT: James Nelson

REPRESENTATIVE: Lloyd Matlock.

REQUEST: A minor partition to divide the parent parcel into two lots of 34,979.58 and 13,175.62 sq. ft. in size using a flag lot configuration.

TOTAL LAND AREA: 1.11 acre

LOCATION: On the north side of Hassett St. approximately 450 feet west of the intersection of Hassett and Pioneer Rd. More specifically 608 Hassett St.

ASSESSOR'S NUMBER: 40-13-31DD, 4001.

**ZONING / COMPREHENSIVE PLAN INFORMATION**

EXISTING: R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size).

PROPOSED: Same.

SURROUNDING: North of Hassett St.—All R-1-6; South of Hassett St.—All R-2 (Two Family Residential)

COMP. PLAN: Residential.

**LAND USE INFORMATION**

EXISTING: Single family house and detached garage.

PROPOSED: Same.

SURROUNDING: North of Hassett St.—Single family homes; South of Hassett St.—A mixture of single family and duplex units.

PUBLIC NOTICE: Mailed to all property owners within 250 feet of subject property and published in local news paper.

## **BACKGROUND INFORMATION**

The subject property is a roughly rectangular shaped, 1.11 acre parcel of land located on the north side of Hassett St. approximately 450 feet west of the intersection with Pioneer Rd. and addressed as 608 Hassett St. The property has 104.12 feet of frontage on Hassett St., an easterly property line of 416.00 feet and a northerly boundary of 130.14 feet. The westerly property line extends 224.20 feet and then jogs to the west for 26.00 feet and then north again for 190.00 feet. There is a single family home with a detached garage located on the east side of the north ½ of the lot. One corner of the garage is apparently directly on the easterly property line.

Topographically the property rises gently from Hassett St. for approximately 190 feet then flattens out on a bench where the house and garage is located. The flatter bench area drops to a small creek that runs diagonally across the property, entering the north boundary about 30 feet from the northeast corner and exiting at about the west end of the jog in the westerly boundary. The area on the west side of the creek is flat within the subject property boundaries with a gentle downward slope from north to south.

The entire area north of Hassett St., including the subject property is zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size) and is developed accordingly. The area to the south of Hassett St. is zoned R-2 (Two Family Residential) and is developed with a mixture of duplex and single family homes. Hassett St. is a paved travel way within a right-of-way that varies in width from 60 feet to 30 feet in the stretch between Pioneer Rd. and Seventh St. The right-of-way in front of the subject property is 30 feet wide and has no other improvements.

There is a water and sewer main located within the Hassett St. right-of-way adjacent to the subject property and the existing house is connected to both, however, the city cannot guarantee that sewer service will be available for future construction.

## **PROPOSED PARTITION**

The applicant is requesting a minor partition to divide the parent parcel into two lots of 13,175.62 and 34,979.58 sq. ft. in size using what is essentially a flag lot configuration. Parcel 1 will be the smaller and front lot with 82.01 feet of frontage on Hassett St. and an easterly boundary of 161.36 feet. The north and west boundary will be 82.00 and 160.00 feet respectively. This parcel slopes gently upward from Hassett St.

Parcel 2 will have 22.11 feet of frontage on Hassett St. and an easterly boundary of 416.00 feet and a northerly boundary of 130.14 feet. The westerly boundary extends south for 190 feet to the jog of 26 feet and then south again 64.20 feet and then along the north boundary of Parcel 1 for 82 feet and then south 161.36 feet to Hassett St. Although Parcel 2 has the appearance of a flag lot, technically it is not because the access strip is greater than 20 feet wide. The apparent reason for the access strip to be that wide is due to the location of the driveway to the existing house. Although the driveway will enter on the access strip, it bends around a number of large trees located within the area of the access strip. The design of the proposed partition places this driveway inside Parcel 1 adjacent to its east boundary. This arrangement would allow for an easement over the driveway along the west edge of Parcel 1. If the access strip were only the minimum 15 feet wide, there would be more than 7 feet of Parcel 1 on the east side of the driveway. The existing house and garage will be within Parcel 2.

## ANALYSIS

The Planning Commission must consider the following criteria when deciding on applications for a Minor Partition:

1. Conformance with the comprehensive plan, and applicable development standards of this code, and state and federal laws.
2. Development of any remainder of property under the same ownership, if any, can be accomplished in accordance with this code.
3. Adjoining property under separate ownership can either be developed or be provided access that will allow its development in accordance with this code.
4. The ability to take access from the frontage road pursuant to the provisions of Section 132.060 of this code.
5. Conditions necessary to satisfy the intent of the land development code and comprehensive plan can be satisfied prior to final approval.

The following is staff's analysis of the proposed partition in relation to the criteria cited above. Since all of the criteria relates to the requirements of the Land Development Code, the first criterion encompasses all of the others and will therefore be discussed after criterion number 5.

Criterion 2, Remainder Lots. A remainder lot is defined as any lot created in a partition that is at least twice the size of the minimum lot allowed by the underlying zone. In this case both of the lots created are more than twice the 6,000 sq. ft. lot allowed by the R-1-6 Zone, however, neither of these lots can be divided further. The only way Parcel 1 could possibly be divided is with a flag lot configuration but it does not have enough area to create two 6,000 sq. ft. lots plus a 15 foot wide access strip. Parcel 2 does not have sufficient frontage to divide it further. Therefore although large, neither lots can be divided again.

Criterion 3, Surrounding Property. There is one lot, Tax Lot 701, adjacent to the east side of the subject property that does not have frontage on a public street. Apparently this lot is accessed by easement through Tax Lot 700 and since it does have an easement it is accessible for development. All of the rest of the lots surrounding the subject property have frontage on and can be accessed from a public street. The proposed partition will not prevent any of the surrounding lots from being accessed.

Criterion 4, Access. Both of the lots created by the proposed partition have frontage on and can be accessed from Hassett St.

Criterion 5, Conditions of Approval. The conditions of approval will include a requirement to dedicate 5 feet of additional right-of-way along the frontage of the subject parent parcel and to provide complete street improvements along this frontage. An easement over the sewer main to the existing house must be created through Parcel 1 and if possible the driveway should be moved into the access strip for Parcel 2.



Criterion 1, Comprehensive Plan. The proposed partition meets all of the criteria addressed above and is consistent with the provisions of the goals and policies of the Comprehensive Plan, particularly Goal 10, Housing, which contains a policy that the city will not place undue restrictions on the development of land within the city and with the general goal of using land within the city efficiently.

## **FINDINGS**

1. The applicant is requesting a minor partition to divide a 1.11 acre parcel into two lots of 13,175.62 and 34,979 sq. ft. in size.
2. Parcel 1 of the proposed partition will have 82.01 feet of frontage and Parcel 2 will have 22.11 feet of frontage on Hassett St.
3. The subject property is zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size) and is designated as Residential by the Comprehensive Plan.
4. The subject property contains a single family home and a detached garage which will be located within Parcel 2 of the proposed partition.
5. All of the lots surrounding the subject property have frontage on a public street except Tax Lot 701 which has an easement access.
6. Both of the lots created by the proposed partition have frontage on Hassett St.
7. Hassett St. is a paved travel way within a 30 foot wide right-of-way with no other improvements adjacent to the subject property.
8. There are water and sewer mains located within the Hassett St. right-of-way, however, the City of Brookings has identified a limited maximum capacity in its wastewater treatment plant. This land use approval does not constitute a representation or commitment that capacity will exist in the wastewater treatment system of the City of Brookings to serve the development proposed. The availability of connection approvals to the wastewater treatment system are on a first come-first serve basis and regulated under the provisions of Ordinance No. 88-0-430.

## **CONCLUSIONS**

1. The proposed partition meets the requirements of the criteria listed above. Although Parcel 2 resembles a flag lot, technically it is not because the access strip is more than 20 feet wide. Parcel 2 cannot be divided further because it does not have sufficient frontage on a public or private street. The only way Parcel 1 could be divided would be in a flag lot configuration, however, due to the design of Parcel 1, it does not have sufficient area to provide for two 6,000 sq. ft. lots plus area for a 15 foot wide access strip.
2. All of the lots surrounding the subject property have frontage on a public street and can be accessed by that street, except Tax Lot 701 which adjoins the easterly boundary of the subject lot and is easement accessed through Tax Lot 700. The proposed partition will not prevent any of the surrounding lots from being accessed for development.

3. Both of the lots created by the proposed partition have frontage on and can be accessed from Hassett St. All of the conditions of approval can be satisfied prior to the recordation of the final map.
4. The proposed partition is consistent with the goals and policies of the Comprehensive Plan, particularly Goal 10, Housing, which states that the city will not place undue restrictions on development of land and the general goal of using land within the city efficiently.

## **CONDITIONS OF APPROVAL**

### **A. Prior To Recordation**

1. The applicant shall dedicate to the city, for right-of-way purposes, a 5 foot wide strip of land on the north side of Hassett St. adjacent to the subject parent parcel.
2. The applicant shall construct full street improvements along the frontage of the subject parent parcel, including curb, gutter, sidewalk and pavement as required by the City Engineer. Improvements will also include any required under ground storm drainage facilities.
3. The final plat map shall indicate the location of the sewer service lateral through Parcel 1 and provide an easement of sufficient width to allow repairs including excavation, in favor of Parcel 2. Alternatively the existing service lateral may be used for construction on Parcel 1 and a new lateral placed in the access strip to serve Parcel 2.
4. The driveway to Parcel 2 shall be moved into the access strip of Parcel 2 and paved.
5. All construction plans shall be approved by the City Engineer prior to the start of construction and all review fees shall be paid by the applicant to the city.

### **B. Recordation Procedures**

1. Within 90 days of the Planning Commission's approval the applicant shall record the partition plat with the County Recorder. Prior to recordation the applicant must submit two (2) mylar copies of the partition plat to be signed by the Planning Commission Chairman. Failure to submit the mylar copies within the allotted time will render this approval null and void.
2. Within ten (10) days of recordation the applicant shall submit three (3) blue-line copies of the recorded partition map to the City Planning Department.

## **RECOMMENDATION**

Staff recommends **APPROVAL** of Case File No. M3-5-01, based on the findings and conclusions stated in the staff report and subject to the conditions of approval listed above.

Staff has prepared a Final ORDER to be considered at this meeting.

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

<b>In the matter of Planning Commission File No. )</b>	<b>Final ORDER</b>
<b>M3-5-01; application for approval of a Minor )</b>	<b>and Findings of</b>
<b>Partition ; James Nelson, applicant. )</b>	<b>Fact</b>
<b>)</b>	

---

**ORDER** approving an application for a minor partition of a 1.11 acre parcel of land located at 608 Hassett St., to create two lots of 13,175.62 and 34,979.58 sq. ft. in size; Assessor's Map 40-13-31DD, Tax Lot 4001; zoned R-1-6, (Single Family Residential, 6,000 sq. ft. minimum lot size).

**WHEREAS:**

1. The Planning Commission duly accepted the application filed in accordance with Section 176.050, of the Land Development Code which authorizes the Planning Commission to approve, approve with conditions or deny a request for a minor partition, based upon evidence that the proposal meets the following criteria:

A. Conformance with the Comprehensive Plan, and applicable development standards of this code, and state and federal law.

B. Development of any remainder of property under the same ownership, if any, can be accomplished in accordance with this code.

C. Adjoining property under separate ownership can either be developed or be provided access that will allow its development in accordance with this code.

D. The ability to take access from the frontage road pursuant to the provisions of Section 132.060 of this code.

E. Conditions necessary to satisfy the intent of the Land Development Code and Comprehensive Plan can be satisfied prior to final approval.

2. The Brookings Planning Commission duly considered the above described application on the agenda of its regularly scheduled public hearing on July 10, 2001; and

3. Recommendations were presented by the Planning Director in the form of a written Staff Agenda Report dated June 20, 2001, and by oral presentation, and evidence and testimony by the applicant and the public at the public hearing; and,

4. At the conclusion of the public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the Planning Commission, upon a motion duly seconded, accepted the Staff Agenda Report and approved the request for the subject application and directed staff to prepare a Final ORDER and Findings of Fact to that affect.

**THEREFORE, IT IS BE HEREBY ORDERED** that the application of minor partition on the subject parcel is approved. This approval is supported by the following findings and conclusions:

## **FINDINGS**

1. The applicant is requesting a minor partition to divide a 1.11 acre parcel into two lots of 13,175.62 and 34,979 sq. ft. in size.
2. Parcel 1 of the proposed partition will have 82.01 feet of frontage and Parcel 2 will have 22.11 feet of frontage on Hassett St.
3. The subject property is zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size) and is designated as Residential by the Comprehensive Plan.
4. The subject property contains a single family home and a detached garage which will be located within Parcel 2 of the proposed partition.
5. All of the lots surrounding the subject property have frontage on a public street except Tax Lot 701 which has an easement access.
6. Both of the lots created by the proposed partition have frontage on Hassett St.
7. Hassett St. is a paved travel way within a 30 foot wide right-of-way with no other improvements adjacent to the subject property.
8. There are water and sewer mains located within the Hassett St. right-of-way, however, the City of Brookings has identified a limited maximum capacity in its wastewater treatment plant. This land use approval does not constitute a representation or commitment that capacity will exist in the wastewater treatment system of the City of Brookings to serve the development proposed. The availability of connection approvals to the wastewater treatment system are on a first come-first serve basis and regulated under the provisions of Ordinance No. 88-0-430.

## **CONCLUSIONS**

1. The proposed partition meets the requirements of the criteria listed above. Although Parcel 2 resembles a flag lot, technically it is not because the access strip is more than 20 feet wide. Parcel 2 cannot be divided further because it does not have sufficient frontage on a public or private street. The only way Parcel 1 could be divided would be in a flag lot configuration, however, due to the design of Parcel 1, it does not have sufficient area to provide for two 6,000 sq. ft. lots plus area for a 15 foot wide access strip.
2. All of the lots surrounding the subject property have frontage on a public street and can be accessed by that street, except Tax Lot 701 which adjoins the easterly boundary of the subject lot and is easement accessed through Tax Lot 700. The proposed partition will not prevent any of the surrounding lots from being accessed for development.
3. Both of the lots created by the proposed partition have frontage on and can be accessed from Hassett St. All of the conditions of approval can be satisfied prior to the recordation of the final map.

4. The proposed partition is consistent with the goals and policies of the Comprehensive Plan, particularly Goal 10, Housing, which states that the city will not place undue restrictions on development of land and the general goal of using land within the city efficiently.

## CONDITIONS APPLICABLE PRIOR TO FINAL APPROVAL

The conditions of this map approval will be applied prior to and as a condition of final plat approval in order to satisfy the intent of the Land Development Code and Comprehensive Plan.

### A. Prior To Recordation

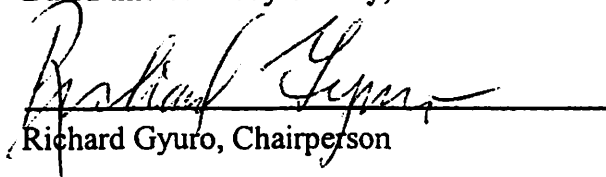
1. The applicant shall dedicate to the city, for right-of-way purposes, a 5 foot wide strip of land of on the north side of Hassett St. adjacent to the subject parent parcel.
2. The applicant shall construct full street improvements along the frontage of the subject parent parcel, including curb, gutter, sidewalk and pavement as required by the City Engineer. Improvements will also include any required under ground storm drainage facilities.
3. The final plat map shall indicate the location of the sewer service lateral through Parcel 1 and provide an easement of sufficient width to allow repairs including excavation, in favor of Parcel 2. Alternatively the existing service lateral may be use for construction on Parcel 1 and a new lateral place in the access strip to serve Parcel 2
4. ~~The driveway to Parcel 2 shall be moved into the access strip of Parcel 2 and paved.~~ The applicant shall place a note on the final plat map creating, and record, a reciprocal access agreement in favor of both parcels over the existing driveway. The driveway shall be paved from the street to the garage on Parcel 2 prior to occupancy of any house constructed on Parcel 1. (Amended by the Planning Commission, July 10, 2001)
5. All construction plans shall be approved by the City Engineer prior to the start of construction and all review fees shall be paid by the applicant to the city.

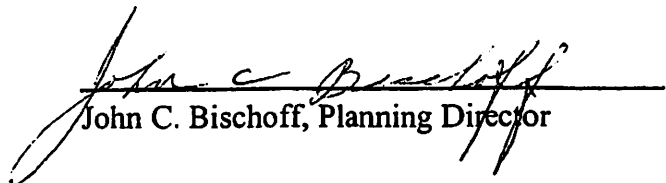
### B. Recordation Procedures

1. Within 90 days of the Planning Commission's approval the applicant shall record the partition plat with the County Recorder. Prior to recordation the applicant must submit two (2) mylar copies of the partition plat to be signed by the Planning Commission Chairman. Failure to submit the mylar copies within the allotted time will render this approval null and void.
2. With in ten (10) days of recordation the applicant shall submit three (3) blue-line copies of the recorded partition map to the City Planning Department.

Dated this 10th day of July, 2001

ATTEST:

  
Richard Gyuro, Chairperson

  
John C. Bischoff, Planning Director

Cheryl Bodman  
14615 Wollam Rd.  
Brookings, OR. 97415

August 1, 2001

City of Brookings  
898 Elk Drive  
Brookings, OR. 97415

Dear City Council,

I'm writing in regards to a letter I received a few weeks ago. It states that applicant, John Zia, was appealing a approved conditioned which required full street improvements along frontage of subject property including curb, gutter, sidewalk and paving on Assessors Map 40-13-31 DD. Tax Lot 4001; R-1-6.

I strongly take issue that Mr. Zia is appealing such improvements. The cost of such improvements incurred by developers can be passed on more affordably to prospective buyers rather than later having homeowners pay enormous out of pocket expense caused by deferred improvements.

It's time Mr. Zia play by same set of regulations other contractors IE, Lonnie Draheim, Ron Bodman, Kurt Kessler and Bart Kast to name a few, have to abide by in helping to update and beautify our city.

I plead with the council to hold Mr. Zia accountable. Thank you for this opportunity to voice my opinion.

Respectively,

Cheryl Bodman

Cheryl Bodman

Copy to

John Bishoff

Orig - Admin file  
PC - Mayor, Council, City Mgr  
CDD Director

received  
8-6-01



Daniel Thompson  
601 Hassett Street  
Brookings

July 12, 2001

Mayor Bob Hagbom  
and  
Mr. Leroy Blodgett  
City Manager  
Brookings

Dear Sirs;

As an upset citizen it was my initial intent to submit the attached letter to the Pilot for publishing. However, having vented my frustration then guided by professionalism, judgement, and experience learned as a public servant; I chose to send it to you instead. Please read the attached.

I cannot say that your Commission acted in an overall irrational manner. I will say that there was an underlying connotation by that disapproval, they could use no judgement of their own. You (the Council) had given them orders; not direction, but orders to not defer any sidewalks. If that was your directive then I have a suggestion. Advise the contractors and public that it is no longer acceptable to request a sidewalk deferment.....because the Commission will not be allowed to rule on it. If sidewalk deferments continue to be allowed then please; give them the freedom to judge.

I fail to understand what the city would gain by requiring this "eyesore to nowhere", or what harm to the city's infrastructure if it was not immediately built. Drive by, take a look. You might decide that their decision was not appropriate for this area; but rather a decision for the wrong reasons or that the information they used just needed "a little clarification" to be totally understood.

I made the decision to attend the meeting at the last moment and certainly had no intention of addressing the panel. As the discussion went; I took the podium on an impulse and voiced approval at the deferments. No one spoke against. With all of the issues you address daily, I appreciate your time and can only hope that when I look out my window from across the street I will not have to observe an unnecessary concrete slab for the next 10 years. Please leave it the untouched, serene piece of property that it is.....until we all have to put in a sidewalk.

Sincerely,

  
Dan Thompson

C: John Zia, Contractor

7/18/01 - pc - J. Bischoff

**received**  
7-13-01

## TOUGH DECISION

I attended July 10th Brookings Planning Commission Hearing re: the intended development at 608 Hassett Street. The developer requested deferments, one of which; was not to install a sidewalk and curb at this time. As they disapproved that issue it wouldn't (as one member hinted) go against the grain of the Council. Using common-sense and sensitivity to the area and neighborhood the other items were approved. So.....does requiring the only 40-ft sidewalk with the ends (probably) barricaded for the next 20 years on a ¼ mile long (mostly single family) street make good sense. When it's time to build all the sidewalks on Hassett for street safety, usability and improvement; then I'll wave your banner. Look at Pioneer with the (3) multi-family buildings with (unattached) sidewalks. The tri-plex is 10 years old and the other two sidewalks have barricaded ends. I'm sure the extra street parking helps those multiple tenants. If deferred it would get built when the other owners on the street are required to; in the next 10-20 years. So, with infinite wisdom let's lay another "sidewalk to nowhere" because, it's the right thing and most of all to defer it would raise the dander of the City Council. I urge you, the Council, to inform the majority of Commission members that it's OK to make their own common-sense decisions without fearing you. The developer even presented an alternative to the sidewalk which; the City Planner thought was an acceptable solution. I really wanted to ask why other newly constructed homes in the area don't have sidewalks, but I didn't.

D. Thompson  
Brookings

601 Hassett  
412-0516



## **Staff Report**

**To:** Mayor Hagborn & City Council  
**Through:** Leroy Blodgett, City Manager  
**From:** Randy Reed, Finance Director *Randy*  
**Date:** August 2, 2001  
**Re:** **Janitorial RFP**

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### **BACKGROUND**

Approximately 14 months ago, the city went to bid for janitorial services. A contract was awarded and new janitorial service began on July 01, 2001. In reviewing the current agreement, staff found there were some omissions in the contract that could leave the city unprotected should confidential data be stolen or passed on to the public. Additionally, there have been a few problems with interior doors being left unlocked, trash not being emptied, bathrooms not being restocked and floors not being vacuumed. The attached contract has been reviewed and approved by the City attorney and the city's insurance agent. The scope of services clearly outlines what is expected of the janitorial service on a daily, weekly, quarterly and yearly basis.

### **RECOMMENDATION**

Staff recommends that City Council approve the Request for Proposal to obtain janitorial services for the city.

## **Request for Proposals**

The City of Brookings is requesting proposals for janitorial service for all offices at City Hall. A list of the janitorial services needed and requirements of the provider is attached. The Finance Director/Recorder, 898 Elk Drive, Brookings, OR 97415, will receive proposals until August 31, 2001 at 3 p.m. Proposals will be reviewed by the Finance Department and a recommendation forwarded to the City Manager.

## **Proposal and Award Schedule**

Saturday, August 18, 2001      Publish Notice of Intent and Distribute Request for Proposal

Friday , August 31, 2001      \* Proposal Due Date

August 31- Sept. 5, 2001      Review of Proposals by Finance Department

Monday, Sept. 10, 2001      Contract Award by City Council

\* All proposals are due at the City of Brookings no later than Friday, August 31, 2001 at 3 PM.

The Mayor and City Council will award the janitorial contract during their regularly scheduled meeting on September 10, 2001 at 7 p.m. in the City Hall Council Chambers. The new janitorial service is to commence October 1, 2001.

The City of Brookings reserves the right to reject any and all proposals and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedure.

Due to the access by the janitorial service provider to all city offices, a complete background check may be done on any individuals who would have access to the city offices.

## **Contracting Parties**

In sealed envelope, two copies of response to this request for proposal should be delivered or mailed to:

City of Brookings  
Attention: Finance Director  
Janitorial Service  
898 Elk Drive  
Brookings, OR 97415

Responses will be accepted until 3 p.m. (PDT) on Friday, August 31, 2001. No late proposals will be considered. Receipt is made when delivered to the above address either in person or via mail. Postmark date does not constitute receipt. Fax responses will not be accepted.

## **Scope of services**

Janitorial services will be provided to the City of Brookings on a contractual basis (a sample contract is attached). The successful bidder must hold a business license in the City of Brookings. The contractor will provide all equipment required to perform the duties listed below. The City supplies all light bulbs, trash bags, toilet paper, and paper towels. Contractor will be responsible for notifying the Finance Department in sufficient time of supply levels to allow for ordering. Due to the numerous meetings held at City Hall in the evenings, work to be completed should be scheduled between midnight and 6 a.m.

The following cleaning duties are to be performed in all offices at City Hall including the Police and Fire Departments.

### **Daily**

1. Vacuum all carpeted areas: hallways, offices, council chamber and rugs. Straighten all area rugs.
2. Empty all trashcans, replace liners and take garbage bags to dumpster.
3. Clean restrooms to include cleaning and sanitizing toilets, clean counters, sinks, and mirrors and mop floors. Restock: paper towels and toilet paper daily, toilet seat covers, soap and toilet bowl deodorizers as needed.
4. Clean drinking fountain.
5. Dust all surfaces in all offices as needed but a minimum of weekly.
6. Clean kitchen area: sinks and counters, dirty coffee cups, coffee pot, empty trash can, mop floor and restock paper towels.
7. Replace all burned out light bulbs.
8. Check clipboard in janitors' office for additional requests or notes.

### **Weekly**

9. Clean window glass in council chambers and entrance doors, business office windows and all interior door and window glass.
10. Dust council bench and benches in hallway.
11. Take newspapers and soda cans in kitchen to recycling bins.

### **Quarterly**

12. Wash all exterior windows inside and out.

***Yearly***

13. Clean all carpeted hallways and high traffic areas. (to be completed during the first month of the contract award).

**Police Department Only (7 day service)**

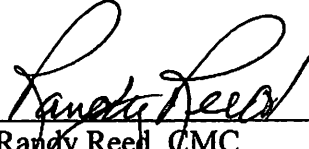
14. Empty all trashcans, replace liners and take garbage bags to dumpster. Empty trash can/ash tray outside of police department front door. Offices that you will not have access to will place trashcans outside of office door to be emptied. Leave at least two extra can liners in the bottom of all trash cans in the police department.
15. Clean restrooms to include cleaning and sanitizing toilets, clean counters, sinks and mirrors and mop floors. Restock: paper towels and toilet paper daily, toilet seat covers, soap and toilet bowl deodorizers as needed.
16. Clean kitchen area: sinks and counters, dirty coffee cups, coffee pot, floor, empty trash can, vacuum floor and restock paper towels.
17. Clean jail cells and booking room: mop floors, clean sinks and toilets.

***Weekly***

18. Sterilize jail cells and the booking room.

**Contract Termination**

Either party may cancel the written contract by giving the other party at least 30 days written notice.

  
\_\_\_\_\_  
Randy Reed, CMC  
Finance Director/Recorder



### **Janitorial Service Agreement**

**This agreement** is to provide the City of Brookings with janitorial services detailed in the "cleaning duties" list attached and by such reference incorporated herein; and further, the parties by their signatures do agree to be bound by the terms in regards to services to be performed.

**Work Performance:** The Contractor will maintain his own work schedule and hours, unless otherwise directed by the City, provided such are not in conflict with City activities.

**Labor:** This agreement for services is with \_\_\_\_\_ and services will be exclusively performed by \_\_\_\_\_. In the event that \_\_\_\_\_ are not able to perform janitorial services as agreed, they will recommend a replacement and obtain approval from the Finance Director before allowing an alternate janitor in their absence. In the case that an alternate janitor is needed, \_\_\_\_\_ will be responsible for instructing the alternate janitor in the services to be provided to the City.

**Insurance:** The Contractor shall carry at least \$500,000 combined single limit for general liability including personal injury insurance for all employees of said company to cover any expense or loss associated with the services rendered. The Contractor shall likewise carry adequate worker's compensation insurance coverage for all employees of said company and will pay any and all employment related taxes in regards to social security and unemployment in relation to services rendered. Proof of such coverages shall be delivered to the City upon execution of this contract and upon renewal of such insurance coverages each year. Failure to do so shall result in termination of this agreement.

**Independent Contractor Status:** \_\_\_\_\_ does warrant and represent to the City of Brookings that the company will be performing services to the City as an independent contractor under this agreement. While the City shall, from time to time provide Contractor with equipment and materials to be used in the services rendered, said Contractor shall perform the services in a manner befitting discretion and control by the Contractor. For any materials provided by the City, it shall be the responsibility of the Contractor to requisition such materials through the normal purchasing procedures of the City.

**Bonding:** \_\_\_\_\_ shall furnish to the City of Brookings a \$10,000 surety bond to secure the performance of service obligations to be rendered to the City.

**Inspection:** All work by the Contractor shall be performed on a timely basis to the satisfaction of the administrative authority of the City. Criteria for inspection will be based upon the detailed list of duties given to \_\_\_\_\_. In addition, it is the understanding of both parties that any janitorial services needed for special functions of the City which are outside the normal

operations are not covered under the list of duties and will be the responsibility of the City.

**Security:** The Contractor shall be responsible for securing all doors and windows of the City premises, the turning off of all lights, and in every other manner securing the premises from intrusion by the public.

**Compensation:** \_\_\_\_\_ shall be paid the monthly sum of \$xxx.xx for janitorial service.

**Term:** This agreement is effective as of October 1, 2001 and shall continue until its termination.

**Termination:** This agreement shall be terminated within thirty (30) days after either party submits written notice of its intent to terminate.

**Assignment:** This agreement is personal to \_\_\_\_\_ and cannot be assigned by \_\_\_\_\_ to any third party or successor in interest without the express written consent of the City.

**Date:** \_\_\_\_\_

**Contractor:**

**Owner signatures:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**CITY OF BROOKINGS**  
898 Elk Drive  
Brookings, Oregon 97415

**By:** \_\_\_\_\_

*Authorized Representative*

**Date:** \_\_\_\_\_

# Memorandum

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, Community Development Director  
*LL*  
**THROUGH:** Leroy Blodgett, City Manager  
**DATE:** August 2, 2001



Issue: Authorization to call for bids on Wastewater/Water Treatment Division pickup truck.

Background The 2001-2002 budget includes money for a pickup truck for the Treatment Plant Division. The cost of the pickup is divided evenly between Water Treatment, Water Distribution and Wastewater Collection.

Recommendation: The City Council authorize calling for bids for a pickup truck to be used by the Wastewater/Water Treatment Division.

# Memo

**To:** Mayor and City Council

**From:** Leo Lightle, Community Development Director *LL*

**Date:** 8/3/2001

**Re:** 2001 Cleaning and Televising of Sewerlines

---

We advertised and received bids to clean and televise 20,000 linear feet of sewerline. Three bids were received.

Those bids are:

Gelco Services	\$27,400
Kottke Underground Technologies	\$20,720
TSR Corporation	\$20,400

**RECOMMENDATION:** The City Council authorize awarding the contract for the Year 2001 Sewerline Cleaning and Televising Project to TSR Corporation in the amount of \$20,400.

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, *LBL*  
Community Development Director  
**THROUGH:** Leroy Blodgett, City Manager  
**DATE:** July 23, 2001  
**ISSUE:** Awarding of contract for Oak  
Street Project

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Community Development Department



In March, 2001, you granted approval to go out to bid for the final phase of the Oak Street South Improvements. Assistance for funding this project comes from ODOT which will provide \$28,500 and \$30,000 has been budgeted for this project in FY 2001-2002.

In June, 2001, we advertised for bids to construct the lower portion of Oak Street. Two bids were received:

B & B Excavation	\$52,268.14
Freeman Rock Enterprises	\$42,075.00

**RECOMMENDATION:** The City Council authorize awarding the contract for the Oak Street Improvements to Freeman Rock Enterprises in the amount of \$42,075.00

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
July 23, 2001  
7:00 p.m.**

**I. CALL TO ORDER**

Mayor Bob Hagbom called the meeting to order at 7:04 p.m.

**II. PLEDGE OF ALLEGIANCE**

Led by Chief Wallace

**III. ROLL CALL**

Council Present: Mayor Bob Hagbom, Council President Larry Curry, Councilors Frances Johns, Lorraine Kuhn, and Rick Dentino, a quorum present.

Council Absent: none

Staff Present: City Manager Leroy Blodgett, Police Chief Chris Wallace, Lt. John Bishop, Officer Clint Crane, Police Sgt. Mike Cooper, and Administrative Secretary Sharon Ridens

Media Present: Jeff St. Peter, Curry Coastal Pilot

Other: Recently retired Police Sgt. Wayne Sheffel, Chamber of Commerce Executive Director Les Cohen, Planning Commissioner Jim Collis, and approximately ten other citizens

**IV. CEREMONIES/APPOINTMENTS ANNOUNCEMENTS**

**A. Appointments**

1. Appointment of City representative to the Southwestern Oregon Community Action Council (SWOCAC)  
Mayor Hagbom announced the appointment of Councilor Lorraine Kuhn as the City's representative on the Southwestern Oregon Community

Action Board of Directors, replacing Gerry Livingston who resigned earlier.

Mayor Hagbom will assume representing the City on the Curry Public Transit Board (Sr. Center transit system).

**B. Announcements**

1. **New Employee - Clint Crane/Police Officer**  
Lt. John Bishop advised Council new employee Police Officer Clint Crane was in route from the valley, and probably due to construction and traffic, was not yet present to meet Council. However, he gave a brief presentation on the hiring of Crane, indicating he had been five years with the Maui Police Department and Oregon's Washington County most recently. Bishop further informed Council should Crane arrive timely, he would bring him into the meeting.
2. **Retirement - Police Sgt. Wayne Sheffel**  
Police Chief Chris Wallace presented to Council, retired Police Sgt. Wayne Sheffel, who chose to retire this last week. Chief Wallace spoke of Sheffel's time with the department and many accolades. Sgt. Sheffel thanked the Council and stated he had seen a lot of changes in the City and department since September 1, 1979, noting there were many good Councils and that he had worked with a lot of good people and the time had been well spent. He spoke highly and fondly of the Police Department and stated "he had enjoyed his stay, but sometimes it was time to move on." Mayor, Council, and audience gave Sgt. Sheffel a rounding applause of appreciation.

**V. SCHEDULED PUBLIC APPEARANCES**

There were no scheduled appearances.

**VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

**A. Committee and Liaison reports**

1. **Chamber of Commerce**  
Executive Director Les Cohen provided a short report to inform Council the Chamber's Board of Directors had recently voted and voiced their support to declare U.S. Hwy 101 as an All American Road, by sending a letter to CPACT, with copies to the counties involved.

2. Port of Brookings-Harbor  
There was no report from the Port.

3. Council Liaisons  
Councilor Dentino attended the recent economic development meeting, the Chamber of Commerce Forum, vacation rentals meeting, Skate Park Committee meeting, the 50<sup>th</sup> Birthday Celebration Committee meeting, and worked at the Cancer Relay for Life on Friday night or rather the Saturday morning 2:00 a.m. shift.

Councilor Johns attended the Skate Park Committee meeting, the Chamber Forum, the 17C School Board meeting, participated in the Cancer Relay for Life event Friday night.

Councilor Curry was in Lincoln City attending the CPACT meeting, where they received a preview of the Lewis & Clark Bicentennial update. He was able to discuss with ODOT additional assistance issues with Cal Trans and U.S. Hwy 199. He also attended the OCZMA (Oregon Coastal Zone Management Association) where they were updated on the snowy clover nesting process and why they were becoming extinct.

Councilor Kuhn stated the birthday was over and they had a lot of fun, it was a huge success, and they couldn't have done it without the committee and an enormous group of volunteers that made it all come together. She noted KURY Radio and Kevin Bain deserved a lot of credit for the success of Friday and Saturday. There will be one last "cleanup" meeting on Wednesday, July 25, 2001.

New Police Officer Clint Crane arrived and was escorted into the meeting by Police Lt. John Bishop. Crane stated he was pleased to be here, his family was excited to move to Brookings, and that he had been a police officer for approximately six years. Officer Crane expressed he was excited about this new opportunity, and was anxious to become involved in community policing. His past experiences have included the Marine Corps, police field training, and the DARE program in Hillsboro/Forest Grove. He was welcomed by applause from the Council and audience.

Mayor Hagbom reflected on a past busy couple weeks with all the birthday celebrations and activities, the Cancer Relay for Life event, the annual Kite Festival at the Port, and how the community was loaded with people, including a tremendous amount of visitors... peace and tranquility... all stayed pleasantly normal. Hagbom pointed out the City's newly framed



updated aerial photo of the new Wastewater Treatment Plants project hanging on the wall behind the Council bench. With that, he thanked the citizens of Brookings for making the project happen!

In closing with the liaison reports, Mayor Hagbom expressed his enjoyment of the highlight and climax of the birthday bash - the Marine Corps Band. He read a copy of a letter from Marine Corps League Bob Gilmore sent to the Commanding General at Camp Pendleton, California, thanking the general who made it possible for the Marines to arrive in Brookings as scheduled, rather than having to cancel their entire performance, due to their previously arranged transportation being taken to a higher priority somewhere else in the country. Mayor Hagbom thanked the Marines!

**B.     Unscheduled**

Citizen Al Smith, owner of Brookside Florist, discussed his business irrigation water usage being charged as a sewer rate. He asked Council to consider a rate change and/or adjustment. City Manager Blodgett stated he was unaware of the problem and will look into it immediately and contact Smith with results.

Citizen Don Nuss of 808 Pioneer Road, Brookings, asked when the vacation rentals issue was on the agenda. Mayor Hagbom asked him to note the item on the agenda was set for later in the meeting. Nuss agreed to wait until then.

**VII.   STAFF REPORTS**

**A.     City Manager**

**1.     Vietnam Veterans fireworks purchase**

City Manager Leroy Blodgett discussed the hand written request from Vietnam Veterans of America #757, regarding \$600 for immediate purchase of mortar tubes, necessary for July 4<sup>th</sup> fireworks display and to secure them at a lower rate now vs. next summer. VVA asked Council to pay one half of costs. Discussion ensued, particularly regarding an adjustment for next year's fireworks donation.

**Councilor Johns moved, Councilor Dentino seconded, and the Council voted unanimously to approve a donation of \$600 to the Vietnam Veterans of America at this time, as part of their usual \$750 given toward the fireworks display on July 4<sup>th</sup>, in June of each year.**

2. Vacation Rentals

City Manager Blodgett reviewed the background of this issue and recapped the activities to date. He explained currently, the City has no definition of what a vacation rental is, so they're treated no differently than a month-to-month rental. After reviewing the staff report provided in the Council packet, Blodgett recommended Council do nothing at this time, and to refer the issue back to the Planning Commission since this is a land use matter and that would be normal procedures. Mayor Hagbom concurred with turning the matter over to the Planning Commission as a land use issue and noted this is not an open public hearing.

Citizen Don Nuss of 808 Pioneer, Brookings stated he had tried to be objective and not emotionally connected as articles have indicated regarding vacation rentals.

City Manager Blodgett reminded Council there should be no discussion for proper procedures is to have the Planning Commission consider the issue, then to have it come to Council for final adoption. This will comply with normal procedures on any land issue and any appeal process.

Citizen Michael Thornton, 1119 Rowland Lane, Brookings stated the issue is not on all vacation rentals, but only short-term rentals. He spoke against Council's consensus to refer this issue back to the Planning Commission. Mayor Hagbom stated the Council appoints committees for recommendations to Council, not decisions on their own.

Citizen Barbara Nysted of 427 Buena Vista Loop, Brookings, spoke regarding vacation rentals being a business in a residential zoning and asked Council to look at the ordinance section on R-1 and R-2 zoning.

**Councilor Johns moved, Councilor Dentino seconded, and the Council voted unanimously to take no action at this time regarding vacation rentals, and to refer it to the Planning Commission for consideration and recommendation, then back to Council for final adoption.**

3. Study on display of outdoor goods/signs

City Manager Blodgett reported the City was currently asking for Downtown Development Committee members and suggested referring this issue to that committee and letting them work on that project. Much of what they would be working on will be under that umbrella, and would require no action by Council.

4. Other

City Manager Blodgett advised parents of members of the Brookings-Harbor Little League had approached the City to help them with costs in their State Tournament playoffs, if they continue to win. He noted the Babe Ruth Baseball League 14-15 year olds are also in State Playoffs, as well as the Senior Babe Ruth League. Discussion ensued and it was decided moral support to all would be better than supporting only one or two organizations. Blodgett was attempting to contact city businesses to advertise on their reader boards regarding support both financially and in spirit. Council by consensus decided to not set precedence.

A water task force for Curry County has been working on water conservation measures and more on getting public information regarding water conservation. Therefore, a brochure has been developed and will be distributed to the public through Coos Curry Electric Cooperative, splitting the costs between Cities, Coos Curry Electric and Curry County. \$175 would be the Brookings' share.

Chamber Executive Director Les Cohen, regarding support of the baseball tournaments, suggested donations might come from some of the city services clubs, along with individuals.

**VIII. CONSENT CALENDAR**

- A. Approval of Council Meeting Minutes
    - 1. Minutes of July 9, 2001, Regular Council Meeting
  - B. Acceptance of Planning Commission Minutes
    - 1. Minutes of June 5, 2001, Regular Commission Meeting
  - C. Acceptance of Parks and Recreation Commission Minutes
    - 1. Minutes of May 24, 2001, Regular Commission Meeting
- (end Consent Calendar)

**Councilor Dentino moved, Councilor Johns seconded, and the Council voted unanimously to approve the consent calendar as written.**

**IX. REMARKS FROM MAYOR AND COUNCILORS**

- A. Council
  - There were no other comments from Council

- B. Mayor  
There was no additional comment from the Mayor.

**XII. ADJOURNMENT**

**Councilor Dentino moved, Councilor Johns seconded, and the Council voted unanimously to adjourn the meeting at 8:16 p.m.**

Respectfully submitted:

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Bob Hagbom  
Mayor

ATTEST by City Recorder this \_\_\_\_ day of \_\_\_\_\_, 2001.

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Randy Reed  
Finance Director/City Recorder

**PARKS AND RECREATION COMMISSION MEETING**  
**July 26, 2001**

**Roll Call**

**Commissioners Present:** Nina Canfield, Dori Frost, Craig Mickelson, Lorraine Williams, and Russ Fritz chair.

**Commissioners Excused:** Paul Prevenas, Nancy Shute.

**Staff:** City Manager, Leroy Blodgett, Community Development Director, Leo Lightle, Public Works Supervisor, Dennis Barlow.

**Council Liaison:** Councilor Francis Johns

**Minutes:** Minutes for June meeting were m/s/a.

**Appearances:**

Lee Rogers introduced Stacey Randolph who then discussed the history of KidTown Playground, both financially and in the fact that there were 1400 volunteers working together to build the park. Randolph expressed concerns that the current maintenance was not adequate as a result of lack of volunteers and interest in the playground after the area was given to the City and noting funds of \$3,000 were passed on to the City from the KidTown account and were likely depleted. Randolph noted the ground cover was not adequate and a portion of the perimeter fence was leaning and was possibly a safety risk.

Dave Lentz reported the fencing was sealed recently and the ground cover will be looked into.

Lee Rogers requested the Parks and Recreation Commission look into this situation and recommend this issue go to City Council to find funding for needed restoration. Rogers asked if Systems Development Fund is available for this. Leo Lightle stated the funds were for specific projects only. Lightle stated the City was assured there would be volunteers for the park when the City took it over. He stated the park was rototilled and the Insurance Company approved the park. Lightle will go to the site and reevaluate and recommended the Commissioners do likewise. Randolph stated the City has the specs and they should be reviewed.

Chair Fritz asked if volunteers are available and if not, could the group be re-established?

Randolph offered to help the City recruit volunteers and the community should be made aware of the need.

Commissioner Williams suggested the T.V. Station air the documentary made of the building of the park and also contact groups like the Scouts. Publicity to include the PTA, church groups and contact the paper for an article requesting funds and volunteers.

Commissioner Mickelson suggested asking for someone in the community to step forward and assume the role of starting a volunteer committee.

Chair Fritz addressed the Pilot Representative, Jeff St. Peter, and requested a story be printed in the paper. He asked the Commissioners to go tour the site and he feels that the issue should not go to the City at this time. Fritz will have some information for Randolph at the next meeting. Commissioner Williams stated her interest and would be happy to work with the project.

**A. Stout Park:** Memo From Commissioner Shute stating the Stout Park Grant was turned down and will be re-submitted January 2002. City Manager Blodgett confirmed there will be a representative going to Salem with a presentation for the Board.

**B. Chetco Point:** Commissioner Mickelson had nothing new to report.

**C. Softball/Soccer Fields:** No Report. The volleyball pit is ready for sand and the drainage is good. Chair Fritz walked the site and reported everything looked good.

**D. Parks Master Plan:** No Report

**E. Skate Park:** Nothing new to report. The softball field fence has been moved. Dreamland has been contacted and they will be here October 1. Skate Committee will be working on Park Rules and Regulations and in securing donations of materials and services.

**F. SAY:** Councilor Frances Johns reported sending 20 letters of invitation for the next meeting: Tuesday, July 31 at 7:00 p.m. Looking for positive input to get the ball rolling. Chair Fritz will give the SAY committee full support and attention.

Continued

**Azalea Park:** Councilor Williams reported a Saturday work party is scheduled and the park has no real problems with pests or other visitors. Recommended handing out publicity to visitors at concerts and events. Chair Fritz asked where the grant process stands. Williams has met with Frank Parker and Buzz Hansen and had information on line drawings and basic floor plans. Leo Lightle will work on the plumbing and demolition costs to use in the grant application. Leroy Blodgett will write a letter of support for the project to add to the packet. Permission to apply in the Azalea Park's name was supported by City Manager, Blodgett. Chair Fritz gave full support and encouragement.

**Staff Announcements:**

**A. Financial Reports:** Leroy Blodgett asked if Commissioners were receiving the financial reports and were they adequate. Commissioner Canfield asked if the funds for each individual park could be broken down into separate amounts in spending and balances. Blodgett stated no, as the supplies, materials, and labor were shared by all parks and to break it down may not be accurate. The money used for each park is based on need. Donations and grants are tracked and accounted for as designated.

**C. Other:** City Manager Blodgett presented an arial photo of Azalea Park Bandshell as Dennis Barlow proposed building a parking lot connected to the entrance off of North Bank Chetco Rd. Removal and sale of 20-25 trees suggested. This would create approximately 80 parking spaces. Gravel would be used and work would be by City crews with the exception of pulling trees.

A motion made: To give staff authority to clear area near the bandshell for the purpose of parking.  
m/s/p 5-yes 0-no

Leroy Blodgett discussed a possible addition of a permanent Concession/storage/restroom building at the bandshell by the Rotary. Continued discussion and more information will be provided.  
Volunteer picnic invitations were mailed for the August 25 date, 11:00 a.m.-2:00 p.m.

Leo Lightle commented on the City's work crews and their performance of the work in the parks. The work crews do the majority of the work and it should be recognized that volunteers come and go. The Commission should be careful in assuming responsibility for projects created by volunteer groups. Chair Fritz agreed.  
Dennis Barrow reported the fence was down at the ball park and pipes and manholes were located.

**Commissioner Comments:**

Canfield: Requested City ordinances concerning pet waste in City Parks.  
Blodgett will look into it.

Canfield: Reported overnight camping in the lower parking lot at Azalea Park.  
Blodgett will alert Police and asks for those concerned to do so as well.

Williams: Would like the visitors in meetings to use microphones at the podium.  
Blodgett will make it so.

Mickelson: Commends the staff for work and input on Skate Park.

Chair Fritz: Requests a look into black raspberries growing in Stout Park.

There was a m/s/p to adjourn.

Respectfully submitted,



Dori Frost, Commission Member

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07/01	07/06/2001	41204	1362	Brookings Police Department	10-00-2005	15,000.00
07/01	07/06/2001	41205	313	Brookings Vol Firefighters	10-00-2005	2,083.33
07/01	07/06/2001	41206	178	Chetco Pharmacy & Gift	10-00-2005	24.55
07/01	07/06/2001	41207	820	CMI Business Systems	10-00-2005	469.71
07/01	07/06/2001	41208	822	Coast Auto Center	10-00-2005	20,133.00
07/01	07/06/2001	41209	182	Coos-Curry Electric	10-00-2005	12,452.24
07/01	07/06/2001	41210	151	Curry Coastal Pilot	10-00-2005	380.15
07/01	07/06/2001	41211	1357	Curry County Clerk	10-00-2005	62.00
07/01	07/06/2001	41212	825	Curry County Reporter	10-00-2005	19.00
07/01	07/06/2001	41213	1351	DAS TPPS	10-00-2005	900.00
07/01	07/06/2001	41214	284	Day-Wireless Systems	10-00-2005	47.50
07/01	07/06/2001	41215	1272	Dena Dufresne	10-00-2005	53.00
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07/01	07/06/2001	41217	250	DHR Child Support Unit	10-00-2005	278.31
07/01	07/06/2001	41218	316	Donald & Roberta Chandler	10-00-2005	548.00
07/01	07/06/2001	41219	1342	Donna D. Maiorca	10-00-2005	26.61
07/01	07/06/2001	41220	1347	Eva Goodgame	10-00-2005	27.00
07/01	07/06/2001	41221	1349	Evangeline Andreason	10-00-2005	95.00
07/01	07/06/2001	41222		Information Only Check	10-00-2005	.00 V
07/01	07/06/2001	41223	153	Ferrellgas	10-00-2005	4,095.18
07/01	07/06/2001	41224	105	First Impressions	10-00-2005	45.00
07/01	07/06/2001	41225	754	First Response	10-00-2005	385.00
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07/01	07/06/2001	41227	113	Fred Meyer	10-00-2005	118.80
07/01	07/06/2001	41228	1346	Gail's Graphics	10-00-2005	325.00
07/01	07/06/2001	41229	139	Harbor Logging Supply	10-00-2005	193.60
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07/01	07/06/2001	41231	440	Jess Oliver	10-00-2005	50.88
07/01	07/06/2001	41232	1340	Jillian VanNess	10-00-2005	27.33
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07/01	07/06/2001	41234	1038	Julie Watson	10-00-2005	180.00
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07/01	07/06/2001	41237		Information Only Check	10-00-2005	.00 V
07/01	07/06/2001	41238		Information Only Check	10-00-2005	.00 V
07/01	07/06/2001	41239		Information Only Check	10-00-2005	.00 V
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07/01	07/06/2001	41241	829	Klamath Zone Mgmt Fisheries	10-00-2005	500.00
07/01	07/06/2001	41242	1328	Kustom Signals, Inc	10-00-2005	128.00
07/01	07/06/2001	41243	202	League of Oregon Cities	10-00-2005	208.98
07/01	07/06/2001	41244	1015	Leroy Blodgett	10-00-2005	135.36
07/01	07/06/2001	41245	681	Linda Barker	10-00-2005	20.70
07/01	07/06/2001	41246	1358	Lloyd D. Lamkins	10-00-2005	46.21
07/01	07/06/2001	41247	867	Local Gov't Personnel Inst	10-00-2005	546.00
07/01	07/06/2001	41248	1341	Mike Erovick	10-00-2005	12.48

M = Manual Check, V = Void Check

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07/01	07/06/2001	41252	334	North Coast Electric	10-00-2005	83.50
07/01	07/06/2001	41253	1330	Northwest Uniforms, Inc	10-00-2005	102.55
07/01	07/06/2001	41254	580	OFCA	10-00-2005	65.00
07/01	07/06/2001	41255	910	OR Department of Justice	10-00-2005	115.38
07/01	07/06/2001	41256	671	Oregon State Police - LEDS	10-00-2005	960.00
07/01	07/06/2001	41257	1359	Pacific Coast Audio	10-00-2005	244.98
07/01	07/06/2001	41258	252	Paramount Pest Control	10-00-2005	35.00
07/01	07/06/2001	41259	205	PERS Retirement	10-00-2005	8,887.78
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07/01	07/06/2001	41261	322	Postmaster	10-00-2005	232.08
07/01	07/06/2001	41262		Information Only Check	10-00-2005	.00 V
07/01	07/06/2001	41263	1193	PRN Data Services, Inc	10-00-2005	2,789.50
07/01	07/06/2001	41264	387	Radio Shack	10-00-2005	99.98
07/01	07/06/2001	41265	181	Ramcell of Oregon	10-00-2005	170.65
07/01	07/06/2001	41266	180	Ray's Food Place	10-00-2005	48.82
07/01	07/06/2001	41267	1363	Red Lion Inn	10-00-2005	89.80
07/01	07/06/2001	41268	214	Regence Life & Health Ins	10-00-2005	233.20
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07/01	07/06/2001	41278	142	Tidewater Contractors Inc	10-00-2005	1,561.39
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07/01	07/06/2001	41283	824	Vietnam Veterans of America	10-00-2005	750.00
07/01	07/13/2001	41284	1371	Alfred Voigt	10-00-2005	5.34
07/01	07/13/2001	41285	103	Amazing Computers	10-00-2005	360.00
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07/01	07/13/2001	41287	496	APSCO	10-00-2005	262.83
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07/01	07/13/2001	41291	1372	Bob Porter	10-00-2005	30.84
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07/01	07/13/2001	41293	710	Building Codes Division	10-00-2005	1,371.42
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07/01	07/13/2001	41298	173	Curry Equipment Company	10-00-2005	142.11
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07/01	07/13/2001	41302		Information Only Check	10-00-2005	.00 V
07/01	07/13/2001	41303	166	Dan's Auto & Marine Electric	10-00-2005	349.21
07/01	07/13/2001	41304	117	Dan's Photo & Cameras	10-00-2005	25.00
07/01	07/13/2001	41305	937	Dennis Tippetts	10-00-2005	45.00

M = Manual Check, V = Void Check



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07/01	07/13/2001	41310	1189	Haley Farms Nursery	10-00-2005	667.50
07/01	07/13/2001	41311	1369	James & Emma McMillan	10-00-2005	2.23
07/01	07/13/2001	41312	1145	Johanna Broberg	10-00-2005	48.27
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07/01	07/13/2001	41315	155	Mory's	10-00-2005	131.52
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07/01	07/13/2001	41318	144	OR Teamster Employers Trust	10-00-2005	7,311.08
07/01	07/13/2001	41319	189	OR Teamster Employers Trust	10-00-2005	16,711.04
07/01	07/13/2001	41320	1368	Randy Hunter	10-00-2005	22.65
07/01	07/13/2001	41321	1367	Regina Stockmar	10-00-2005	27.68
07/01	07/13/2001	41322	1366	Ron & Lori Holliday	10-00-2005	29.51
07/01	07/13/2001	41323	169	Roto Rooter of Curry County	10-00-2005	67.20
07/01	07/13/2001	41324	1355	Sheena McKay	10-00-2005	90.00
07/01	07/13/2001	41325	380	Stadelman Electric	10-00-2005	1,885.33
07/01	07/13/2001	41326	748	Sun Badge Company	10-00-2005	232.75
07/01	07/13/2001	41327	142	Tidewater Contractors Inc	10-00-2005	2,112.72
07/01	07/13/2001	41328	797	Town & Country Animal Hospital	10-00-2005	45.00
07/01	07/13/2001	41329	179	Trew, Cyphers & Meynink	10-00-2005	2,142.00
07/01	07/13/2001	41330	978	U.S. Bank	10-00-2005	3,234.64
07/01	07/13/2001	41331	991	Verizon Northwest	10-00-2005	1,468.59
07/01	07/13/2001	41332	253	Xerox Corporation	10-00-2005	70.00
07/01	07/13/2001	41333	707	ZEP Manufacturing	10-00-2005	843.65
07/01	07/23/2001	41334	150	Any Time Coffee Service	10-00-2005	58.50
07/01	07/23/2001	41335	190	Bankcard Center	10-00-2005	597.87
07/01	07/23/2001	41336	138	Becco, Inc	10-00-2005	524.25
07/01	07/23/2001	41337	1290	Carlene Tascher	10-00-2005	5.06
07/01	07/23/2001	41338	1379	Cheryl D. Suit	10-00-2005	55.00
07/01	07/23/2001	41339	1345	Chlorinators, Inc	10-00-2005	124.00
07/01	07/23/2001	41340	182	Coos-Curry Electric	10-00-2005	1,257.25
07/01	07/23/2001	41341	1357	Curry County Clerk	10-00-2005	5.00
07/01	07/23/2001	41342	337	Curry County Health Dept	10-00-2005	160.00
07/01	07/23/2001	41343	1383	David Stokes	10-00-2005	23.81
07/01	07/23/2001	41344	284	Day-Wireless Systems	10-00-2005	284.72
07/01	07/23/2001	41345	101	Deluxe Business Forms	10-00-2005	336.00
07/01	07/23/2001	41346	196	DHR Child Support Unit	10-00-2005	203.08
07/01	07/23/2001	41347	250	DHR Child Support Unit	10-00-2005	278.31
07/01	07/23/2001	41348	749	Emerald Pool & Patio	10-00-2005	65.76
07/01	07/23/2001	41349	1349	Evangeline Andreason	10-00-2005	11.36
07/01	07/23/2001	41350	1370	Gary Kempkes	10-00-2005	47.80
07/01	07/23/2001	41351	198	Grants Pass Water Lab	10-00-2005	133.00
07/01	07/23/2001	41352	131	HGE, Inc	10-00-2005	6,211.02
07/01	07/23/2001	41353	264	Jack's Uniforms & Equipment	10-00-2005	466.72
07/01	07/23/2001	41354	350	John Zia	10-00-2005	17.65
07/01	07/23/2001	41355	262	Kim Hunnicutt Court Reporting	10-00-2005	30.00
07/01	07/23/2001	41356	245	Larry Anderson	10-00-2005	2.63
07/01	07/23/2001	41357	283	Muffler & More	10-00-2005	52.50
07/01	07/23/2001	41358	424	Munnell & Sherrill	10-00-2005	41.44
07/01	07/23/2001	41359	1376	Nancy L. Shute	10-00-2005	20.27
07/01	07/23/2001	41360	140	Newman Traffic Signs	10-00-2005	207.00
07/01	07/23/2001	41361	334	North Coast Electric	10-00-2005	11.13
07/01	07/23/2001	41362	266	Northern Tool & Equipment Co	10-00-2005	17.98

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
07/01	07/23/2001	41363	853	Office Depot	10-00-2005	129.98
07/01	07/23/2001	41364	279	One Call Concepts, Inc	10-00-2005	25.20
07/01	07/23/2001	41365	910	OR Department of Justice	10-00-2005	115.38
07/01	07/23/2001	41366	205	PERS Retirement	10-00-2005	11,684.88
07/01	07/23/2001	41367	1377	Susan Brady	10-00-2005	27.00
07/01	07/23/2001	41368	1375	Ted Rosen	10-00-2005	23.37
07/01	07/23/2001	41369	1380	Thomas Duz	10-00-2005	67.85
07/01	07/23/2001	41370	142	Tidewater Contractors Inc	10-00-2005	69.13
07/01	07/23/2001	41371	136	United Pipe & Supply Co Inc	10-00-2005	384.03
07/01	07/23/2001	41372	268	US Filter Company	10-00-2005	866.06
07/01	07/23/2001	41373	1378	William Woodward	10-00-2005	121.17
07/01	07/30/2001	41374	1384	Alberta France	10-00-2005	16.02
07/01	07/30/2001	41375	1255	Almond Bates	10-00-2005	49.99
07/01	07/30/2001	41376	146	Bay West Supply, Inc	10-00-2005	161.00
07/01	07/30/2001	41377	1393	Bernard & Ana Marie Banta	10-00-2005	37.00
07/01	07/30/2001	41378	1391	Bob & Nancy Yoacham	10-00-2005	37.00
07/01	07/30/2001	41379	370	CCIS	10-00-2005	424.66
07/01	07/30/2001	41380	336	Chris Wallace	10-00-2005	74.00
07/01	07/30/2001	41381	1390	Clifford Banick	10-00-2005	15.00
07/01	07/30/2001	41382	820	CMI Business Systems	10-00-2005	332.68
07/01	07/30/2001	41383	1316	Coastwide Laboratories	10-00-2005	132.96
07/01	07/30/2001	41384	183	Colvin Oil Company	10-00-2005	1,314.10
07/01	07/30/2001	41385	1089	Compumaster	10-00-2005	398.00
07/01	07/30/2001	41386	182	Coos-Curry Electric	10-00-2005	2,979.24
07/01	07/30/2001	41387	1392	David Botnen	10-00-2005	37.00
07/01	07/30/2001	41388	958	Delaney's Bakery	10-00-2005	45.00
07/01	07/30/2001	41389	1272	Dena Dufresne	10-00-2005	153.28
07/01	07/30/2001	41390	145	EBS Trust	10-00-2005	60.00
07/01	07/30/2001	41391	105	First Impressions	10-00-2005	936.99
07/01	07/30/2001	41392	782	Frank's Cash Register Co	10-00-2005	18.44
07/01	07/30/2001	41393	113	Fred Meyer	10-00-2005	399.00
07/01	07/30/2001	41394	818	Gwen J Morris	10-00-2005	400.00
07/01	07/30/2001	41395	1387	John & Sue McKinney	10-00-2005	65.00
07/01	07/30/2001	41396	438	John Bishop	10-00-2005	74.00
07/01	07/30/2001	41397	1329	Kathy Stewart	10-00-2005	275.00
07/01	07/30/2001	41398	121	Lane County RIS	10-00-2005	5,005.00
07/01	07/30/2001	41399	271	Larry Curry	10-00-2005	228.88
07/01	07/30/2001	41400	1388	Marcella Brune	10-00-2005	20.00
07/01	07/30/2001	41401	1389	Maria Christenson	10-00-2005	94.00
07/01	07/30/2001	41402	424	Munnell & Sherrill	10-00-2005	245.70
07/01	07/30/2001	41403	1386	Nancy McClelland	10-00-2005	20.00
07/01	07/30/2001	41404	572	OMFOA	10-00-2005	150.00
07/01	07/30/2001	41405	908	Oregon APCO-NENA	10-00-2005	160.00
07/01	07/30/2001	41406	449	Oregon Mayors Association	10-00-2005	215.00
07/01	07/30/2001	41407	401	Oregon State Police	10-00-2005	270.00
07/01	07/30/2001	41408	1394	Pam Calloway	10-00-2005	37.00
07/01	07/30/2001	41409	888	Paul's Floor Maintenance	10-00-2005	850.00
07/01	07/30/2001	41410	620	Port of Brookings Harbor	10-00-2005	382.60
07/01	07/30/2001	41411	1044	Ramada Inn - Eugene	10-00-2005	73.08
07/01	07/30/2001	41412	909	Resort at the Mountain	10-00-2005	346.62
07/01	07/30/2001	41413	278	Ron Plaster	10-00-2005	14.99
07/01	07/30/2001	41414	627	Sam Dotson	10-00-2005	120.00
07/01	07/30/2001	41415	540	South Coast Lumber	10-00-2005	3,202.50
07/01	07/30/2001	41416	943	The Sirens & Lights Company	10-00-2005	346.95
07/01	07/30/2001	41417	142	Tidewater Contractors Inc	10-00-2005	308.08
07/01	07/30/2001	41418	819	Trisha L Austin	10-00-2005	320.00
07/01	07/30/2001	41419	991	Verizon Northwest	10-00-2005	150.94

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
07/01	07/30/2001	41420	786	WM Smith & Associates	10-00-2005	92.55
07/01	07/30/2001	41421	269	WW Grainger	10-00-2005	215.15
07/01	07/30/2001	41422	253	Xerox Corporation	10-00-2005	176.19
Totals:						<u>189,087.56</u>

## BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of July, 2001

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
5	Single Family Dwelling	\$3,147.50	\$2,045.89	\$0.00	\$22,335.00	\$886,618.00	28	\$498,748.00	25	\$3,226,751.50
3	Single Family Addition	\$376.50	\$219.71	\$26.36	\$0.00	\$55,834.20	15	\$838,494.40	15	\$257,172.12
1	Single Family Garage-Carport	\$220.00	\$143.00	\$15.40	\$0.00	\$35,788.00	13	\$168,868.80	7	\$75,604.80
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6	\$1,523,380.00	1	\$161,216.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$209,334.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$572,484.00	2	\$119,987.36
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10	\$301,710.00	4	\$19,959.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$3,317.00	1	\$10,860.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$6,356.00	1	\$2,000.00
3	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$0.00	5	\$0.00
2	Misc.-Retaining Wall-Fence	\$35.00	\$0.00	\$2.45	\$0.00	\$0.00	5	\$6,214.00	9	\$29,788.00
14	Total Building Permits	\$3,779.00	\$2,408.60	\$264.53	\$22,335.00	\$978,240.20	84	\$3,919,572.20	71	\$4,112,672.78

6	Mechanical Permits	\$143.85	N/A	\$10.07	N/A	N/A	57	N/A	45	N/A
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5	Plumbing Permits	\$238.00	N/A	\$16.66	\$0.00	N/A	42	N/A	34	N/A
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0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	4	N/A	2	N/A
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25	TOTAL PERMITS	\$4,160.85	\$2,408.60	\$291.26	\$22,335.00	\$978,240.20	187	\$3,919,572.20	152	\$4,112,672.78
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	Total Year to Date Calculated Fees	\$34,864.95	\$20,416.54	\$2,440.54	\$194,324.00					
	2000 YTD Calculated Fees	\$20,339.85	\$11,724.95	\$1,423.79	\$145,141.00					

In June, 2001 Harbor issued permits for 0.0 EDUs.

During the Month of July, 2001, Brookings issued permits for 5.00 new sewer connections. The City of Brookings now has 465.96 EDU Units connected to the Brookings Wastewater System since the signing of the MAO.