

**AGENDA
CITY OF BROOKINGS
COMMON COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
898 ELK DRIVE
BROOKINGS, OR 97415
DECEMBER 17, 2001
7:00 P.M.**



HAPPY HOLIDAYS
from the home of winter flowers
Come enjoy our Nature's Coastal Holiday
In our own Azalea Park
December 8 through 30, 2001



DECEMBER 2001 - Revised 12/13/01

1

2

FEBRUARY 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	8:00am CC-VIPS/Volunteers in Police Service-BPaticki 7:00pm FH-FireTmg/ChShrp	7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 7:00am TV49-Coast Today w/City Officials &/or Employees 10:00am CC-Site Plann Com Mtg/LauraLee Gray		
3	4	5	6	7	8	9
	7:00pm FH-FireTmg/ChShrp 7:00pm CC-Council Mtg	3:00pm CC-HOPE Mtg/ Councilor Lorraine Kuhn	2:30pm FH-SafetyComMtg/ HThmpson	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		
10	11	12	13	14	15	16
	7:00pm FH-FireTmg/ChShrp 8:00am City Hall CLOSED - Presidents' Day Holiday..... 9:00am CC-VIPS/Volunteers in Police Service-BPaticki	Lincoln's Birthday	Ash Wednesday 8:00pm FH-Subtrn Fire Dist Mtg/RexAtwell	Valentine's Day 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-Citizens for Emergency Preparedness: MARrell, JRupert		
17	18	19	20	21	22	23
	President's Day 9:00am CC-Municipal Court/ JdgHarper 7:00pm CC-Council Mtg 7:00pm FH-FireTmg/ChShrp			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/ LBiodgett	Washington's B-Day	
24	25	26	27	28		
<div style="text-align: center;">JANUARY 2002</div> <div> <div>S</div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> </div> <div> <div></div> <div></div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> </div> <div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> </div> <div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> </div> <div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> </div>				<div style="text-align: center;">MARCH 2002</div> <div> <div>S</div> <div>M</div> <div>T</div> <div>W</div> <div>T</div> <div>F</div> <div>S</div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>1</div> <div>2</div> </div> <div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> </div> <div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> </div> <div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> </div> <div> <div>24/31</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> </div>		

MARCH 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY											
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St. Patrick's Day 17	18	19	20	21	22	23											
	7:00pm CC-Council Mtg 7:00pm FH-FireTmg/ChShrp		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/ LBlodgett													
Palm Sunday 24	25	26	27	Passover 28	Good Friday 29	30											
			FEBRUARY 2002		APRIL 2002												
			S	M	T	W	T	F	S	S	M	T	W	T	F	S	
								1	2			1	2	3	4	5	6
			3	4	5	6	7	8	9		7	8	9	10	11	12	13
			10	11	12	13	14	15	16		14	15	16	17	18	19	20
			17	18	19	20	21	22	23		21	22	23	24	25	26	27
Easter 31			24	25	26	27	28				28	29	30				

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
December 17, 2001
7:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Announcements

1. Donation to Brookings Volunteer Fire Department, by BHHS Powder Puff Football organizers
2. Introduction of new employee - Kelly Sevey / Police Officer
3. Introduction of new employee - Susan Frisch / Part-time Communications Officer, Police Department

V. SCHEDULED PUBLIC APPEARANCES

- A. Pete Smart, General Manager Curry Transfer and Recycling – complying with state required recycling goals**

VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison

1. Chamber of Commerce
2. Council Liaisons

B. Unscheduled

VII. STAFF REPORTS

- A. Finance Department
 - 1. Certificate of Achievement Award from Government Finance Officers Association
- B. City Manager
 - 1. New Finance Director update
 - 2. City Manager, City Attorney, and Municipal Court Judge evaluations
 - 3. Couplet update
 - 4. Council Goals progress report
 - 5. Other
- C. Police Department
 - 1. 911 consolidation update
 - 2. Volunteers in Police Service (VIPS) donation

VIII. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of November 19, 2001, Regular Council Meeting
- B. Acceptance of Planning Commission Minutes
 - 1. Minutes of November 6, 2001, regular Commission Meeting
- C. Acceptance of Parks & Recreation Commission Minutes
 - 1. Minutes of October 25, 2001, regular Commission Meeting
- C. Approval of Vouchers (\$574,313.07)
(end Consent Calendar)

IX. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
 - 1. No. 01-O-446.MM, in the matter of an ordinance amending the Land Development code regarding short term rentals

X. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
- B. Mayor

XI. ADJOURNMENT

November 21, 2001

Mayor Bob Hagbom
Brookings City Council
898 Elk Drive
Brookings, OR 97415

REFERENCE: Donation to Brookings Fire Association

Dear Mayor Hagbom,

We are the organizers of this years Powder Puff Football game at Brookings Harbor High School. It is an event held during Homecoming week in which the girls get out on the field and play football instead of the boys.

We chose Powder Puff as our senior project. The money that we raised from this event was intended to go to the relief efforts in New York. In thinking hard about that decision we decided that the World Trade Center has more than enough money to get back on their feet. On the other hand Brookings Harbor Fire Department is in need of money.

That brings us to why we are writing this letter. We would be much obliged if you would put us on the next City Council meeting agenda on December 17th, so that we may publicly and formally donate the money we raised to the Brookings Fire Association. In putting our cause on the agenda you are furthering our commitment and involvement in the community.

Thank You Mayor Hagbom

We remain very truly yours,

Julia Huxtable and Jessica Andrews

Organizers: Jessica Andrews, Julia Huxtable, Lindsey Wood, and Mandy Gilmore.



GOVERNMENT FINANCE
OFFICERS ASSOCIATION

180 North Michigan Avenue, Suite 800, Chicago, Illinois 60601
312/977-9700 • Fax: 312/977-4806

October 08, 2001

The Honorable Bob Hagbom
Mayor
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Mayor Hagbom:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended June 30, 2000 qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The Certificate of Achievement plaque will be shipped to:

Mrs. Gail L. Hedding
Finance Director/Recorder

under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist with this, enclosed are a sample news release and the Certificate Program "Results" for reports with fiscal years ended during 1999 representing the most recent statistics available.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Stephen J. Gauthier
Stephen J. Gauthier
Director/Technical Services Center

SJG/ds

WASHINGTON OFFICE

1750 K Street, N.W., Suite 650, Washington, DC 20006
202/429-2750 • Fax: 202/429-2755

CITY OF BROOKINGS
NEW FINANCE DIRECTOR

Friday, December 7, 2001



PRESS RELEASE

The City of Brookings has hired a new Finance Director. Paul Hughes will begin employment with the City on January 3, 2002. Paul is presently the Chief Financial Officer for the Modoc Medical Center in Alturas, California. Prior to Alturas, Paul was the Financial Controller for California Association of Counties. City Manager Blodgett stated he felt Hughes will bring a great deal of experience and energy to the finance department. Paul and his wife, Sherri, have two twin 11 year-old daughters. His family plans to remain in Alturas until such time they can sell their home and settle in Brookings.

A welcome reception for the new City Finance Director Paul Hughes will be held on January 9, 2002, from 3:00 p.m. to 5:00 p.m. in the City Hall Council Chambers. Mayor, Council and Staff will ask the citizens to join them for afternoon refreshments and to wish him well.

Sharon Ridens, Administrative Secretary

NEWS MEDIA: FOR IMMEDIATE RELEASE For further information on this release contact Sharon Ridens at Brookings City Hall at 469-2163, extension 204.

FAXED NOTICE SENT TO: Curry Coastal Pilot, KURY, KCRE, KBSC-TV49, KPOD, The World, The Triplicate, The Curry County Reporter, Chetco Public Library, Port of Brookings-Harbor, Brookings-Harbor Chamber of Commerce, Brookings-Harbor School District, SWOCC, City Council, posted at City Hall. **DATED: 12/5/2001 11:21 AM**



Staff Report

To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Date: December 5, 2001
Re: City Manager Evaluation

It is time once again for annual performance evaluations. According to the City's contract with the City Manager, the City Council must conduct an performance evaluation each year. The first evaluation was in February, 2001, after six months of employment. In January, 2002 it will be 17 months since beginning employment in August, 2000 and 11 months since the last evaluation.

Last year, and I believe in years past, City Council also evaluated the performance of the Judge and City Attorney. Last year there was comments made by some of the councilors about the difficulty of evaluating these positions because of the limited knowledge you have of their performance. My suggestion is to have each of them make a presentation to City Council on their activities during the past year and not do a formal evaluation. This would give a chance for City Council to learn more about what each of these people do in their job

Evaluation of the City Manager can be conducted in an open public forum or an executive session. In order to conduct the evaluation in executive session, as allowed by State law, City Council must first adopt criteria for the evaluation in an open session and allow for public input. The criteria is the evaluation form that will be used. A copy of the recommended form is included in the packet. To adopt the criteria, City Council will need to approve and adopt attached evaluation forms.

ALTERNATIVES

1. Conduct evaluations in open session. This would not require adoption of criteria before the evaluations.
2. Adopt the evaluation forms as criteria for performance evaluations.

STAFF RECOMMENDATION

Adopt the attached evaluation form as criteria for performance evaluation of the City Manager and conduct the evaluation in executive session at the next regular Council meeting scheduled for January 14, 2001 and request an annual report for the Municipal Judge and City Attorney.

CITY MANAGER PERFORMANCE EVALUATION

INSTRUCTIONS: Place a check mark on the line underneath the number that you feel is appropriate for each item. 5 is high, or excellent, 1 is very poor. Please feel free to add your comments and suggestions in narrative form along with the numerical rating.

1. Public Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Projects a positive public image	_____	_____	_____	_____	_____
B. Is courteous to public at all times	_____	_____	_____	_____	_____
C. Keeps commitments to the public	_____	_____	_____	_____	_____
D. Seeks to use criticism of self or City in positive ways	_____	_____	_____	_____	_____
E. Maintains effective relations with media representatives	_____	_____	_____	_____	_____

Specific Comments: _____

2. Employee Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Works well with other employees	_____	_____	_____	_____	_____
B. Helps other employees when possible	_____	_____	_____	_____	_____
C. Keeps commitments to other employees	_____	_____	_____	_____	_____
D. Seeks to develop skills and abilities of employees	_____	_____	_____	_____	_____

Specific Comments: _____

3. City Council Relationships

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Effectively implements policies and programs approved by City Council	_____	_____	_____	_____	_____
B. Reporting to City Council is timely, clear, concise and thorough	_____	_____	_____	_____	_____
C. Accepts direction or instructions in a positive manner	_____	_____	_____	_____	_____
D. Effectively aids the City council in establishing long-range goals	_____	_____	_____	_____	_____
E. Keeps Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices, etc.	_____	_____	_____	_____	_____

Specific Comments: _____

CITY MANAGER PERFORMANCE EVALUATION

4. Leadership

- A. Motivates others toward accomplishment of work
- B. Delegates appropriate responsibilities
- C. Makes thoughtful contributions to City Council and subordinates
- D. Effectively evaluates performance of subordinates in his/her area
- E. Seeks to develop teamwork by City Organization
- F. Uses effective supervisory skills

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Specific Comments: _____

5. Communications

- A. Written communications are clear, concise and accurate
- B. Oral communications are clear, concise; expresses self effectively

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Specific Comments: _____

6. Personal Traits

- A. Controls emotions effectively in difficult situations
- B. Is creative in developing practical solutions to problems faced in the course of work
- C. Uses common sense
- D. Is flexible in accepting and adjusting to change
- E. Has positive attitude
- F. Demonstrates personal honesty and frankness in day-to-day relationships
- G. Seeks to improve own skills and knowledge
- H. Completes work in acceptable time periods
- I. Performs work accurately

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Specific Comments: _____

CITY MANAGER PERFORMANCE EVALUATION

7. Goal Achieving

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Takes initiative to get job done correctly and thoroughly	_____	_____	_____	_____	_____
B. Perceives new responsibilities and proceeds independently to undertake or expand these responsibilities	_____	_____	_____	_____	_____
C. Accepts responsibility for own work	_____	_____	_____	_____	_____
D. Achieves goals set by or in conjunction with City Council	_____	_____	_____	_____	_____

Specific Comments: _____

8. Fiscal Management

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Prepares realistic annual budget	_____	_____	_____	_____	_____
B. Seeks efficiency, economy and effectiveness in all programs	_____	_____	_____	_____	_____
C. Controls expenditures in accordance with approved budget	_____	_____	_____	_____	_____
D. Keeps City Council informed about revenues and expenditures, actual and projected	_____	_____	_____	_____	_____

Specific Comments: _____

9. Decision Making

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Attempts to obtain all available facts prior to making a decision	_____	_____	_____	_____	_____
B. Is objective in decision making	_____	_____	_____	_____	_____
C. Considers possible alternatives and their consequences before making decision	_____	_____	_____	_____	_____
D. Makes decisions on a timely basis	_____	_____	_____	_____	_____

Specific Comments: _____

CITY MANAGER PERFORMANCE EVALUATION

10. Other

1

2

3

4

5

A. Seeks to promote intergovernmental cooperation

B. Effectively responds to local politics, customs and interests

C. Seeks to understand and respond to community needs

Specific Comments:

GENERAL COMMENTS:

Recommended Salary Adjustment 5% Increase _____ Other _____

Date: _____

Signature



Staff Report

To: Mayor Hagbom & City Councilors
CC: Planning Commissioners
Parks & Recreation Commissioners
Department Heads
From: Leroy Blodgett, City Manager
Date: December 10, 2001
Re: 2001-2002 Council Goals

Each year City Council sets goals for the fiscal year (July 1 – June 30). The goals are used in preparation of the annual budget and as a guideline for staff. The following is report on the progress of the 2001-2002 goals. As you can see, though not complete, after six months there has been significant progress made towards achieving the goals.

COMMUNITY CENTER

- Begin planning for a new community center

The Swim All Year (SAY) Committee has been exploring the possibility of a covered pool that could be used all year. After much discussion and consideration, they have determined that the existing pool is not worth covering. There would be too much rehab work required to the existing pool and the parking would be inadequate. Therefore, the committee decided to consider a new site and incorporate the covered pool with an activity or community center. An architect will prepare a conceptual plan for the project. This will combine two of the Council goals.

DEFERRED IMPROVEMENT AGREEMENTS (DIA's)

- Enforce existing DIA's
- Limit issuance of DIA's to only those absolutely necessary
- Establish sidewalk installation & replacement plan

This goal has caused some confusion as to when a DIA should be issued. The Planning Commission and City Council will have another work session after the first of the year to continue discussion on the issue of when a DIA should or should not be issued. There has not been any progress on the sidewalk installation and replacement plan.

DOWNTOWN REVITALIZATION

- Identify funding sources for the couplet
- Update the Urban Renewal Plan & create an Urban Renewal District
- Expand Downtown Parking
- Prepare a master plan for the downtown area

The South Western Area Commission on Transportation (SWACT) has rated the couplet project the number one priority in the Coos Curry Douglas region for HB2142 funds. The first phase will cost approximately \$5,000,000 and could begin construction in 2003.

The City has purchased property in the downtown area for a new parking lot. We hope to have the lot usable this summer. The City received a grant for \$30,000 from the State Regional Investments Board for the construction.

In addition to \$20,000 budgeted by the City, we received a grant for \$20,000 from the State Regional Investment Board and \$30,000 from the US Forest Service to fund a master plan and update of the Urban Renewal Plan for the downtown area. The Downtown Development Committee has received proposals from 8 consultants to develop the master plan and update the Urban Renewal Plan. The committee will interview 4 of the consultants on January 5th and expect work to begin soon after, with a completion date of no later than November 15, 2002.

ECONOMIC DEVELOPMENT

- Support the creation of an Economic Development Corporation

In partnership with all the cities, ports and the County we have formed the Curry County Economic Development Alliance Corporation (CEDAC). CEDAC is currently recruiting for an Executive Director. The start up of the corporation is funded with a grant for \$100,000.

FIRE DEPARTMENT

1. Identify site funding for a fire hall and/or city hall
2. Continue to fund reserves for new truck

We have an engineer working on a site plan to determine if the current site of City Hall is large enough to build a new facility.

We have solicited bids for a new truck and should be prepared to award a contract for a new fire engine at the January 14, 2002 City Council meeting.

FINANCE DEPARTMENT

- Utility payments via credit card

With the recent changes in management of the Finance Department this goal has not progressed. A new Finance Director is scheduled to begin employment on January 3rd and we will have him work on this project.

PARKS

- Complete the skate park at Bud Cross Park
- Prepare a master plan for all parks & recreation
- Increase Azalea Park parking

The skate park is nearly completed. There is a little more concrete work needed and landscape work around the area to complete the project. We hope to have an official ribbon cutting in early February.

This year we budgeted \$50,000 for a parks and recreations master plan. We have a proposal from the University of Oregon to develop the plan for approximately \$20,000. The proposal will be presented to the Parks & Recreation Commission in January.

The public works crew has started clearing an area between the band shell and ball fields for additional parking. We hope to have the project completed this summer.

PUBLIC WORKS SHOP

- Complete the design and begin construction of the new public works shop

The site plan for the new shop is complete and fencing around the site has been installed. Design of the actual building is not complete. We continue to put money in a reserve fund for the construction of the building and we have listed it in our needs and issues for potential grant funds.

SWIMMING POOL

- Study funding of operations of a covered pool

This work is being done in conjunction with the "Community Center" goal.

WATER

- Implement the "Water Management Plan
- Apply for funding to raise Ferry Creek Reservoir dam & put on line

The Water Management Plan is complete and is now the guideline for future water projects. Projects in the plan are listed on the Needs & Issues and we hope to begin discussion this spring with state and federal agencies about potential funding.



CITY OF BROOKINGS POLICE DEPARTMENT

CHIEF CHRIS WALLACE

898 ELK DRIVE
BROOKINGS, OREGON 97415

PHONE (541) 469-3118
FAX (541) 412-0253

December 17, 2001

To: City Council
From: Brookings Police Department / Lt. John Bishop
Subject: HB 3977

The Oregon 2001 Legislature has passed HB 3977. The major part of this House Bill is to facilitate the consolidation of the 911 centers known as PSAPs. (Public Safety Answering Points) The bill mandates that those counties with more than one PSAP to consolidate into one Primary PSAP, as the State of Oregon will only fund one PSAP per county with the 911 Tax revenue.

We are responsible to jointly submit a plan for the consolidation of the County's two PSAPs with the Curry County Sheriff's Department. This report is due no later than September 2002. If we fail to submit a plan, the State of Oregon Emergency Management will submit a plan for us. The 2001 Legislature gave the 2003 Legislature "legislative intent" regarding the State of Oregon funding only one PSAP with 911 tax dollars in the future.

The law states, we are required only to submit the plans for consolidation, rather than documenting why having more than one PSAP in a county is more cost effective or that it provides better service,

The Curry County Sheriff's Department in cooperation with the Brookings Police Department has set up a committee of six individuals to come up with the consolidation plan. This committee has two members from each of the 911 boards, and the two supervisors of the PSAPs. (Capt. Mark Metcalf, and Lt. John Bishop) This committee will review all data and requests then make recommendations to each of the two 911 boards. After the boards agree, it will then be submitted to the executive of each department, (Chief Chris Wallace and Sheriff Kent Owens), after they have agreed, the plan will go to the City Manager/City Council and the Curry County Commissioners for the final approval.

The consolidation committee will look at many issues; some of them have been listed below:

1. Can the County or City currently dispatch for the whole county: If not, what needs to be done to correct this problem?
2. Will the services to the public and to the Fire, Police, and Ambulance service be better or worse by combining the centers?
3. What will be the costs associated with the consolidation? Will each department have to pay for dispatching and what would those costs be? What does every department pay now, or do they pay anything?
4. If we all have to pay to be dispatched, what formula will be used to decide how the costs will be distributed?
5. If the county or city takes over the 911 systems, how will one radio frequency handle the load of calls?
6. Where would the back up 911 systems be housed?
7. Would it be better to consolidate before we are mandated to do so?

These issues are but a few that will be discussed and researched before the September 2002 deadline.

Tentatively, we have decided yes we will have to work towards consolidation. The most logical place for the 911 center is in Gold Beach, because of its location, for both phone and radio transmissions. Having agreed on that issue, it was also stated this would only occur if the County had a radio system adequate to dispatch the entire county. Presently, they do not.

This issue is very complicated and emotional. There will be numerous meetings and discussions before we will have any answers to the above items. As these items come up and are discussed, I will keep Chief Wallace and Chief Sharp apprised on every issue.

Respectfully,

Lt. John Bishop 



"Home of Winter Flowers"



State Requirements for HB3977 PSAP Consolidation Legislative Report

October 2, 2001

Background

The 2001 Legislature passed and the Governor signed HB3977. A major focus of the legislation is to facilitate consolidation of Primary PSAPs in multi-PSAP counties. The bill contains the following:

1. Extends sunset of 9-1-1 tax from 12-31-2001 to 12-31-2003. This means if the 2003 legislature does not take any action to extend the tax, the final quarterly payment to 9-1-1 jurisdictions would be March 31, 2004.
2. Requires multi-Primary PSAP counties to jointly submit a consolidation plan to OEM for consolidation by September 1, 2002.
3. Establishes a PSAP consolidation incentive fund from any 9-1-1 revenue received in the 2001-2003 biennium exceeding \$56 million.
4. The 2001 legislature expressed their intent that in biennia beyond the 2001-2003 biennium, state tax revenues will only be used to support one Primary PSAP in each county.

The Division of Audits will conduct compliance audits of not less than 10% of the cities and counties to determine whether emergency communications tax funds distributed by the state are being used as directed by Oregon Law.

The following items need to be addressed in any consolidation plan submitted to the State 9-1-1 Program on or before September 1, 2002.

- The reports must be realistic and executable, and deal with consolidation of 9-1-1 call answering within the county.
- The consolidation report requires only the consolidation of 9-1-1 telephone answering as it relates to getting the 9-1-1 calls from the public to the primary PSAP, and then to the responding agency. The report may include central dispatch and other consolidation issues as well.
- The consolidation report must be a joint report from all 9-1-1 jurisdictions within the county.
- The report must be signed from an authorized member of each 9-1-1 jurisdiction within the county. A 9-1-1 jurisdiction is an ORS 190, county-wide service district, special district or a group of public and private safety agencies that have agreed together in writing to jointly plan the installation, maintenance, operation or improvement of a 9-1-1 emergency reporting system.

- Addendums to consolidation plans including pros and cons from jurisdictions will be allowed and will be forwarded to the 2003 legislature for their review. The State 9-1-1 Program will ensure that the submitted plan meets the legislative requirement, in that the report is a plan to consolidate 9-1-1 telephone answering services for that multi-PSAP county.
- An existing Primary PSAP that is not the recommended Primary PSAP in the county consolidation plan, but electing to remain as a Primary PSAP, may do so with their own funding. This Primary PSAP must maintain state standards (*to be determined by administrative rule*) or they will have their 9-1-1 calls moved to the designated Primary PSAP identified in the county consolidation plan.
- Existing Primary PSAPs that choose to become a secondary PSAP by having their 9-1-1 calls transferred to them, and continuing to dispatch their own public safety units may do so at their own expense. The circuit from the primary PSAP to the secondary PSAP will be provided by the state 9-1-1 Program. The 9-1-1 CPE at the secondary PSAP belongs to the secondary PSAP and they will have to take over maintenance and upgrades out of their own local funds.
- The 2003 legislature will review these plans and take whatever action they determine necessary during the legislative sessions. At the present time, there is no information or any criteria that will be used to evaluate this report.
- If a multi-PSAP county fails to submit a consolidation plan that is signed by all the 9-1-1 jurisdictions in the county by September 1, 2002, this multi-PSAP county will be deemed as not having complied with requirements of the law. The State 9-1-1 Program will then prepare the plan for this county.
- Secretary of State, Division of Audits will audit for compliance 10% of the cities and counties receiving 9-1-1 tax funds for distribution to the 9-1-1 jurisdictions they belong to. At this time there is no information on when or who will be audited. When this becomes available you will be notified.
- At this time the following counties are multi-PSAP counties and are required to submit a consolidation plan: Clatsop, Clackamas, Coos, Curry, Douglas, Jackson, Lane, Marion, Malheur, Lincoln, Umatilla, Washington and Yamhill.
- If a current multi-PSAP county consolidates prior to September 1, 2002 it will not be required to file a consolidation report.
- At this time there is no indication of what other role the State 9-1-1 Program will play in recommendations or information to the 2003 legislature.

The consolidation plan should include, but not be limited to the the following items:

1. PSAP governance issue
2. Facility needs
3. Power needs
4. Disaster recovery plan
5. Network routing issues
6. Customer Premise Equipment (E9-1-1 telephone equipment)
7. Staffing requirements
8. Call transfers

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9-1-1 Telephone Tax Extended

By: *Hasina E. Squires, Western Advocates Inc.*

The current 75 cent phone tax was scheduled to expire unless reauthorized by the 2001 Legislature. Since the tax currently provides funding for approximately 20% of each 9-1-1 agency's budget, passage of the tax extension was essential to maintain current level of service for the 9-1-1 system. The 1995 Legislative Assembly provided statutory direction that if more than one primary public safety answering point (PSAP) exists in a county, the PSAP had to demonstrate to the 2001 Legislature that having more than one PSAP in a county results in "better service or cost savings." In light of the 1995 mandate and the potential for mandated consolidation, SDAO made the extension of the tax a top priority this session. After months of hearings, work sessions, and drafts of legislation, HB 3977 was finally passed and signed by the Governor. The bill does the following:

- Extends the 9-1-1 telephone tax until December 31, 2003.
- Declares intent of the 71st Legislative Assembly that beyond the 2001-03 biennium, revenues generated by the 9-1-1 telephone tax will be used to support only one PSAP per county.
- By September 1, 2002, in counties with more than one PSAP, PSAPs shall jointly submit a written plan for the consolidation of PSAP's to the Office of Emergency Management. The plan must include, but is not limited to, requirements for facilities, equipment, and personnel.
- If a county with more than one PSAP fails to submit a written plan for consolidation, the Office of Emergency Management will prepare and submit a written plan for the PSAP.
- Limits the maximum amount of spending authority from 9-1-1 tax revenues received to \$56 million (\$9 million greater than the Governor's recommended budget).
- Establishes a PSAP Consolidation Incentive Fund for the purpose of consolidating emergency communications operations and improving efficiency as directed by the 72nd Legislative Assembly. Monies received above the allocated \$56 million will be transferred to the Consolidation Incentive Fund (expected to generate no more than \$5 million).
- Requires consolidation plans to be submitted to the 2003 Legislature to assist them in their determination of how to use the Consolidation Incentive Fund.

9-1-1 Telephone Tax Extended

- Directs the Division of Audits of the Secretary of State's Office to conduct compliance audits on 10% of the total number of cities and counties to determine whether 9-1-1 funds are being used as designated by state statute.
- Allows 9-1-1 jurisdictions to use their 9-1-1 revenue to pay back loans acquired from the Special Public Works Fund administered by the Oregon Economic Development Department.
- Requires Oregon Emergency Management to establish, by administrative rule, minimum standards for a PSAP. If a PSAP does not meet the minimum standards, OEM shall designate an alternate PSAP that meets the minimum standards and cause calls to be routed to the alternate PSAP.
- Allocates a one-time payment of 9-1-1 funds (\$1.75 million) to be used to retire state debt for previously purchased communications equipment for the Oregon State Police Central Communications and Coordination Center.

The 9-1-1 telephone tax extension was a contentious issue this legislative session. It is clear that the Legislature is interested in consolidation of the system as a whole. However, whether the consolidation issue is mandated, evaluated, or encouraged remains to be seen. One thing is certain, 9-1-1 centers will certainly be back again in 2003 advocating for another tax extension.

House Bill 3977

Ordered by the House June 11
Including House Amendments dated June 11

Sponsored by JOINT COMMITTEE ON WAYS AND MEANS

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Extends time during which tax is imposed to fund emergency reporting systems. Authorizes expenditure of moneys for emergency communications equipment needed for operation of Central Communications and Coordination Center.

Directs Division of Audits to conduct *[performance]* compliance audits on sample of cities and counties to study use of emergency communications funds. Directs primary public safety answering points in county with more than one primary public safety answering point to jointly submit written plan for consolidation to Office of Emergency Management. Directs office *[of Emergency Management]* to develop consolidation plan for public safety answering points *[and]* if primary public safety answering points fail to submit plan. Requires office to report to Legislative Assembly. Expands purposes for which moneys in Enhanced 9-1-1 Subaccount of Emergency Communications Account may be used. Establishes Primary Public Safety Answering Points Consolidation Incentive Fund. Requires Director of Office of Emergency Management to establish minimum standards for primary public safety answering point by rule.

Takes effect on 91st day following adjournment sine die.

A BILL FOR AN ACT

Relating to emergency communications; creating new provisions; amending sections 10, 17, 18 and 20, chapter 533, Oregon Laws 1981; appropriating money; limiting expenditures; prescribing an effective date; and providing for revenue raising that requires approval by a three-fifths majority.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) In the biennium beginning July 1, 2001, the Division of Audits of the office of the Secretary of State shall conduct compliance audits on a sample of cities and counties constituting not less than 10 percent of cities and counties to determine whether emergency communications funds allocated to cities and counties from revenues collected under section 10, chapter 533, Oregon Laws 1981, are being used as directed in sections 17 and 18, chapter 533, Oregon Laws 1981.

(2)(a) By September 1, 2002, in a county with more than one primary public safety answering point, the primary public safety answering points shall jointly submit to the Office of Emergency Management a written plan for the consolidation of the primary public safety answering points including, but not limited to, requirements for the consolidation of facilities, equipment and personnel.

(b) The Office of Emergency Management shall submit the written plans of counties with more than one primary public safety answering point to the Seventy-second Legislative Assembly to assist in the determination of how funds in the Primary Public Safety Answering Points Consolidation Incentive Fund will be allocated.

NOTE: Matter in boldfaced type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in boldfaced type.

LC 4123

(c) If the primary public safety answering points, in a county with more than one primary public safety answering point, fail to submit a written plan for consolidation under this subsection, the Office of Emergency Management shall prepare and submit a written plan to the Seventy-second Legislative Assembly on behalf of the county.

SECTION 2. Section 10, chapter 533, Oregon Laws 1981, as amended by section 1, chapter 793, Oregon Laws 1989, section 12, chapter 743, Oregon Laws 1991, section 1, chapter 808, Oregon Laws 1993, and section 2, chapter 276, Oregon Laws 1995, is amended to read:

Sec. 10. (1) There is imposed on each paying retail subscriber who has telecommunication services with access to the 9-1-1 emergency reporting system a tax equal to 75 cents per month. The tax shall be applied on a telecommunications circuit designated for a particular subscriber. One subscriber line shall be counted for each circuit that is capable of generating usage on the line side of the switched network regardless of the quantity or ownership of customer premise equipment connected to each circuit. For providers of central office based services, the tax shall be applied to each line that has unrestricted connection to the switched network. Those central office based service lines that have restricted connection to the switched network shall be charged based on software design in the central office that restricts the number of station calls to and from the network. For cellular, wireless or other radio common carriers, the tax shall apply on a per instrument basis and only if the subscriber's place of primary use, as defined and determined under 4 U.S.C. 116 to 126, is within this state.

(2) The subscriber shall be liable for the tax imposed by this section.

(3) The amounts of tax collected by the provider shall be considered as payment by the subscriber for that amount of tax.

(4) Any return made by the provider collecting the tax shall be accepted by the Department of Revenue as evidence of payments by the subscriber of amounts of tax so indicated upon the return.

(5) The tax shall continue until December 31, [2001] 2003.

SECTION 2a. Section 17, chapter 533, Oregon Laws 1981, as amended by section 18, chapter 743, Oregon Laws 1991, section 4, chapter 808, Oregon Laws 1993, and section 9, chapter 276, Oregon Laws 1995, is amended to read:

Sec. 17. (1) The Emergency Communications Account is established separate and distinct from the General Fund in the State Treasury. All moneys received by the Department of Revenue pursuant to sections 10 to 16, chapter 533, Oregon Laws 1981, and interest thereon shall be paid to the State Treasurer to be held in a suspense account established under ORS 293.445. After payment of refunds, the balance of the moneys received shall be paid into the State Treasury and credited to the Emergency Communications Account. All earnings on investment of moneys in the Emergency Communications Account shall accrue to that account. All moneys in the account are appropriated continuously to the Office of Emergency Management and shall be used for the purposes described in section 18, chapter 533, Oregon Laws 1981.

(2) The Enhanced 9-1-1 Subaccount is established as a subaccount of the Emergency Communications Account. Thirty-five percent of the amount in the Emergency Communications Account on the date of distribution shall be credited to the Enhanced 9-1-1 Subaccount. All moneys in the account are continuously appropriated to the Office of Emergency Management and shall be used for the purposes described in section 18 (3), [and] (4) and (5), chapter 533, Oregon Laws 1981.

(3) The Enhanced 9-1-1 Equipment Replacement Subaccount is established as a subaccount of the Emergency Communications Account. Two and one-half percent of the amount in the Emergency Communications Account shall be credited to the Enhanced 9-1-1 Equipment Replacement Subac-

count. All moneys in the account are continuously appropriated to the Office of Emergency Management and shall be used for the purposes described in section 18 (6) (7), chapter 533, Oregon Laws 1981.

SECTION 2b. Section 18, chapter 533, Oregon Laws 1981, as amended by section 1, chapter 218, Oregon Laws 1987, section 14, chapter 793, Oregon Laws 1989, section 19, chapter 743, Oregon Laws 1991, section 11, chapter 707, Oregon Laws 1993, and section 10, chapter 276, Oregon Laws 1995, is amended to read:

Sec. 18. The Office of Emergency Management shall distribute quarterly the entire amount of the moneys in the Emergency Communications Account beginning in June 1982. The office shall pay the following amounts from the account:

(1) Administrative costs incurred during the preceding calendar quarter by the Department of Revenue in carrying out sections 10 to 16, chapter 533, Oregon Laws 1981. The amount paid to the department shall not exceed one-half of one percent of the amount in the account on the date of distribution, or actual expenses incurred by the department, whichever is less.

(2) Administrative costs incurred during the preceding calendar quarter by the Office of Emergency Management in carrying out its duties under chapter 533, Oregon Laws 1981. The amount paid to the office shall not exceed four percent of the amount in the account on the date of distribution, or actual expenses incurred by the office, whichever is less. The office may provide funding under this subsection for the Oregon Emergency Response System in an amount not to exceed 15 percent of the legislatively approved budget for the Oregon Emergency Response System. Funding provided to the Oregon Emergency Response System under this subsection shall be in the manner prescribed by the office and shall be subject to the availability of funds for such funding.

(3) Funds in the Enhanced 9-1-1 Subaccount shall be used to pay for costs incurred during the preceding calendar quarter for enhanced 9-1-1 telephone service established pursuant to ORS 401.720. Enhanced 9-1-1 subaccount funds shall not be disbursed to a 9-1-1 jurisdiction which does not have an approved final plan as required in section 7, chapter 743, Oregon Laws 1991. Payments shall be made only after a reimbursement request has been submitted to the Office of Emergency Management in the manner prescribed by the office. Reimbursement requests for recurring and nonrecurring charges necessary to enable the 9-1-1 jurisdiction to comply with ORS 401.720 shall be submitted directly to the Office of Emergency Management. The costs payable under this section are only those incurred for:

(a) Modification of central office switching and trunking equipment;

(b) Network development, operation and maintenance;

(c) Database development, operation and maintenance;

(d) On-premise equipment procurement, maintenance and replacement;

(e) Conversion of pay station telephones required by ORS 401.770;

(f) Collection of the tax imposed by sections 10 to 16, chapter 533, Oregon Laws 1981; and

(g) Addressing if the reimbursement request is consistent with rules adopted by the office.

(4) 9-1-1 jurisdictions who have enhanced 9-1-1 telephone service operational prior to December 31, 1991, shall receive funding based on cost information provided in their final plan required in section 7, chapter 743, Oregon Laws 1991. Plans submitted which meet the minimum requirements set forth in ORS 401.720 (2) and (4) shall be approved. Funding for costs incurred prior to the preceding calendar quarter shall be limited to charges associated with database development, network and on-premise equipment which satisfy the requirements of ORS 401.720 (2) and (4). Funding under this section shall be in the manner prescribed by the office and subject to the availability of funds

1 therefor.

2 (5) 9-1-1 jurisdictions may use funds distributed to the jurisdiction from any account de-
3 scribed in section 17, chapter 533, Oregon Laws 1981, to repay loans from the Special Public
4 Works Fund if the loans were used for purposes that are allowable under ORS 401.710 to
5 401.790.

6 [(5)] (6) Any amounts remaining in the Enhanced 9-1-1 Subaccount shall be retained by the Of-
7 fice of Emergency Management and may be distributed in any subsequent quarter for those purposes
8 set forth in subsections (3), [and] (4) and (5) of this section.

9 [(6)] (7) The Enhanced 9-1-1 Equipment Replacement Subaccount shall be used by the Office of
10 Emergency Management to provide funds to replace and upgrade equipment to carry out the pro-
11 visions of ORS 401.710 to 401.790 and sections 10 to 20, chapter 533, Oregon Laws 1981. If at any
12 time unexpended and unobligated balances in the subaccount exceed \$500,000, such excess amount
13 shall be transferred and credited to the Emergency Communications Account and shall be used for
14 the purposes otherwise provided by law.

15 [(7)] (8) The office shall review reimbursement requests for modification of central office
16 switching and trunking equipment, conversion of pay station telephones, and network development,
17 operation and maintenance costs necessary to comply with ORS 401.720 for the appropriateness of
18 the costs claimed. The office shall approve or disapprove the reimbursement requests.

19 [(8)] (9) The office shall review reimbursement requests for database development, operation and
20 maintenance, and on-premise equipment procurement, maintenance and replacement costs necessary
21 to comply with ORS 401.720 for the appropriateness of the costs claimed.

22 [(9)] (10) After all amounts under subsections (1) and (2) of this section and section 17 (2) and
23 (3), chapter 533, Oregon Laws 1981, have been paid, the balance of the Emergency Communications
24 Account shall be distributed to cities on a per capita basis and to counties on a per capita basis
25 of each county's unincorporated area, for distribution to 9-1-1 jurisdictions within the city or county,
26 but each county shall receive a minimum of one percent of the balance of the account after the
27 amounts under subsections (1) and (2) of this section and section 17 (2) and (3), chapter 533, Oregon
28 Laws 1981, have been paid. A 9-1-1 jurisdiction whose 9-1-1 service area includes more than one city
29 or county shall receive funds from each city or county involved.

30 [(10)] (11) Notwithstanding subsection [(9)] (10) of this section, a city or county may have its
31 quarterly distribution made payable and sent to the 9-1-1 jurisdiction responsible for providing the
32 services required in ORS 401.720.

33 [(11)] (12) 9-1-1 jurisdictions shall submit an accounting report to the office annually. The report
34 shall be provided in the manner prescribed by the office, and shall include but not be limited to:

35 (a) Funds received and expended under subsection [(9) or] (10) or (11) of this section for the
36 purposes of fulfilling the requirements of ORS 401.720;

37 (b) Local funds received and expended for the purposes of fulfilling the requirements of ORS
38 401.720; and

39 (c) Local funds received and expended for the purposes of providing emergency communications
40 services.

41 **SECTION 2c.** Section 20, chapter 533, Oregon Laws 1981, as amended by section 16, chapter
42 793, Oregon Laws 1989, and section 21, chapter 743, Oregon Laws 1991, is amended to read:

43 **Sec. 20.** (1) Except as provided in subsection (2) of this section and rules adopted under ORS
44 401.730 (1)(a), moneys received under section 18 [(9)] (10), chapter 533, Oregon Laws 1981, may be
45 used only to pay for planning, installation, maintenance, operation and improvement of a 9-1-1

1 emergency reporting system as it relates to getting the call from the citizen to the primary public
 2 safety answering point and in transmitting the information from the primary public safety answering
 3 point to the secondary public safety answering point or responding police, fire, medical or other
 4 emergency unit by telephone, radio or computerized means.

5 (2) Moneys not then being used may be invested by a city or county. The income from the in-
 6 vestments shall be used for the purposes described in subsection (1) of this section.

7 **SECTION 3.** Notwithstanding the direction in sections 17 and 18, chapter 533, Oregon
 8 Laws 1981, in the biennium beginning July 1, 2001, the Office of Emergency Management shall
 9 provide \$1,754,101 from the moneys in the Enhanced 9-1-1 Subaccount to be used solely to
 10 assist in the purchase of communications equipment, including computer, radio and dispatch
 11 equipment, required for the operation by the Oregon State Police of the Central Communi-
 12 cations and Coordination Center.

13 **SECTION 4.** (1) Notwithstanding the direction in section 18, chapter 533, Oregon Laws
 14 1981, to distribute the entire amount of the moneys in the Emergency Communications Ac-
 15 count, the amount of \$56 million is established for the biennium beginning July 1, 2001, as
 16 the amount of funds to be distributed as described in sections 17 and 18, chapter 533, Oregon
 17 Laws 1981.

18 (2) In addition to and not in lieu of any other law limiting the expenditures of the De-
 19 partment of State Police, including the limit on expenditures established by section 2 (5),
 20 chapter _____, Oregon Laws 2001 (Enrolled Senate Bill 5539), the amount of \$39.5 million
 21 is established for the biennium beginning July 1, 2001, as the maximum limit for payment of
 22 expenses from fees, moneys or other revenues, including Miscellaneous Receipts, but ex-
 23 cluding lottery funds and federal funds, collected or received by the Office of Emergency
 24 Management for the amount of the credits and payments described in sections 17 and 18,
 25 chapter 533, Oregon Laws 1981.

26 **SECTION 5.** (1) The Primary Public Safety Answering Points Consolidation Incentive
 27 Fund is established separate and distinct from the General Fund. Moneys in the fund are
 28 continuously appropriated to the Office of Emergency Management. Interest earned by the
 29 fund shall be credited to the fund. Moneys credited to the Primary Public Safety Answering
 30 Points Consolidation Incentive Fund shall be available for the purpose of consolidating
 31 emergency communications operations and improving efficiency as directed by the Seventy-
 32 second Legislative Assembly.

33 (2) Moneys remaining in the Emergency Communications Account after the payments
 34 required under sections 3 and 4 of this 2001 Act shall be transferred to the Primary Public
 35 Safety Answering Points Consolidation Incentive Fund established under subsection (1) of
 36 this section.

37 **SECTION 6.** (1) The Director of the Office of Emergency Management shall establish by
 38 administrative rule the minimum standards for a primary public safety answering point.

39 (2) If a primary public safety answering point does not meet the minimum standards es-
 40 tablished under subsection (1) of this section within 45 days after receipt of written notice
 41 from the Office of Emergency Management, the office shall designate an alternate primary
 42 public safety answering point that meets the minimum standards and cause calls to be re-
 43 routed to the designated primary public safety answering point.

44 **SECTION 7.** It is the intent of the Seventy-first Legislative Assembly that, in biennia
 45 beyond the 2001-2003 biennium, revenues generated by the tax imposed under section 10,

1 chapter 533, Oregon Laws 1981, shall be used to support only one primary public safety an-
2 swering point in each county.

3 **SECTION 8.** Sections 1 and 5 to 7 of this 2001 Act are added to and made a part of
4 sections 19 to 20, chapter 533, Oregon Laws 1981.

5 **SECTION 9.** The Office of Emergency Management may not expend moneys from the
6 Primary Public Safety Answering Points Consolidation Incentive Fund without authorization
7 from the Seventy-second Legislative Assembly.

8 **SECTION 10.** The amendments to sections 10, 17, 18 and 20, chapter 533, Oregon Laws
9 1981, by sections 2 to 2c of this 2001 Act apply to subscriber bills issued on or after August
10 1, 2002.

11 **SECTION 11.** This 2001 Act takes effect on the 91st day after the date on which the
12 regular session of the Seventy-first Legislative Assembly adjourns sine die.
13

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
November 19, 2001
7:00 p.m.**

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Led by Community Development Director Leo Lightle

III. ROLL CALL

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

Council Absent: Councilor Frances Johns

Staff Present: City Manager Leroy Blodgett, City Attorney John Trew, Community Development Director Leo Lightle, City Planner John Bischoff, Fire Chief William Sharp, Wastewater Treatment Plants Chief Operator Joe Ingwersen

Media Present: Scott Graves, Editor of the Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen, Port of Brookings-Harbor Manager Russ Crabtree and ODOT Assistant District 7 Manager Lee Sparks and approximately 37 other citizens, including approximately 14 Brookings Volunteer Fire Fighters

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Proclamations

1. World AIDS Day, December 1, 2001 – Sally BarronKunkle
Mayor Hagbom proclaimed December 1, 2001 as World Aids Day, by reading a prepared proclamation stating facts which included half of all new

HIV infections of the estimated 900,000 people in the United States currently living with HIV on AIDS are young American under the age of 25 and that over 36 million people worldwide are currently living with HIV/AIDS, with young people under the age of 25 accounting for more than half of all new infections. Dana and Larry Bacon were present to receive the proclamation from the Mayor.

B. Appointments

1. Appointments of Student Ex-Officio Representatives

Mayor Hagbom presented the names of Noël Connelly, Lisa Nowlin, and Erin Gardner, as students to participate on our Council and Commissions. Connelly and Gardner were present; Nowlin was attending the Brookings Harbor 17C School District meeting. Hagbom stated he will meet with the students later to determine placement on the Council and Commissions.

C. Announcements

1. Ten Years of Service – Joe Ingwerson / Wastewater Treatment Plants Chief Operator (November 18, 1991)

Wastewater Treatment Plants Chief Operator Joe Ingwerson was recognized and honored for his ten (10) years of service with the City.

Mayor Hagbom, due to presence of firefighters and their need to attend their own meeting, asked for Agenda Item No. VII. D. 1. Awarding of contract for fire truck to be taken out of order. See below for details.

V. PUBLIC HEARING

A. In the matter of File No. LDC-2-01, a city-initiated amendment to the Land Development Code to add provisions regulating the use of "short term rentals" within the City of Brookings. This is a legislative hearing.

Mayor Hagbom called the legislative public hearing to order at 7:20 p.m. on this Monday, November 19, 2001. He declared this public hearing was in the matter of Planning Commission Fire No. LDC-2-01, a city initiated amendment to the Land Development Code, to add provisions regulating the use of "short term rentals" within the city of Brookings. Mayor Hagbom asked if any member of the Council had any actual personal bias or personal interest that would preclude their participation in this hearing; if any member had a potential or active conflict of interest; if any member had any ex-parte contact including site visits to declare; and if anyone objected to the jurisdiction of the Council to hear this matter. Councilor Kuhn indicated a citizen had approached her to discuss the issue, but that she felt no bias from that discussion, and Councilor Dentino declared a site visit.

City attorney John Trew reviewed the hearings procedures and guidelines for a legislative hearing, and advised Mayor Hagbom we were ready to proceed with the presentation of evidence.

Mayor Hagbom asked City Planner John Bischoff to present the Staff Report provided in the Council packet. However, Bischoff provided a revised Staff Agenda Report cover page and copies of letters sent to the Planning Department regarding this issue. Copies are provided as a part of these minutes. He reviewed same in its entirety and reported staff recommended provisions as stated in the report plus provisions for parking spaces and off-street parking issues. Discussion ensued regarding the parking issues, the conditional use requirements, and the lack of definitions of vehicles in the Land Development Code. Mayor Hagbom asked Bischoff to clean-up the language on the parking and to put it in the ordinance. City Attorney Trew advised Council they needed to make a decision on the ordinance at this meeting and then direct staff accordingly, since this was a public hearing. Otherwise, the public hearing would need to be continued. Discussion continued. City Attorney Trew requested postponement of further discussion until after public input.

Citizen and business owner Don Nuss of 808 Pioneer road, Brookings, was present to support the city's attempt to create an ordinance. He reminded Council of his previous request to repeal the business license ordinance.

Mayor Hagbom asked if anyone else wished to speak in support of the amendment.

Citizen and business owner Genie Gilliam of Gustafson Lane in Harbor spoke in favor but had comments and questions regarding parking issues. There was minimal questions and discussion.

Jim Benson of 315 Memory Lane, Brookings, read a letter from neighbor Grace Lezard and referred to his letter to council. Further discussion ensued.

Mayor Hagbom recapped attempt of vacation rentals issue resolve.

Citizen and Planning Commissioner Jim Collis of 17346 Holmes Drive, Brookings made comments and had questions regarding the definition of vacation rentals. City Attorney Trew clarified responded. There were no further comments.

Mayor Hagbom asked if there was anyone to speak in opposition. There was none.

City Manager Blodgett discussed changing the wording on item #5 of page 2 of the staff report from Bischoff. Discussion ensued by Council members. Blodgett suggested deleting item #5 altogether. City Attorney Trew recommended Council close the public hearing and then deliberate.

Mayor Hagbom closed the hearing on File No. LDC-2-01 at 8:07 p.m.

City Attorney Trew advised Council should move to adopt or not adopt the staff recommendation and to direct staff to prepare a final order and ordinance for Council to consider at next meeting.

Councilor Dentino moved, Councilor Kuhn seconded, and the Council voted unanimously to adopt the presented Planning Department staff recommendation, with the exception of deleting item number 5.

Discussion continued regarding procedures after ordinance adoption. Trew summarized for Council, if it is determined to adopt staff recommendation, it would need to include recommendation, minus parking issue of number 5, and would include a conditional use process starting with the Planning Commission.

Councilor Dentino moved, Councilor Kuhn seconded, and the Council voted unanimously to accept the staff recommendation amendments of the Land Development Code regarding vacation rentals including staff recommendation of the conditional use process beginning with the Planning Commission.

Councilor Dentino moved, Councilor Curry seconded, and the Council voted unanimously to direct staff to prepare a final order and come back to the next Council meeting with an ordinance.

Citizen Genie Gilliam spoke again asking for clarification on "grand fathering" business licenses. Trew's suggestion was to consider all vacation rentals as a business, which would mean business licenses. However, he recommended this issue be handled at a later date.

VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce

Executive Director Les Cohen provided a brief report on the Chamber's recently initiated shop at home campaign with the Curry Coastal Pilot – "shop here first." He also reminder citizens of Nature's Coastal Holiday

beginning December 8 through 30, 2001, and informed Council the Chamber had received the ODOT permit for holiday lighting.

Port Manager Russ Crabtree was present to report on their involvement in running a fueling station, which is to be completed in approx 245 days; service and repair dock; expanding to include Eureka Fisheries properties; and advised the Port has applied to the State of Oregon for a master plan.

ODOT Assistant District 7 Manager Lee Sparks of 3500 Stewart Parkway, Roseburg, advised he will be making an appt with the Port, City and the newspaper regarding bridge lighting plans.

2. Council Liaisons

Councilor Dentino attended the League Of Oregon Cities (LOC) Annual Conference in Eugene; spoke at the candle light vigil on October 25 in front of City Hall in observance of Domestic Violence and acknowledging the work of Curry County's own Oasis Shelter; attended the Community Agencies meeting; judged VFW's annual Voice of America Contest; and met today new State Senator Bill Fisher.

Councilor Kuhn also attended the annual LOC Conference. She reviewed proceedings from the recent Planning Commission and noted Brookings is definitely growing.

Council President Curry attended the LOC Conference.

Mayor Hagbom reviewed happenings at the LOC Conference, detailing some of the meetings. He reported today the Council had an opportunity to meet our new Senator Bill Fisher and discussed his background. Hagbom and Blodgett were appreciative of the time spent with Senator Fisher in the car traveling from Gold Beach to Brookings and back.

B. Unscheduled

Citizen and Planning Commissioner Jim Collis stated he was amazed at number of new housing starts in Brookings. However, no change in intersections onto 101 at Dawson and Carpenterville Roads. City Manager Blodgett advised there were no projects scheduled in the near future. ODOT Assistant District 7 Manager Lee Sparks stated he had met with Community Development Director Leo Lightle approximately one month previously, and has directed District Engineers to see what can be done. Sparks spoke of a project 2004 with possible funding.

Citizen and business owner Don Nuss of 808 Pioneer, Brookings reviewed his previous request for an appeal of the business license ordinance. He then handed out a single sheet from the Brookings-Harbor Chamber of Commerce Profit and Loss Statement questioning fees being charged by the Chamber. This document has been made a part of these minutes. Nuss also questioned the city's waiver of requiring the Chamber have a business license. He requested the City form a Promotions Committee, and lastly stated he opposed the Chamber charging fees for the Azalea Parade.

VII. STAFF REPORTS

A. City Manager

1. Establish a Goals Setting Session date

City Manager Blodgett discussed the need for a Goals Setting Session and offered two options for dates. Discussion ensued and it was requested by Council to include the Planning Commission and Parks & Recreation Commission in this work session. By Council consensus, it was determined to have the January 19 as the Goals Setting Session and to request the Planning Commission and Parks & Recreation Commission to join in the planning.

Mayor Hagbom declared a recess at 8:49 p.m.

Council Session was reconvened at 8:55 p.m. by Mayor Hagbom.

2. Date changes for December meetings

City Manager Blodgett recommend only one meeting for December due to the Christmas Eve Holiday being the 4th Monday of the month.

Councilor Dentino moved, Councilor Kuhn seconded, and Council voted unanimously to reschedule the December 10, 2001, meeting to December 17, 2001, and to cancel the December 24, 2001 meeting.

3. City hosting Sunday, December 16, 2001 evening of Nature's Coastal Holiday Season

City Manager Blodgett and Administrative Secretary Sharon Ridens reported City Staff would be hosting Nature's Coastal Holiday on December 16th, and welcomed Council's participation.

4. Oregon Public Works Emergency Response Mutual Aid Agreement
City Manager Blodgett recommended Council renew the Oregon Public Works Emergency Response Mutual Aid Agreement with ODOT.

Councilor Kuhn moved, Councilor Dentino seconded, and Council voted unanimously to renew the Oregon Public Works Emergency Response Mutual Aid Agreement with ODOT (Oregon Department of Transportation).

5. City/Port Cable TV Partnership
City Manager Blodgett stated he had asked Port Manager Russ Crabtree to be here tonight to discuss overwhelming reports of disgruntled Charter Communication, Inc. customers. He provided a brief background, and recommended the City join with the Port to explore the possibilities of entering into the cable TV business. Crabtree shared their continuing problems with Charter and their expressed obligation to provide some balance and competition to help consumers and our community. He noted he doesn't believe public should compete with private section, but when there's no balance, he feels it's their obligation to correct that imbalance. Blodgett discussed further the first steps involved and costs. Discussion ensued.

Councilor Kuhn moved, Councilor Dentino seconded, and the Council voted unanimously to join with the Port of Brookings-Harbor to explore the possibility of providing cable TV service to residents in the Brookings-Harbor area and direct staff to work with Port staff in this effort.

6. Finance Director/Recruitment update
City Manager Blodgett provided an update on recruitment of a Finance Director. Interviews have begun, with one remaining set for next week.
7. Other
Blodgett reported on the status of the skate park. He will be meeting with designer Mark Scott to go over the budget to date and the details of finishing the project.

The Downtown Development Committee sent out their RFP for a Town Center Master Plan. They are due by November 26, 2001. They will meet on the 29th to choose three or four proposals for interviewing.

C. Community Development Department

1. Awarding of contract for Old County Road Storm Drain Project
Community Development Director Leo Lightle reviewed staff report with Council and recommended awarding the contract to Tidewater.

Councilor Kuhn moved, Councilor Curry seconded, and the Council voted unanimously to award the Old County Road Storm Drain Project to Tidewater Contractors, Inc. in the amount of \$13,720.65.

D. Fire Department

1. Awarding of contract for fire truck
This agenda item was handled after Agenda Item No. IV.C.1. at 7:12 p.m.

City Manager Blodgett advised he was changing his recommendation after discussing this matter with City Attorney John Trew and Fire Chief Sharp. Some changes should be made in specifications and after further review of the specs, some items need to be reevaluated. Therefore, he recommended Council reject all bids. Fire Chief Sharp agreed. City Attorney Trew commented Council also sets as a public contract review board. Therefore, City Council acting as the Brookings public Contract Review Board rejected all bids for the engine/pumper at this public meeting. The Board reviewed the staff recommendations, heard comments from the City Staff and decided it was in the public interest to do so. Mayor Hagbom will sign Written Findings of the Board to be provided by City Attorney Trew, and the bidders will be advised of the rejection of all bids. The City will then prepare another bid proposal.

Councilor Dentino moved, Councilor Kuhn seconded, and the Council voted unanimously to reject all bids on three finds.

Mayor Hagbom thanked the fire fighters for coming to the meeting and to please not be disappointed. Hagbom assured them, we will continue to work to secure a truck for the department.

VIII. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 1. Minutes of October 22, 2001, Regular Council Meeting
- B. Acceptance of Planning Commission Minutes
 1. Minutes of October 2, 2001, Regular Commission Meeting
- C. Approval of Vouchers (\$357,510.84)

(end Consent Calendar)

Councilor Dentino moved, Councilor Kuhn seconded, and the Council voted unanimously to approve the consent calendar as presented.

IX. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Resolutions

1. No. 01-R-699, in the matter of a resolution electing application for entry to the Oregon Public Employees Retirement System Local Government Rate Pool
City Manager Blodgett provided an explanation for the state requirements of this resolution and recommended approval

Councilor Kuhn moved, Councilor Dentino seconded, and the Council voted unanimously to approve Resolution No. 01-R-699, in the matter of a resolution electing application for entry to the Oregon Public Employees Retirement System Local Government Rate Pool.

2. No. 01-R-700, in the matter of a resolution authorizing the Mayor to execute and endorse an amendment to the agreement with the League of Oregon Cities governing the League status as a unit of local government, similar to other cooperative intergovernmental agencies in which cities create and participate
Blodgett explained the specifics of the cooperative intergovernmental agencies agreement with the League of Oregon cities and recommended approval.

Councilor Dentino moved, Councilor Kuhn seconded, and the Council voted unanimously to approve Resolution No. 01-R-700, in the matter of a resolution authorizing the Mayor to execute and endorse an amendment to the agreement with the League of Oregon Cities governing the League status as a unit of local government, similar to other cooperative intergovernmental agencies in which cities create and participate.

X. REMARKS FROM MAYOR AND COUNCILORS

A. Council

There were no further comments.

B. Mayor

Mayor Hagbom recapped the League of Oregon Cities Annual Conference and his participation in the Board of Directors. He recommended to have Blodgett replace him on the LOC's Legislation Committee, which becomes the Resolution Committee during LOC Conference each year. Hagbom stated he will lobby to have Blodgett nominated as a Board member thereafter. Mayor Hagbom advised he had resigned from the Government Standing Committee with the recommendation Councilor Dentino replace him, since he had now been placed on the Transportation Committee for the State. A letter will follow to the League accordingly.

XII. ADJOURNMENT

By unanimous verbal consensus, Mayor Hagbom adjourned the meeting at 9:24 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of December, 2001.

Sharon A. Ridens
City Recorder

*Revised Staff
Report handed
out @
11/19/01
CC mtg*

CITY OF BROOKINGS CITY COUNCIL
STAFF AGENDA REPORT

SUBJECT: Land Development Code Change
FILE NO: LDC-2-01
HEARING DATE: November 19, 2001

REPORT DATE: November 14, 2001
ITEM NO: V.A

GENERAL INFORMATION

APPLICANT: City initiated.

REPRESENTATIVE: Staff.

REQUEST: An amendment to the Land Development Code to add provisions regulating the use of "short term rentals" within the city of Brookings.

TOTAL LAND AREA: City Wide.

PUBLIC NOTICE: Mailed pursuant to Measure 56 to all property owners within the city and published in local newspaper.

BACKGROUND INFORMATION

The Planning Commission heard this item at its October 2, 2001 meeting date and after an oral presentation and recommendation by staff, and testimony from the public, made the following recommendation:

Approval of staff's recommendation as presented in the Planning Commission Staff Report dated September 24, 2001, with the following additional conditions:

Parking requirements—one parking space per bedroom with a minimum of two spaces.

Approval process--approval of the conditional use an administrative decision after notification to and submissions from property owners with 250 feet of the subject property: Applications that generate concerns may be brought before the Planning Commission for decision.

A copy of the Planning Commission Staff Report is attached.

Staff's recommendation to the Commission was that the short-term rental permit be issued as a conditional use permit approved by the Planning Commission.

The City Attorney advises that under state law an administrative decision regarding a conditional use permit would be appealable to the Planning Commission.

A new state law effective January 2002 would makes it easier for an aggrieved party to appeal a decision. Since one of the criteria for approval of a conditional use permit is based on the impact of

Barbara A. Nysted
427 Buena Vista Loop
Brookings, OR 97415
Home Phone (541) 469-3711

handed out
@ cc
mtg 11/19

received
3-15-01

March 15, 2001

Mr. Leroy Blogott
898 Elk Drive
Brookings, OR 97415

Dear Mr. Blogott,

This letter is pursuant to a conversation with you on March 6, 2001. This conversation was with regard to R1 zoning and the issue of vacation rentals.

I left your office and went to see City Planner, John Bishoff. I asked Mr. Bishoff if there was any city ordinance with regard to vacation rentals in a residential neighborhood. He apprised me that there are currently no restrictions but that it had become a problem in other seaside communities and that ordinances were passed to protect property owners from this intrusion of a business within a residential neighborhood and that such situations could merit restrictions in Brookings also. He further instructed me to write a letter to you in which I should state clearly my issues and you would present the matter to city council.

I feel it prudent to state clearly at this point that I feel fairly certain that the city has no way of knowing that a business is being carried on in a residential neighborhood without being apprised. Hence, this letter.

Almost nine years ago, I purchased the property known as 427 Buena Vista Loop in Brookings. I purchased this property for many reasons including the fact that it was a nice, quiet and hidden residential neighborhood with little traffic and zoned R1.

Approximately four years ago, a property; adjacent to my home and that shares a driveway with two other properties including mine, was sold to a family from Medford. These people have a business in Medford and their children attend school there also. I was of the impression that they had purchased the property known as 431 Buena Vista Loop as a weekend and vacation home for themselves. However, since the time of purchase, the owner and his family have spent very little time here and further, have listed it as a vacation rental with Property Management of Brookings and I think it safe to assume they also advertise for renters.

During the past four years, the peace and quiet I had previously enjoyed has been seriously compromised by this thriving and monetarily lucrative business. Renters arriving late at night using bright headlights looking for the address which is difficult to find since the home is not situated on the main part of Buena Vista Loop. It actually sits down a long drive and behind my home; making it difficult to find. These weekend or week renters have no vested interest in the

3-19-01
m - A Bishoff, A. Treu

neighborhood and thus, they have little or no respect for the neighbors. Due to the close proximity of the rental to my home, I am most affected by this business. The absentee owners charge \$250 per night and I am guessing this is the reason that it is seldom rented by a single family but, instead, the renters come in groups to defray the cost. I have found children and dogs in my garden, I have had a baseball come flying onto my deck while I was resting.

Last weekend, there was a softball tournament in Brookings and there were six cars that showed up after 10 pm on Friday night. These people were outside partying even though it was rather cold. They were in and out all weekend; each time every car leaving and returning. Does this sound like a motel. I feel as though I have a motel right next door with only approximately 100 feet separating the properties. Yesterday, a renter backed her car over plants on my property. I was clearly not happy when I approached her about what she had done and she said "Don't get excited." I told her that I own the property and work hard to make my gardens and do not appreciate people who show so little regard for personal property. I phoned Property Management and was asked how much money I wanted to replace the plants. I was adamant about the fact that I was not looking for monetary compensation; but, that I wanted them to make it adamantly clear to the renters that they need to show respect for the neighbors and the neighbors property. Those plants were planted almost nine years ago and cannot be easily replaced due to size and further, I am insulted to think that all my hard work is thought to be so easily compensated with money. This winter, a neighbor caught renters making use of another neighbors seasoned madrone firewood stacked clearly not on the rental property. The owner of the firewood was compensated with \$50 for this abuse. At the time, the neighbor was concerned that we could not trust these renters to not steal other things. My point here is that I seriously doubt that a full time neighbor (even a long term renter or lease holder) would consider stealing his neighbors firewood.

On several occasions, I have spoken with the renters in an attempt to make them understand that this is my home and I dislike the noise and other intrusions. The response I get is indifference in the form of comments like "We cannot tell you how little we care how you feel" or "Hey, we are on vacation." These are just a few of the issues caused as a result of the vacation rental business carried on in my neighborhood which is zoned "non commercial".

The record will show that the rental of this property has escalated since even two years ago and even during this past winter, was rented many weekends. In my opinion, and that of many people I have spoken with, this is a viable business and does not have any place in a R1 zone. My understanding of this neighborhood zoning is that R1 means single family residential. Not a commercial business. There is no way this vacation rental can be considered anything less than a business and yet, here is the motel type establishment in a residential neighborhood. I cannot say enough about how outrageous this appears to me and others. If it was a "Bed and Breakfast", not only would the owners be present to monitor the actions of their guests; but also, the owners would be required to have the proper licensing and be obligated to abide with the requirements for such a business. However, none of these issues are a problem for my absentee neighbors as they are not required to be licensed and it is my belief that they could not operate a "B & B" in this R1 zone. This highly lucrative business is of no benefit to the city of Brookings and the owners pay only the property taxes for a single family residence in a residential zone. In my

opinion, in order for the City of Brookings to maintain the integrity of its zoning, such misuse of single family residential property must be eliminated. Had I known such a problem would arise in this R1 zone, I would never have purchased. As I have previously stated, John Bishoff indicated that just such issues have arisen in other coastal communities in Oregon and the city passed ordinances to protect homeowners from such businesses in residential neighborhoods.

This situation not only compromises the peaceful environment I previously enjoyed, but, also may cause devaluation of my property in particular due to the proximity of this business. I would be remiss in not disclosing to prospective buyers that there is a vacation rental business right in the back yard and the adverse effects of such a business.

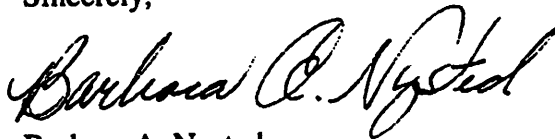
In conclusion, I am requesting a hearing with the City Council in regard to this matter at the earliest convenience. I would also appreciate being notified of a date when this matter would be on the Council agenda.

I realize that I could simply appear at a Council meeting and table this issue as public input. However, I prefer to state clearly my issues in advance and give you the opportunity to look into this matter yourself and to add it to the Council agenda.

I shall look forward to hearing from you in the near future.

Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Barbara A. Nysted".

Barbara A. Nysted

Harris Beach

A PLANNED COMMUNITY

April 18, 2001

HARRIS BEACH PROPERTIES
Post Office Box 1746
Brookings, Oregon 97415
Telephone: 541/469-7915

City of Brookings
898 Elk Dr.
Brookings, OR 97415

Attn: Mr. Leroy Blodgett, City Manager

Re: Vacation Rentals

Dear Mr. Blodgett,

This letter is in response to the recent newspaper article regarding the dispute between the Buena Vista Loop neighbors.

It is of concern to me and my firm, as I can sense an ordinance is in the making. Please know that the aforementioned article does not represent the experience of my firm. This is not to say that Ms. Barbara Nysted's concerns aren't valid, however, that her circumstances are quite different than ours.

I would be willing to say that my firm commenced the vacation rental business in Brookings during 1984. We manage both vacation rentals and long-term rentals. We define vacation rentals as less than 30 days, so does the State of Oregon Department of Real Estate. We currently manage six such properties. We do institute an occupancy limitation, not to exceed six people for a 2-bedroom, or four people for a 1-bedroom unit. We have been paying City bed tax since May of 1991.

Our program has been very attractive in bringing people to the area for short durations. Many times our vacation rentals are used for long-term purposes. Throughout the years, numerous customers rent these units while we are building their house. Many come to "snowbird," and others to get out of the sun belt in the summer. Salmon fishing has been a popular reason for some, while others just want to stay and see if they like the area before committing to a move.

(Cont'd.)

received
11.19-01

p. 2 - Vacation Rentals

As you can see, our experience has been positive and beneficial to all in concern. I urge the City to realize that not all vacation rentals are in the Buena Vista Loop scenario. As the City seeks to remedy this isolated incident, please be flexible to that people can continue to exercise their property rights without infringing on others.

If I can be of further assistance, please feel free to call. Thank you.

Sincerely,



Larry Anderson
Partner

LDA:sla

June 29, 2001

To the Mayor and City Council

Re: Rentals in Residential Areas

I wish to encourage you to develop an ordinance to restrict short-term rentals in residential communities. I have no objection to people renting out their homes. However, renting a unit for one to three or four days can affect a neighborhood-hood and surrounding community in a very negative manner and definitely affects its character. For example, the rental on Buena Vista Loop that brought this matter to your attention had six cars parked there at a time during a weekend in mid-June. This is on a small residential lot.

Thank you for your consideration of this matter.

Sincerely,



**Ms. Judy Kaplan
P.O. Box 4187
Brookings OR 97415
412-7498**

received
6-29-01

Jim & Mary
438 Buena Vista Loop
Brooklyn, AL 97415

7-8-2001

Attn: Councilman Rich Dentino:

We are owners of 438 Buena Vista Loop.
We want our Concerns Noted Regarding
Vacation Rentals, We believe Mr. Zerkel
is using this home for Making Money -
if as he says, there are friends, he has
lots of friends,?

We bought here believing this to be
a quiet neighborhood, if this is
allowed, we will have the View of a
"Motel 6," there are Vacant Homes
Now that could turn into another
Bunch as, Mr. Zerkel.

We have a family member renting
to a long term couple on the prop.
Would have rent on a short term
Basis - lease agreement is the way
to avoid this sort of thing.

Let's take care of this now
there is an ordinance, Let's enforce
it. Thank you.

per Councilman & Mayor
Jim & Mary Dancy

received
7-9-01

2130-

P.O. Box 7183
Brookings, OR 97415



Brookings City Council

received
7-18-01

G.J. McElravy

July-11-01

To the city council,

This is to inform you that additional ordinances regarding vacation rentals, are in violation of Constitutional freedoms of owners rights, to use their property.

I drove by the homes involved, and I found the "so called vacation rental" neat and well kept. Then I looked at the person's home who was doing all the complaining.

This property was a disaster. An unkept jungle providing a home for rats and other animals. Maybe you should make an ordinance prohibiting such uncared for jungles. I would not want to live next door to this mess. Look for yourselves before you get involved in serious litigation.

Yours Truly,

G.J. McElravy

Tel 469-8868 or

P.O. Box 7183



Oregon State
Lic # L000423

DAVID L. GRIFFITH

Real Estate Appraiser

Bus. (541) 469-2445
Fax (541) 469-0171
P.O. Box 4430
Brookings, OR 97415

July 15, 2001

Attn: Rick Dentino and the committee looking into vacation rentals.

I attended the second meeting as I missed the notice regarding the first meeting. I also have followed the proceedings in the newspaper.

The observation that I have made is that we have a ongoing feud between 2 home owners on Buena Vista Loop and one has figured out a way that they may be able to get the City of Brookings to get out their big stick an slap down their adversary.

There are laws and ordinances that address all complaints lodged by the plaintiff in this situation. Apparently no laws or ordinances have been violated as no action has been taken against anyone that has stayed at this vacation rental.

I see no reason to impose additional regulations on our local vacation rental owners when it appears that none of the ordinances dealing with health, safety, or quiet enjoyment of one's own home have been violated.

The vacation rentals are some of the best maintained properties in town and much of the time they are unoccupied.

My wife and I personally have a vacation rental located in the county. The people that have visited have been terrific. We also have 10 other tenants on a month to month rental basis and there are two month to month rentals across the street from my home. I would take the vacation rentals as a neighbor over the month to month tenants any day. Most people staying at the vacation rentals are professional people with a high respect for other people's property and privacy. They come to the vacation rentals versus a motel for their quality and the privacy that they offer.

I hope you will talk to other neighbors of vacation rentals prior to applying another layer of ordinances that are not only redundant but take time to oversee and create another inflationary factor to deal with.

Please don't use this personal vendetta to be the cornerstone of new laws and ordinances.

Thank You,

David L. Griffith
David and Sandra Griffith

received
7/16/01

James & Mary Darcy
438 Buena Vista Loop
469-7918

RECEIVED

NOV 5 2001

CITY OF BROOKINGS
COMMUNITY DEVELOPMENT

Dear Mr. John Bischoff:

Regarding short term rental, vacation or Beach rentals - As we noted on 2 previous letters, we believe this should be addressed. An Ordinance is needed.

We own rentals in Eugene, and our daughter owns 421 Buena Vista Loop, but only rent on lease basis - If this is allowed to continue our lake property values will go down.

This use proposal started as an issue between Mr. Zerkle and Ms. Nyatak, but there are 2 families on Buena Vista Loop who need to be heard.

There seems to have been a lot of time spent on this issue so far. If there is a law, use it, if not we need an ordinance.

The Loop is a beautiful place. If this is allowed to continue, we will soon look like Motel 6.

Thank you.

Jim & Mary Darcy

Nov 15, 2001

To: Mayor Hagbom, and Members of Brookings City Council
From: James Benson. 315 Memory Lane, Brookings
Ref: Public Hearing November 19 on "Short Term Rental's"

My wife and I are opposed to legalizing such a "motel" business operation in residential zoned areas.

The city of Brookings has, as has most communities, established laws and regulations creating zoning areas to be set aside for various uses- R zoned areas for residential use. People make important decisions on such regulations. For the authorities to capriciously take away the rights and privileges granted to the R zones without adequate compensation leaves the authorities and possibly taxpayers subject to potential expensive litigation and other costs.

One of the potential increased costs is insurance premiums due to a "motel- like " business being operated in the R zoned neighborhood. A citizen might find an insurance company unwilling to compensate for the loss of a valuable item because the company was not notified that a transient type business was operating near the residence.

We purchased our property in an R-1 zoned areas of Brookings, because we wanted the way of life that most people assume goes with such zoning laws- no businesses, relatively limited traffic, family occupied houses, families that one could get to know and would be there for some time. This proposal takes this away and does not compensate us for the potential loss of those items for which we paid. Nor does it provide compensation for potential loss in value as mentioned in the Public Notice. A decline in value that could affect many and which would only occur because of decisions made to change the rules for the benefit of a limited number of people.

In addition we are concerned that such a move could cost the tax payers of Brookings large litigation fees when the City Council members seeks monies to pay for defending their decision, a decision that goes against normal use of R-1 zoned areas.


James M. Benson Jane Benson

RECEIVED

NOV 16 2001

CITY OF BROOKINGS

RECEIVED

NOV 19 2001

November 16, 2001

**CITY OF BROOKINGS
COMMUNITY DEVELOPMENT**

Mayor Hagbom / Members of Brookings City Council
Brookings City Hall
898 Elk Drive
Brookings, OR 97415

Re: Public Hearing 10/19/02 "Short Term Rentals"

My wife and I purchased our home in Brookings not only for the city services that were in place but also for the protection that is afforded by the Residential Zoning. The value of our property has been established through appraisal based on the Neighborhood Character (20.110.B Brookings Development Code D)

Changes that have been proposed as to "Short Term Rentals" as a permitted use, clearly allows and promotes this type of business use in R-1 zoning. This will have an effect on any future appraisal on our property and would effect any sale of our property.

As stated in 20110.B (D) "**Emphasis shall be placed on retention of neighborhood character and privacy of adjacent properties when reviewing dwelling groups**" We submit to you that allowing/promoting Motel-like use in R-1 Zoning will change the neighborhood character and will bring about unnecessary litigation to uphold the zoning that has been in effect.

It is our belief that a request for "Short Term Rentals" / Motel business is a **variance** to R-1 zoning and should be handled with the proper procedure which are in place.


Robert L. Edwards
Paula A. Edwards

BROOKINGS-HARBOR CHAMBER

07/22/99

Profit and Loss

Handed out @ 11/19/01
ce
mtg

WILSON JONES

GREEN

JULY 1998

July 1998 through June 1999

Jul '98 - Jun '99

Parade 850.00

Brochure 250.00

Street Fair 9,502.00

Crafts Fair 1,703.00

Azalea Festival - Other 84.49

Total Azalea Festival 14,394.49

Back To School Brkfst 303.80

Total Special Events 17,238.29

Total Income 156,479.43

Expense

Admin Expenses

Accounting 1,015.00

Bank Chgs 536.64

Board Retreat 79.77

Conferences 4,958.81

Dues 760.00

Insur

Health 2,200.00

Liab 506.00

Total Insur 2,706.00

Lease Exps

Equip Rent 2,567.50

Port 1,200.00

Total Lease Exps 3,767.50

Licenses 85.00

Office Exps 5,626.34

Other Exp 4,373.05

Payroll

Payroll Taxes 4,797.67

Salaries/Wages 50,270.14

Workers Comp 489.50

Total Payroll 55,557.31

Postage 5,535.72

Printing 126.65

Property Taxes 276.24

Repairs & Maint

Cmptr 144.00

Equip 864.00

Maintenance 330.00

Total Repairs & Maint 1,338.00

Supplies

Cards 219.20

Total Supplies 219.20

T&E

Meals 753.82

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
November 6, 2001**

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

Russ Fritz	Richard Gyuro	John Bischoff, Planning Director
Randy Gorman	Judi Krebs	Linda Barker, Secretary

Commissioners Freeman, Nuss and Collis were not present at the meeting.

CHAIRPERSON ANNOUNCEMENTS

None

MINUTES

By a 3-0 vote (motion: Commissioner Gorman, second: Commissioner Fritz; Commissioner Krebs abstaining as she was not present at the October 2, 2001 meeting) the Planning Commission approved the minutes of the October 2, 2001, regular meeting as written.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None

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

None

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 3-0 vote (motion: Commissioner Krebs, second: Commissioner Fritz; Commissioner Gorman was the applicant and had removed himself from the Public Hearing and left the Chambers) the Planning Commission approved (File No. SUB-5-01) a request for a 4-lot subdivision with lots ranging in size from 8,025 to 16,199 sq. ft.; located in the southwest corner of Hassett and Fifth streets; zoned R-1-8 (Single-family Residential, 8,000 sq. ft. minimum lot size); Randy Gorman, applicant, Lloyd Matlock, representative. The approval included a change to the proposed conditions of approval requiring sufficient additional right-of-way be dedicated to the city to ensure all street improvements are within the street right-of-way.

After Commissioner Gorman left the Chambers and before the Public Hearing started

Commissioners Fritz, Krebs and Gyuro declared ex parte contact due to a site visit. The Commissioners stated that although they are on the Commission with the applicant this caused no bias on their part. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

This action was taken following questions or comments regarding the request from the following:

Lloyd Matlock

PO Box 8026

Brookings Oregon

The applicant waived his right to seven (7) additional days in which to submit written argument. The public hearing was closed at 7:20 p.m.

2. By a 3-0 vote (motion: Commissioner Krebs, second: Commissioner Fritz) the Planning Commission approved the Final ORDER and Findings of Fact for File No. SUB-5-01 as amended.

Commissioner Gorman returned to the bench at 7:21 p.m.

3. By a 4-0 vote (motion: Commissioner Krebs, second: Commission Gorman) the Planning Commission tabled (File No. CUP-3-95/MC-1) a request for a minor change to an approved conditional use permit that allowed a triplex in the R-2 Zone, to add one additional unit in the lower portion of a two-story building; located on the west side of Arnold Lane between Rowland Lane on the south and Iris Street on the north; zoned R-2 (Two-family Residential); Gabriel and Gale Azevedo, applicants; Georgia Poole-Alexander, representative. The request was tabled until the applicant could supply a parking plan.

Before the Public Hearing started all Commissioners present declared ex parte contact due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

This action was taken following questions or comments regarding the request from the following:

Gabe Azevedo

5300 Swanson

Denair California

Georgia Poole-Alexander

PO Box 3041

Harbor Oregon

The applicant waived his right to seven (7) additional days in which to submit written argument. The public hearing was closed at 7:57 p.m.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

1. A request (CR-CP/Z-0102) from Loren Griffith to change the county comprehensive plan designation from Residential to Commercial and to change the zoning from County

Residential Three (R-3) to County Commercial One (C-1) to allow the existing apartment building located on the east side of Lower Harbor Road to be converted to a motel was withdrawn. The request for a recommendation from the Planning Commission was withdrawn when it was learned the County Commissioners had granted the plan and zone change at their meeting that afternoon.

2. By a 4-0 vote (Motion: Commissioner Krebs, Second: Commissioner Fritz) the Planning Commission will send a favorable recommendation to Curry County regarding CR-P-0112, a request for a minor partition to divide a 20-acre parcel into two lots of 0.055 acres (2,400 sq. ft.) and 19.945 acres, to provide a small parcel for a water tank in the Harbor Water District's system within the Brookings UGB; located on the west side of Crown Terrace Road, adjacent to the easterly side of the subject parent parcel; zoned County Forest Grazing; (FG); Jodel, LLC, applicant.

Speaking to the Commission on this matter were:

Dale Coleman

17546 Highway 101 S

Brookings Oregon

Randy Gerlach

16925 Crown Terrace

Brookings Oregon

UNSCHEDULED PUBLIC APPEARANCES

None

REPORT OF THE CITIZENS ADVISORY COMMITTEE

None

MESSAGES AND PAPERS FROM THE CITY MANAGER

None

MESSAGES AND PAPERS FROM THE MAYOR

None

REPORT OF THE PLANNING DIRECTOR

A joint meeting of the Planning Commission and City Council will be set to continue to seek solutions to the DIA quandary.

The Exxon Station landscaping has been improved. A letter was sent to Verizon Communications regarding the need of site-obscuring fencing around their yard on Memory Lane. Since no response has been received, a second letter will be sent to the landowner and Verizon.

Director Bischoff noted the first Tuesday in January, 2002, falls on New Year's Day and requested changing the meeting date. The date was set for January 8. He also reminded the Commission of the Commission's annual report due to the City Council in January. He will prepare a Planning Director's quarterly report for the December meeting.

The City Council Public Hearing on LDC-2-01, Vacation Rentals, will be held November 19. As a result of discussions among staff and with the City Attorney, staff's recommendation to the Council will be to hold a conditional use permit public hearing before the Planning Commission for each vacation rental request rather than to make the decisions administratively as was the Planning Commission's recommendation. As the fee to appeal an administrative decision is quite low and recent changes to state law have made more decisions appealable, it is staff's opinion that most decisions will be appealed. Also, at this time there are no provisions in City ordinances to allow administrative decision for Conditional Use Permits. The Planning Commission's recommendation will also be forwarded to the Council.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

Commissioner Krebs noted there seems to be an on-going outdoor sale on Hillside Avenue behind the old Green Door Restaurant. Staff will pursue this matter.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION


Richard Gyuro, Chair

Parks and Recreation Commission Meeting Minutes October 25, 2001

Roll Call

Commissioners Present: Nina Canfield, Dori Frost, Lorraine Williams, Bill Boynton, and Tony Parrish

Commissioners Absent: Paul Prevenas and Craig Mickelson

Staff Present: City Manager Leroy Blodgett, Community Development Director Leo Lightle, Public Works Supervisor Dennis Barlow, Community Development Secretary Linda Barker

Leroy Blodgett welcomed two new Commissioners, Tony Parrish, Position #4, and Bill Boynton, Position #5. Commissioner Parrish replaces Nancy Shute who resigned for family health concerns. Commissioner Boynton replaces Chair Russ Fritz who has accepted a position on the Planning Commission.

It was also noted that, for the first time, city staff would assume the recording secretary duties. Linda Barker was introduced to the Commission as the new recording secretary.

Commissioner Frost moved, Commissioner Canfield seconded and the Commission voted unanimously to appoint Craig Mickelson as chair of the Commission. Also accepting an appointment as vice-chair was Tony Parrish. His nomination was proposed by Commissioner Frost and seconded by Commissioner Boynton; voting was unanimous. As Commissioner Mickelson was absent Commissioner Frost acted as chair for the meeting.

Minutes

Commissioner Parrish moved, Commissioner Boynton seconded and the Commission voted unanimously to approve the August 23, 2001, minutes as written.

Public Appearances

Randy Deneau, President of the Brookings-Harbor Little League, presented a letter outlining a Little League proposal for improvements to the fields and support buildings at Bud Cross Park (letter attached and made a part of these minutes). The District 8 Little League Board has requested the Brookings-Harbor Little League host post-season tournaments in 2002, however some items on the list need to be accomplished before the playing season in order to hold the tournaments in Brookings. The Commission accepted the request and approved item No. 1, installation of new foul line and outfield fence on the softball field financed by the Little League (motion: Commissioner Boynton, second Commissioner Williams, unanimous vote by Commission). Other items on the list will be considered by staff and the Commission and will come back to the Commission at a future meeting in time for the Little League to give a response to District 8. Curtis Deneau also spoke to the Commission regarding this request.

Committee Reports

Stout Park: Commissioner Parrish requested and was appointed to head this committee. The vacancy was created with Nancy Shute's resignation from the Commission.

Commissioner Boynton accepted an appointment as head of the Parks Master Plan committee.

Chetco Point Park: City Manager Blodgett reported a work party had been held.

Softball/Soccer Fields: No report

Kidtown: Commissioner Frost stated students from the high school participated in a work day at Kidtown on October 19. City staff Dave Lentz and Randy Mitchem provided support and supplies. Wood chips were raked back into the center of the play area and trash was picked up. She stated the students did an exceptional job. There had been discussion about a fundraiser for Kidtown, an Oktoberfest. Timing difficulties prevented this and further discussion is continuing on a spring fundraiser.

Skate Park: Work is progressing nicely on the Skate Park. City Manager Blodgett said the construction crew had actually planned to skate on the center bowl of the facility this evening at 5:00 p.m. Concrete was poured in this section earlier this week. He added the Port of Brookings-Harbor bent the 3" pipe that was needed for the top edge saving the city around \$1,000. South Coast Lumber donated the lumber and city public works crews have worked closely with the Dream Team Builders. A breakdown of expenditures will be available at the next Skate Park Committee meeting, November 1. The Skate Park Committee is working on rules and guidelines, gathering information from other parks around the state. Community Development Director Lightle added that Crescent City and Port Orford are also beginning to build skate parks.

S.A.Y.: After spending several months looking into the costs and feasibility of covering the current pool, the committee is recommending pursuing purchase of a new site for the pool and incorporating an activities center into its construction. Parking limitations at Bud Cross Park, and the cost of improvements and upgrading the present pool to current standards all were considered in this decision. Commission Boynton accepted appointment to the S.A.Y. Committee as the Parks and Recreation Commission representative.

Volleyball Courts: Public Works Supervisor Barlow reported the sponsors of the courts are having trouble getting the sand. While they have a permit to take sand at Pistol River, at this time they have not been able to line up enough dump trucks to haul it to Azalea Park. They can purchase the sand delivered for \$2,400 and are looking into fundraisers for this purchase.

Liaison Reports

Azalea Park Foundation: Commissioner Williams was also pleased with the help given by the high school students at the work party on October 19. Tulips and daffodils were planted, flowers deadheaded and general fall cleanup accomplished.

Staff Announcements/Concerns/Follow-ups

Financial Report: None

Parks and Fields Use Calendar Update: None

Parking Lot—Azalea Park No. Bank Chetco softball field: Work is continuing on this area. Public Works Supervisor Barlow asked the Commissioners to tour the area and give recommendations on the size of the buffer zone between the parking lot and the bandshell. It appears the lot will hold between 40 and 60 cars.

Dog nuisances: Community Development Director Lightle reported the city's nuisance ordinance addresses dog nuisances including wastes. He supplied the Commission with pictures of the bag dispenser currently being used at the Port of Brookings-Harbor. After discussion it was decided dog wastes were not a major problem in city parks but city staff will continue to monitor the situation.

Discovery Center Status: No report

Sudden Oak Death: No report

Other: City Manager Blodgett stated the city listed three park-related items on the needs and issues list that is used by funding agencies to select projects. Those items are 1) parks master plan, \$50,000; 2) restroom and concession building at Azalea Park, \$80,000; and 3) parking lot at Azalea Park, \$60,000.

A group that would like to set up a "frisbee course" at Azalea Park approached him. Basically this would be to hang chain baskets in the trees, which are the targets for the players in a game with rules similar to golf. Blodgett said the area below the lower parking lot could be used and the Commission granted approval for the group to put together a proposal for consideration.

Commissioner Comments

Both new Commissioners indicated they were pleased to be part of the Parks and Recreation Commission.

There being no further business before the Parks and Recreation Commission, the meeting adjourned at 8:05 p.m.

Respectfully submitted,



Linda Barker
Recording Secretary

Approved by the Planning Commission

November 16, 2001

(Date)

RECEIVED

To: City of Brookings
Parks and Recreation Department

OCT 25 2001

10-25-01

From: Brookings-Harbor Little League
CITY OF BROOKINGS
COMMUNITY DEVELOPMENT

Subject: Improvements at Bud Cross Park

Brookings-Harbor Little League is requesting permission to make the following improvements to the fields and support buildings at Bud Cross Park. The purpose of these improvements is the betterment for regular season play and to have the ability to host Little League post season tournaments. District 8 has already requested us to host the District 8 Softball tournament for the 2002 season.

The improvements requested are as follows:

1. Installation of new foul line and outfield fence on the softball field.
2. Replant grass on softball field to regulation depth from home plate. Regulation depth is a 60-foot radius from the pitchers plate which is 40 feet from home plate.
3. Repair and repaint Snack Shack and equipment shed. Paint color is suggested to be forest green.
4. Erect scorer's platforms on both fields behind home plate.
5. Place secondary equipment shed no larger than 8 X 10 feet in the vicinity of the snack shack. The shed could be placed on pier blocks and not be permanently affixed to the ground.
6. Erect two wooden scoreboards on both fields beyond the right-center field fences.

Brookings-Harbor Little League will be able to finance requests 1,5,6. We are requesting assistance from the Parks and Recreation Department for requests 2,3,4. We are also requesting assistance in hauling away old fencing material and trash from the fencing projects located behind the snack shack. Thank you for consideration in this matter.

Sincerely,



Randolph W. Deneau, President
Brookings-Harbor Little League

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
11/01	11/05/2001	42109	483	Al Rosichelli	10-00-2005	8.07
11/01	11/05/2001	42110	167	American Sigma	10-00-2005	524.45
11/01	11/05/2001	42111	150	Any Time Coffee Service	10-00-2005	21.00
11/01	11/05/2001	42112	1160	APCO	10-00-2005	360.00
11/01	11/05/2001	42113	146	Bay West Supply, Inc	10-00-2005	177.92
11/01	11/05/2001	42114	1529	Best Western Oceanview Resort	10-00-2005	189.39
11/01	11/05/2001	42115	148	B-H Chamber of Commerce	10-00-2005	3,802.47
11/01	11/05/2001	42116	1458	Bob Schaefer	10-00-2005	95.00
11/01	11/05/2001	42117	1540	Brookings Market & Gifts	10-00-2005	11.74
11/01	11/05/2001	42118	149	Carpenter Auto Center	10-00-2005	1,084.34
11/01	11/05/2001	42119	820	CMI Business Systems	10-00-2005	189.00
11/01	11/05/2001	42120	183	Colvin Oil Company	10-00-2005	1,744.82
11/01	11/05/2001	42121	182	Coos-Curry Electric	10-00-2005	1,128.65
11/01	11/05/2001	42122	1537	Darrel D Smedstad	10-00-2005	13.19
11/01	11/05/2001	42123	284	Day-Wireless Systems	10-00-2005	48.00
11/01	11/05/2001	42124	318	Dennis Barlow	10-00-2005	95.00
11/01	11/05/2001	42125	371	DEQ Business Office	10-00-2005	240.00
11/01	11/05/2001	42126	667	Event Solutions, Inc	10-00-2005	340.00
11/01	11/05/2001	42127	131	HGE, Inc	10-00-2005	799.42
11/01	11/05/2001	42128	1533	John Campbell/Sharon Sauter	10-00-2005	21.46
11/01	11/05/2001	42129	1535	Larry M Jones	10-00-2005	16.03
11/01	11/05/2001	42130	1015	Leroy Blodgett	10-00-2005	354.12
11/01	11/05/2001	42131	155	Mory's	10-00-2005	321.24
11/01	11/05/2001	42132	911	Nancy Corrigan	10-00-2005	25.53
11/01	11/05/2001	42133	375	OR Department of Revenue	10-00-2005	32.10
11/01	11/05/2001	42134	252	Paramount Pest Control	10-00-2005	35.00
11/01	11/05/2001	42135	214	Regence Life & Health Ins	10-00-2005	227.90
11/01	11/05/2001	42136	1492	Rhino USA of Oregon	10-00-2005	951.00
11/01	11/05/2001	42137	199	Richard Harper	10-00-2005	300.00
11/01	11/05/2001	42138	278	Ron Plaster	10-00-2005	500.00
11/01	11/05/2001	42139	1536	Ronald Eslick	10-00-2005	15.49
11/01	11/05/2001	42140	1534	Tina Cassaday	10-00-2005	13.35
11/01	11/05/2001	42141	821	Toshiba America Info Systems	10-00-2005	310.00
11/01	11/05/2001	42142	295	Tsunami Computer Service	10-00-2005	19.95
11/01	11/05/2001	42143	383	U.S. Bank Trust NA	10-00-2005	17,292.50
11/01	11/05/2001	42144	161	United Communications Inc	10-00-2005	465.97
11/01	11/05/2001	42145	136	United Pipe & Supply Co Inc	10-00-2005	156.70
11/01	11/05/2001	42146	1539	Valente Lemos	10-00-2005	29.21
11/01	11/05/2001	42147	991	Verizon Northwest	10-00-2005	150.59
11/01	11/05/2001	42148	248	Vic Williams	10-00-2005	13.08
11/01	11/05/2001	42149	1538	William Pratt	10-00-2005	1.89
11/01	11/05/2001	42150	269	WW Grainger	10-00-2005	66.48
11/01	11/16/2001	42151	390	APCO International	10-00-2005	50.00
11/01	11/16/2001	42152	342	Applied Industrial Technology	10-00-2005	14.84
11/01	11/16/2001	42153	490	Ameson Motor & Machines	10-00-2005	15.00
11/01	11/16/2001	42154	146	Bay West Supply, Inc	10-00-2005	136.20
11/01	11/16/2001	42155	138	Becco, Inc	10-00-2005	220.45
11/01	11/16/2001	42156	200	Bob Hagbom	10-00-2005	45.63
11/01	11/16/2001	42157	110	Brookings Auto Parts	10-00-2005	67.35
11/01	11/16/2001	42158	988	Brookings Harbor Ford	10-00-2005	137.44
11/01	11/16/2001	42159	276	Brookings Harbor Medical Ctr	10-00-2005	79.00
11/01	11/16/2001	42160	313	Brookings Vol Firefighters	10-00-2005	2,083.33
11/01	11/16/2001	42161	528	Caselle, Inc	10-00-2005	1,607.00
11/01	11/16/2001	42162	1530	Chemical Light Inc	10-00-2005	311.00
11/01	11/16/2001	42163	1554	Chester Frazer	10-00-2005	29.98
11/01	11/16/2001	42164	178	Chetco Pharmacy & Gift	10-00-2005	70.43
11/01	11/16/2001	42165	1555	Claude & Violet Howse	10-00-2005	46.88

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
11/01	11/16/2001	42166	183	Colvin Oil Company	10-00-2005	2,421.80
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11/01	11/16/2001	42168	182	Coos-Curry Electric	10-00-2005	11,241.10
11/01	11/16/2001	42169	169	CTR - Roto Rooter	10-00-2005	67.20
11/01	11/16/2001	42170	151	Curry Coastal Pilot	10-00-2005	501.35
11/01	11/16/2001	42171	173	Curry Equipment Company	10-00-2005	18.00
11/01	11/16/2001	42172	195	Curry Transfer & Recycling	10-00-2005	63.52
11/01	11/16/2001	42173		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42174		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42175		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42176	166	Dan's Auto & Marine Electric	10-00-2005	496.21
11/01	11/16/2001	42177	888	Da-Tone Construction	10-00-2005	125.64
11/01	11/16/2001	42178	259	Da-Tone Rock Products	10-00-2005	480.44
11/01	11/16/2001	42179	1531	David Forn Builder	10-00-2005	1,820.00
11/01	11/16/2001	42180	1546	David Reid	10-00-2005	43.74
11/01	11/16/2001	42181	284	Day-Wireless Systems	10-00-2005	1,011.00
11/01	11/16/2001	42182		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42183	185	Del Cur Supply	10-00-2005	946.50
11/01	11/16/2001	42184	196	DHR Child Support Unit	10-00-2005	203.08
11/01	11/16/2001	42185	250	DHR Child Support Unit	10-00-2005	278.31
11/01	11/16/2001	42186	1543	Donald M Siegers	10-00-2005	45.71
11/01	11/16/2001	42187	145	EBS Trust	10-00-2005	53.00
11/01	11/16/2001	42188		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42189	1129	Emporium Dept Store Brookings	10-00-2005	2,195.22
11/01	11/16/2001	42190	1083	Falcon Associates, Inc	10-00-2005	185.40
11/01	11/16/2001	42191	153	Ferrellgas	10-00-2005	221.69
11/01	11/16/2001	42192	105	First Impressions	10-00-2005	47.00
11/01	11/16/2001	42193	754	First Response	10-00-2005	275.00
11/01	11/16/2001	42194	113	Fred Meyer	10-00-2005	118.80
11/01	11/16/2001	42195	298	Freeman Rock Enterprises, Inc	10-00-2005	3,633.08
11/01	11/16/2001	42196	1549	Gerald & Paula Wiltse	10-00-2005	32.77
11/01	11/16/2001	42197	862	Gerald Kesseler	10-00-2005	90.00
11/01	11/16/2001	42198	1541	Gibbs Enterprises Inc	10-00-2005	19.57
11/01	11/16/2001	42199	198	Grants Pass Water Lab	10-00-2005	152.00
11/01	11/16/2001	42200	1130	H.D. Fowler	10-00-2005	114.20
11/01	11/16/2001	42201	139	Harbor Logging Supply	10-00-2005	280.35
11/01	11/16/2001	42202	576	Har-Brook Jewelers	10-00-2005	23.30
11/01	11/16/2001	42203	1544	Hargrove	10-00-2005	43.74
11/01	11/16/2001	42204	1542	Helen Cooper	10-00-2005	20.05
11/01	11/16/2001	42205	1049	Hyster Sales Company	10-00-2005	3,210.00
11/01	11/16/2001	42206	307	Industrial Steel & Supply Inc	10-00-2005	118.81
11/01	11/16/2001	42207	1545	James A Bankson	10-00-2005	2.47
11/01	11/16/2001	42208	1088	Jobs Available Inc	10-00-2005	215.28
11/01	11/16/2001	42209	126	John Bischoff	10-00-2005	94.99
11/01	11/16/2001	42210		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42211		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42212		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42213		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42214		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42215		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42216		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42217		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42218	162	Kerr Hardware	10-00-2005	1,748.16
11/01	11/16/2001	42219	1505	Kessler/Murphy	10-00-2005	58.74
11/01	11/16/2001	42220	271	Larry Cumy	10-00-2005	160.00
11/01	11/16/2001	42221	202	League of Oregon Cities	10-00-2005	10.00
11/01	11/16/2001	42222	328	Les Schwab Tire Company	10-00-2005	132.49

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
11/01	11/16/2001	42223	1547	Lonnie Draheim	10-00-2005	53.65
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11/01	11/16/2001	42225	339	Mike Cooper	10-00-2005	90.00
11/01	11/16/2001	42226	424	Munnel & Sherrill	10-00-2005	606.20
11/01	11/16/2001	42227	1291	Natalie Zachary	10-00-2005	47.98
11/01	11/16/2001	42228	1553	O.N.E.A.	10-00-2005	135.00
11/01	11/16/2001	42229	910	OR Department of Justice	10-00-2005	115.38
11/01	11/16/2001	42230	1464	OR Dept of Justice	10-00-2005	266.77
11/01	11/16/2001	42231	374	OR Downtown Dev Assn	10-00-2005	268.00
11/01	11/16/2001	42232	144	OR Teamster Employers Trust	10-00-2005	7,833.30
11/01	11/16/2001	42233	189	OR Teamster Employers Trust	10-00-2005	15,144.38
11/01	11/16/2001	42234	377	Oregonian Publishing Company	10-00-2005	375.08
11/01	11/16/2001	42235	784	Pamum Paving	10-00-2005	285.95
11/01	11/16/2001	42236	205	PERS Retirement	10-00-2005	9,807.29
11/01	11/16/2001	42237	1548	Peter Zupetz	10-00-2005	9.37
11/01	11/16/2001	42238		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42239	1193	PRN Data Services, Inc	10-00-2005	9,303.00
11/01	11/16/2001	42240		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42241	207	Quill Corporation	10-00-2005	1,583.84
11/01	11/16/2001	42242	181	Ramcell of Oregon	10-00-2005	222.47
11/01	11/16/2001	42243	180	Ray's Food Place	10-00-2005	99.66
11/01	11/16/2001	42244	1493	Robotronics, Inc	10-00-2005	84.80
11/01	11/16/2001	42245	1552	Rogue Regency Inn	10-00-2005	382.32
11/01	11/16/2001	42246	380	Stadelman Electric	10-00-2005	619.50
11/01	11/16/2001	42247	213	Teamsters Local Union 223	10-00-2005	540.00
11/01	11/16/2001	42248	1551	Ted Voudouris	10-00-2005	280.00
11/01	11/16/2001	42249	1115	Terry Murray	10-00-2005	120.00
11/01	11/16/2001	42250	1161	The Greenwood Inn	10-00-2005	224.70
11/01	11/16/2001	42251		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42252	142	Tidewater Contractors Inc	10-00-2005	3,621.65
11/01	11/16/2001	42253	179	Trew, Cyphers & Meynink	10-00-2005	2,008.50
11/01	11/16/2001	42254	978	U.S. Bank	10-00-2005	3,234.64
11/01	11/16/2001	42255	383	U.S. Bank Trust NA	10-00-2005	366,839.38
11/01	11/16/2001	42256		Information Only Check	10-00-2005	.00 V
11/01	11/16/2001	42257	136	United Pipe & Supply Co Inc	10-00-2005	1,989.87
11/01	11/16/2001	42258	268	US Filter Company	10-00-2005	226.95
11/01	11/16/2001	42259	944	Verizon	10-00-2005	125.00
11/01	11/16/2001	42260	991	Verizon Northwest	10-00-2005	1,447.95
11/01	11/16/2001	42261	1399	W.C. Earhart Co, Inc	10-00-2005	529.49
11/01	11/16/2001	42262	1253	Western Bumer Co	10-00-2005	946.88
11/01	11/29/2001	42263	897	A-1 Fire Protection	10-00-2005	66.50
11/01	11/29/2001	42264	167	American Sigma	10-00-2005	88.40
11/01	11/29/2001	42265	100	Anchor Lock & Key	10-00-2005	12.00
11/01	11/29/2001	42266	150	Any Time Coffee Service	10-00-2005	42.00
11/01	11/29/2001	42267	190	Bankcard Center	10-00-2005	285.75
11/01	11/29/2001	42268	138	Becco, Inc	10-00-2005	229.75
11/01	11/29/2001	42269	1522	Blumenthal Uniforms	10-00-2005	55.25
11/01	11/29/2001	42270	192	Brown & Caldwell	10-00-2005	897.33
11/01	11/29/2001	42271	325	Business Systems Group	10-00-2005	74.56
11/01	11/29/2001	42272	384	Cashier, OR Health Division	10-00-2005	300.00
11/01	11/29/2001	42273	1572	Charles & Jewell Johnson	10-00-2005	4.42
11/01	11/29/2001	42274	820	CMI Business Systems	10-00-2005	134.97
11/01	11/29/2001	42275	822	Coast Auto Center	10-00-2005	19,215.88
11/01	11/29/2001	42276	183	Colvin Oil Company	10-00-2005	1,624.80
11/01	11/29/2001	42277	1557	ConTech Services Inc	10-00-2005	9,277.00
11/01	11/29/2001	42278	182	Coos-Curry Electric	10-00-2005	3,536.30
11/01	11/29/2001	42279	337	Curry County Health Dept	10-00-2005	40.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
11/01	11/29/2001	42280	284	Day-Wireless Systems	10-00-2005	802.84
11/01	11/29/2001	42281	196	DHR Child Support Unit	10-00-2005	203.08
11/01	11/29/2001	42282	250	DHR Child Support Unit	10-00-2005	278.31
11/01	11/29/2001	42283	316	Donald & Roberta Chandler	10-00-2005	548.00
11/01	11/29/2001	42284	234	Ed & Rene Pritchard	10-00-2005	18.54
11/01	11/29/2001	42285	749	Emerald Pool & Patio	10-00-2005	2,180.00
11/01	11/29/2001	42286	1129	Emporium Dept Store Brookings	10-00-2005	179.94
11/01	11/29/2001	42287	1559	Ensley Construction	10-00-2005	180.24
11/01	11/29/2001	42288	105	First Impressions	10-00-2005	94.00
11/01	11/29/2001	42289	113	Fred Meyer	10-00-2005	118.80
11/01	11/29/2001	42290	297	G. Neil Companies	10-00-2005	214.95
11/01	11/29/2001	42291	131	HGE, Inc	10-00-2005	3,703.72
11/01	11/29/2001	42292	307	Industrial Steel & Supply Inc	10-00-2005	468.40
11/01	11/29/2001	42293	1532	J.C. Penney Catalog	10-00-2005	219.95
11/01	11/29/2001	42294	1570	Jane M Burke	10-00-2005	6.87
11/01	11/29/2001	42295	1562	Janet Biagini	10-00-2005	38.92
11/01	11/29/2001	42296	1038	Julie Watson	10-00-2005	135.00
11/01	11/29/2001	42297	121	Lane County RIS	10-00-2005	870.00
11/01	11/29/2001	42298	1015	Leroy Blodgett	10-00-2005	282.27
11/01	11/29/2001	42299	328	Les Schwab Tire Company	10-00-2005	516.23
11/01	11/29/2001	42300	1547	Lonnie Draheim	10-00-2005	33.36
11/01	11/29/2001	42301	690	Margo Hanscam Prop Mgmt	10-00-2005	10.55
11/01	11/29/2001	42302	1571	Mark Stevens	10-00-2005	4.38
11/01	11/29/2001	42303	538	McGraw-Hill Companies	10-00-2005	91.30
11/01	11/29/2001	42304	1491	Mt Hood Chemical	10-00-2005	851.13
11/01	11/29/2001	42305	283	Muffler & More	10-00-2005	101.00
11/01	11/29/2001	42306	279	One Call Concepts, Inc	10-00-2005	29.70
11/01	11/29/2001	42307	910	OR Department of Justice	10-00-2005	115.38
11/01	11/29/2001	42308	375	OR Department of Revenue	10-00-2005	55.85
11/01	11/29/2001	42309	1484	OR Dept of Justice	10-00-2005	266.77
11/01	11/29/2001	42310	376	OR Dept of Revenue	10-00-2005	146.00
11/01	11/29/2001	42311	1561	Pacific Coast Hearing Center	10-00-2005	83.00
11/01	11/29/2001	42312	888	Paul's Floor Maintenance	10-00-2005	800.00
11/01	11/29/2001	42313	205	PERS Retirement	10-00-2005	9,787.37
11/01	11/29/2001	42314	293	Petty Cash	10-00-2005	169.72
11/01	11/29/2001	42315	322	Postmaster	10-00-2005	520.00
11/01	11/29/2001	42316	1193	PRN Data Services, Inc	10-00-2005	2,549.95
11/01	11/29/2001	42317	187	Quality Fast Lube & Oil	10-00-2005	27.95
11/01	11/29/2001	42318	214	Regence Life & Health Ins	10-00-2005	233.20
11/01	11/29/2001	42319	1556	Richard Woodel	10-00-2005	16.00
11/01	11/29/2001	42320	278	Ron Plaster	10-00-2005	90.00
11/01	11/29/2001	42321	517	Santiam Emergency Equipment	10-00-2005	793.80
11/01	11/29/2001	42322	761	Soroptimist International	10-00-2005	40.00
11/01	11/29/2001	42323	380	Stadelman Electric	10-00-2005	241.00
11/01	11/29/2001	42324	1569	Terry Beaman	10-00-2005	87.01
11/01	11/29/2001	42325	1566	Terry's Torch & Toolbox	10-00-2005	120.00
11/01	11/29/2001	42326	142	Tidewater Contractors Inc	10-00-2005	4,616.50
11/01	11/29/2001	42327	821	Toshiba America Info Systems	10-00-2005	310.00
11/01	11/29/2001	42328	295	Tsunami Computer Service	10-00-2005	19.95
11/01	11/29/2001	42329	170	Umpqua Research Co	10-00-2005	31.50
11/01	11/29/2001	42330	136	United Pipe & Supply Co Inc	10-00-2005	174.40
11/01	11/29/2001	42331	1523	United Rentals	10-00-2005	1,286.66
11/01	11/29/2001	42332	268	US Filter Company	10-00-2005	116.16
11/01	11/29/2001	42333	991	Verizon Northwest	10-00-2005	150.59
11/01	11/29/2001	42334	1140	WearGuard	10-00-2005	673.58
11/01	11/29/2001	42335	1197	Whitney Equipment	10-00-2005	74.50
11/01	11/29/2001	42336	686	Worlon Auto Body	10-00-2005	93.50

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
11/01	11/29/2001	42337	269	WW Grainger	10-00-2005	477.95
Totals:						<u>574,313.07</u>

Memorandum

TO: Mayor and City Council
FROM: John Bischoff, Planning Director
THROUGH: Leroy Blodgett, City Manager
DATE: December 12, 2001



Issue: Ordinance to implement regulation of short term rentals

Background: At the November 19, 2001 meeting, the Council reviewed and approved proposed amendments to the Land Development Code to regulate the use of short-term rentals within the city. Attached is Ordinance 01-O-446.MM implementing the approved changes.

Recommendation: Adoption of Ordinance 01-O-446.MM

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

**In the Matter of an Ordinance Amending)
Section 8, Definitions; Section 16, Suburban)
Residential (SR) district; Section 20, Single)
Family Residential (R-1) District; Section 24,)
Two Family Residential (R-2) District; Section)
28, Multiple Family Residential (R-3) District;)
Section 32, Mobile Home Residential (R-MH))
District; Section 52, General Commercial C-3)
District; and Section 124, Provisions Applying)
To Special Uses, of Ordinance 89-0-446, An)
Ordinance Creating the Land Development)
Code.)**

Ordinance 01-O-446.MM

Sections:

- Section 1. Ordinance identified.
- Section 2. Amendment to Section 8.
- Section 3. Amendment to Section 16.
- Section 4. Amendment to Section 20.
- Section 5. Amendment to Section 24.
- Section 6. Amendment to Section 28.
- Section 7. Amendment to Section 32.
- Section 8. Amendment to Section 52.
- Section 9. Amendment to Section 124.

The City of Brookings ordains as follows:

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

Section 2. Amendment to Section 8. Section 8 of Ordinance No. 89-0-446 is hereby amended to add the following definitions:

"Rent" Means the consideration charged, whether or not received by the operator, for the occupancy of space in a hotel or short-term rental as defined below, valued in money, goods, labor, credits, property or other consideration valued in money, without any deduction, but shall not include charges to a condominium unit owner which are solely for cleaning or maintenance of such unit or personal use or occupancy by such owner, so long as the charges are made in connection therewith for space occupancy.

"Short Term Rental" A residential structure, either single family, duplex, apartment or condominium, that is rented for lodging or sleeping purposes for a period of less than thirty (30) days.

Section 3. Amendment to Section 16. Section 16 of Ordinance No. 89-0-446 is hereby amended to read:

Section 16, Suburban Residential (SR) District

16.040 Conditional uses

R. Short-term rentals pursuant to the provisions of Section 124.170.

Section 4. Amendment to Section 20. Section 20 of Ordinance No. 89-0-446 is hereby amended to read:

Section 20, Single Family (R-1) District

20.040 Conditional uses

R. Short-term rentals pursuant to the provisions of Section 124.170.

Section 5. Amendment to Section 20. Section 20 of Ordinance No. 89-0-446 is hereby amended to read:

Section 24, Two Family Residential (R-2) District

24.040 Conditional uses

R. Short-term rentals pursuant to the provisions of Section 124.170.

Section 6. Amendment to Section 28. Section 28 of Ordinance No. 89-0-446 is hereby amended to read:

Section 28, Multiple Family Residential (R-3) District

24.040 Conditional uses

R. Short-term rentals pursuant to the provisions of Section 124.170.

Section 7. Amendment to Section 32. Section 32 of Ordinance No. 89-0-446 is hereby amended to read:

Section 32, Mobile Home Residential (R-MH) District

32.040 Conditional uses

R. Short-term rentals pursuant to the provisions of Section 124.170.

Section 8. Amendment to Section 52. Section 52 of Ordinance No. 89-0-446 is hereby amended to read:

Section 52, General Commercial (C-3) District

52.040 Conditional uses

J. Short-term rentals pursuant to the provisions of Section 124.170.

Section 9. Amendment to Section 124. Section 124 of Ordinance No. 89-0-446 is hereby amended to read:

Section 124, Provisions Applying To Special Uses

124.170, Short Term Rentals Any existing dwelling in any of the residential zones and in the General Commercial (C-3) zone can be used for short-term rental purposes as set forth in that zone and pursuant to certain regulations as follows:

- A. The property owner or holder shall obtain a business license from the City of Brookings and register the dwelling on a separate form.
- B. A transient room tax will be applied pursuant to Ordinance 80-O-342.
- C. The property owner shall provide the name, address and telephone number of a local representative, either a property management business or an individual living within the Brookings urban growth boundary, who has the authority to, make or have repairs made, resolve disputes and/or terminate occupancy if necessary.
- D. Representative's name and telephone number shall be posted within the dwelling.
- E. Applicant shall subscribe to a scheduled waste collection service and provide garbage receptacles on the property.

First reading: _____

Second reading: _____

Passage: _____

Signed by me in authentication of its passage this _____ day of _____, 2001.

Bob Hagbom
Mayor

ATTEST:

Sharon A. Ridens
City Recorder

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of November, 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
7	Single Family Dwelling	\$4,011.00	\$2,607.16	\$0.00	\$31,269.00	\$1,089,060.00	45	\$7,895,406.00	41	\$5,606,161.50
1	Single Family Addition	\$104.50	\$67.93	\$7.32	\$0.00	\$13,627.40	22	\$943,002.80	24	\$425,712.12
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	22	\$288,993.80	12	\$134,138.80
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6	\$1,523,380.00	4	\$795,160.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$485,006.00	4	\$1,783,885.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$1,008,681.00	2	\$119,987.36
1	Commercial Addition-Change	\$122.50	\$0.00	\$8.58	\$0.00	\$16,000.00	14	\$354,836.60	13	\$1,401,494.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$3,317.00	2	\$27,035.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$6,356.00	1	\$2,000.00
1	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4	\$0.00	6	\$0.00
2	Misc.-Retaining Wall-Fence	\$153.00	\$99.75	\$10.71	\$0.00	\$13,185.00	8	\$23,397.40	13	\$80,288.00
12	Total Building Permits	\$4,391.00	\$2,774.84	\$307.37	\$31,269.00	\$1,131,872.40	127	\$12,532,376.60		\$10,375,861.78

10	Mechanical Permits	\$231.55	N/A	\$16.21	N/A	N/A	95	N/A	84	N/A
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8	Plumbing Permits	\$380.80	N/A	\$26.66	\$0.00	N/A	62	N/A	58	N/A
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0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	5	N/A	2	N/A
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30	TOTAL PERMITS	\$5,003.35	\$2,774.84	\$350.23	\$31,269.00	\$1,131,872.40	289	\$12,532,376.60	266	\$10,375,861.78
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	Total Year to Date Calculated Fees	\$51,578.35	\$30,300.17	\$3,610.47	\$305,608.00					
	2000 YTD Calculated Fees	\$44,244.00	\$28,150.22	\$3,084.52	\$322,246.60					

DEQ has lifted the requirement to report EDUs connected to the Brookings Wastewater System. We will continue to report monthly EDUs issued for Brookings and Harbor
 Harbor-0
 Brookings-7