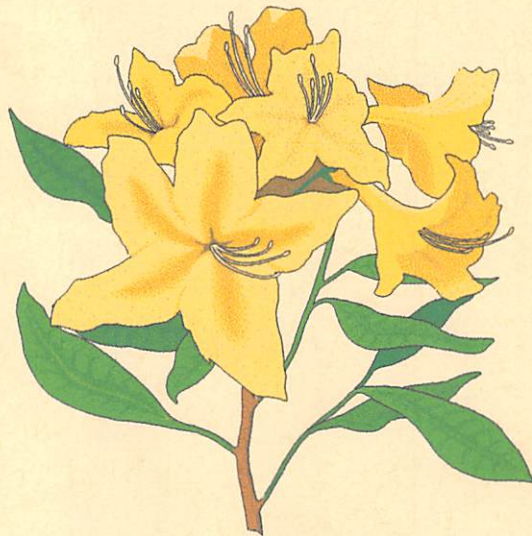


agenda  
City of Brookings  
Common Council Meeting  
City Hall Council Chambers  
898 Elk Drive  
Brookings, OR 97415  
January 25, 1999  
7:00PM



Home of Winter Flowers



# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
January 25, 1999  
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
  - A. Swearing in of City Recorder
- V. PUBLIC HEARING
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
  - A. Committee and Liaison reports
    - 1. Council Liaisons
  - B. Unscheduled
- VIII. STAFF REPORTS
  - A. Finance Department
    - 1. Acceptance of 1997/98 audit - Lee Musser
  - B. City Manager
    - 1. Authorization to hire ODDA to assist PROUD and accept OEDD grant.
    - 2. Appointment of Budget Officer
  - C. Community Development
    - 1. Deferred Improvement Agreement Criteria
- IX. CONSENT CALENDAR
  - A. Approval of Council Meeting Minutes
    - 1. Minutes of January 11, 1999, Regular Council Meeting

B. Approval of Vouchers (\$422,410.96)

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Final Order for the Appeal of the Conditional Use Permit of the Brookings Christian School.

XI. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

B. Council

XII. ADJOURNMENT



# Memorandum

**TO:** Mayor, City Council

**FROM:** City Manager Tom Weldon 

**DATE:** January 20, 1999



Issue: Hiring Oregon Downtown Development Association (ODDA)

Background:

1. Attached is a copy of my December 1998 memo on this subject. Everything in the memo is still accurate.
2. PROUD (Positive Revitalization of Urban Downtown) has raised \$1,150 cash for part of our local match.

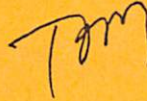
Recommendation: Accept recommendation from December 9<sup>th</sup> memo.



# Memorandum

TO: Mayor, City Council

FROM: City Manager Tom Weldon



DATE: December 9, 1998



Issue:

Hiring Oregon Downtown Development Association (ODDA) to assist with "Downtown Core" study.

Background:

1. The "Downtown Core" study committee appointed by the Council is off and running. We call ourselves the "PROUD" committee (Positive Revitalization Of Urban Downtown.)
2. The committee hosted 2 representatives from ODDA for a half day of committee and public meetings December 2<sup>nd</sup> for them to learn about Brookings and what the committee is doing.
3. ODDA has made a proposal (attached) to provide consulting on this project. Their proposal will reinforce what the committee is doing, not duplicate their efforts or any prior efforts (traffic issues for example) the City has already addressed.
4. Their proposal includes a \$3,250 Oregon Economic Development Department Lottery Grant. Our local cash cost would be \$2,500. The Chamber of Commerce has already approved a donation of \$100 towards this local share.
5. PROUD meets Thursday night (December 10<sup>th</sup>) to review progress and discuss this study and it's funding. I will have a report on those discussions for you before your Monday night Council meeting.

Recommendation:

Council authorize a City expenditure of (\$1,250) one half the local cash (\$2,500) matching dollars necessary. This leaves the PROUD committee needing to come up with \$1,150.

I believe this committee can easily come up with this money. Requiring this helps ensure buy-in and commitment to this study and it's results by downtown businesses trying to implement the study recommendations. Without this overall, long term business commitment this study will remain only a study. I don't believe the City can or should fund the long term activities and improvements that will be necessary to do what I expect the study will recommend.



# Memo



**To:** Mayor, City Council  
**From:** Tom Weldon, City Manager *Tom*  
**Date:** January 19, 1999  
**Subject:** Budget Officer Appointment

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I recommend you appoint Gail Hedding as the Budget Officer for the City of Brookings for the 1999-2000 Fiscal Year.

# Memorandum

**TO:** Mayor, City Council  
**FROM:** John Bischoff, Planning Director  
**THROUGH:** Tom Weldon, City Manager  
**DATE:** January 20, 1999



Issue: Deferred Improvement Agreements

Background: At the November 23, 1998 Council meeting staff presented recommendations regarding the Deferred Improvement Agreement (DIA) program. One of the recommendations presented at that meeting was to reverse the present policy of granting a DIA in almost all residential partitions or when a new house is constructed. The new policy would require street construction as a condition of all partitions and new house construction with the possibility of granting a deferment under certain conditions. At that meeting the Council directed staff to provide criteria under which a deferment would be granted. A copy of the original recommendations is attached. The following are the recommended criteria:

Recommendation: Staff is recommending the following wording change to Section 80, Site Plan Committee of the Land Development Code.

A Deferred Improvement Agreement may be issued under the following conditions:

1. If construction of the street improvements at that time would create a hazard or dangerous condition by causing confusion on the part of motorists or pedestrians.
2. If the street in question is listed in the Transportation Plan as being scheduled for work which would cause improvements made at this time, to be removed for this new street construction.

Options/Alternatives: Listed Below are the options we have reviewed and do not recommend.

1. To make no changes to the current DIA program.

# Memorandum

**TO:** Mayor, City Council  
**FROM:** John Bischoff, Planning Director  
**THROUGH:** Tom Weldon, City Manager  
**DATE:** November 13, 1998



**Issue:** Deferred Improvement Agreement program.

**Synopsis:** The Council, Planning Commission and staff have been studying the issue of DIAs and how to proceed with a program that is not working as intended.

**Background:** Currently, under Section 172, Street Improvement, Deferred, Subsection 070.A, of the Land Development Code, deferred improvement agreements may be allowed under the following conditions:

- A. Street improvements may be deferred when the project site complies with the following criteria:
  - 1. If more than 50 percent of the street segment's frontage and area having frontage on the segment is unimproved; or,
  - 2. If more than 50 percent of the area having frontage on the street segment is developed and less than 50 percent of the street segment is improved.

Under these conditions, virtually every street in the city qualifies to be deferred and the result is that we have streets fully developed with houses and recorded DIAs but no street improvements. Although staff has issued 143 DIAs since the program started, the related development is rather evenly distributed throughout the city. Also many of the new single family homes, which would also generate a DIA, are constructed in subdivisions where street improvements already exist. Thus few streets or street segments have accumulated enough DIAs to qualify to be ordered into a local improvement district.

**Recommendation:** Staff is therefore making four recommendations:

- 1. Reverse existing policy. The Land Development Code does not state that DIAs *must* be given—it states that they *may* be given under the conditions listed above. Deferred Improvement Agreement in the future would be allowed only when it is not feasible to require street improvements at the time of development.
- 2. Form a local improvement district for the segment of Ransom Ave. between Third and Sixth Streets to at least provide sidewalks. This section qualifies (26 DIAs out of 39 property owners) and is also one where improvements are badly needed.



3. Prioritize qualifying streets for future local improvement districts and incorporate them into the Capital Improvement Plan.
4. Prioritize a list of needed sidewalks and incorporate this list into the Capital Improvement Plan which will be adopted by the Council at their January 11<sup>th</sup> meeting.

Options/Alternatives:

Listed Below are the options we have reviewed and do not recommend.

1. Continue under the current DIA program.
2. Eliminate the DIA program entirely.

**CITY OF BROOKINGS**  
**COUNCIL MEETING MINUTES**  
**City Hall Council Chambers**  
**898 Elk Drive, Brookings, Oregon**  
**January 11, 1999**  
**7:00 pm**

**I. CALL TO ORDER**

Mayor Brendlinger called the meeting to order at p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Council Present: Mayor Nancy Brendlinger, Councilors Larry Curry, Bob Hagbom, Frances Johns, Keith Pepper, Ex-Officio Shiloh Thom

Staff Present: City Manager Tom Weldon, City Attorney John Trew, Finance Director/Recorder Beverly Adams, Municipal Court Judge Richard Harper, Administrative Secretary Sharon Ridens, Accounting Clerk Denise Bottoms, Accounting Specialist Nancy Corrigan, Community Development Director Leo Lightle, Fire Chief Bill Sharp, City Auditor Lee Musser

Media Present: Chuck Hayward, Curry Coastal Pilot; Connie Wilson, League of Women Voters; KBSC video staff.

**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

**A. Employee of the Season**

Mayor Brendlinger read a proclamation naming Beverly Adams as Employee of the Season for Winter, 1998.

**B. Council position #2 appointment - Larry Curry**

Mayor Brendlinger stated that only one letter requesting appointment to this position was received (Larry Curry).

Councilor Hagbom moved, Councilor Johns seconded and the Council voted unanimously to appoint Larry Curry to Council position #2 with a term expiration of 12/31/2000, effective immediately.

**C. Oath of Office**

Municipal Court Judge Richard Harper administered the Oath of Office to Mayor Brendlinger, Councilors Bob Hagbom, Frances Johns, and Larry Curry.



D. Election of Council President

Councilor Curry moved, Councilor Pepper seconded and the Council voted unanimously to elect Councilor Bob Hagbom as Council President.

Councilor Pepper moved, Councilor Curry seconded and the Councilor voted unanimously to add appointment of City Recorder to the agenda.

City Manager Tom Weldon read a memo recommending the Council appoint Gail Hedding to this position. The Mayor explained that Finance Director portion of this job is hired by the City Manager, and the Recorder position is appointed by the Council.

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to appoint Gail Hedding as City Recorder.

V. PUBLIC HEARINGS

VI. SCHEDULED PUBLIC APPEARANCES

A. Military Valentine Mail - Sandy Calta with Girl Scouts

Jennifer Trailor and Suzy Stadelman, Junior Girl Scouts of Troop #590, requested that the Council participate in sending Military Valentine Mail this year. They also provided a valentine for each Council member to sign.

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and liaison reports

1. Chamber of Commerce - None

2. Planning Commission

a. 1998 Annual Report

Marv Lindsay, Chair of the Planning Commission, presented the 1998 Annual Report to the Council.

Councilor Pepper moved, Councilor Johns seconded and the Council voted unanimously to accept the Planning Commission 1998 Annual Report.

3. Council Liaisons

Councilor Curry reported that on January 21<sup>st</sup> he will attend a CPACT meeting in Salem, and that evening OCZMA will be



hosting an informal reception. OCZMA will hold it's meeting on Friday the 22<sup>nd</sup>.

Councilor Hagbom will attend LOC Board of Director's meeting later this week and will be meeting one-on-one with our legislators (dinner with Ken Messerle on Thursday evening and a meeting with Veral Tarno Friday afternoon.) Bob also reported that a representative of the Claveran group attended the last Watershed meeting and will be attending these meetings in the future.

Councilor Pepper spoke with the architect for the Post Office and was updated on the status of this project. They plan on being at our February 8<sup>th</sup> meeting to present their ideas to Council. He also attended a Canopy Project meeting in Seattle last week. They will hold a public meeting this Thursday evening at 6:00.

Mayor Brendlinger attended an ODOT meeting in Medford regarding rural "COATS." She also attended the Planning Commission meeting, an Open House at Chetco Inn last Sunday, SDC Review Board meeting, met with the County in reviewing the draft cable TV franchise agreement with Falcon Cable, and met with Brooke Worlton regarding emergency preparedness issues of the City.

B.      Unscheduled

VIII.

STAFF REPORTS

A.      Finance Department

1.      Presentation of 1997/98 audit - Lee Musser

Lee Musser, Auditor for the City, explained the 1997/98 Audit to the Council.

This item will be placed on the January 25<sup>th</sup> agenda for acceptance.

B.      City Manager

1.      1999-2004 Capital Improvements/Expenditure Plan

Councilor Pepper moved, Councilor Hagbom seconded and the Council voted unanimously to approve the 1999-2004 Capital Improvements/Expenditure Plan as amended.

2.      A TGM grant to assist PROUD

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to authorize staff to pursue a TGM grant to assist PROUD in identifying areas within the city ordinances which place roadblocks



or otherwise discourage redevelopment of the downtown core area.

**IX. CONSENT CALENDAR**

- A. Approval of Council Meeting Minutes
  - 1. Minutes of December 14, 1998 Regular Council Meeting
- B. Approval of Vouchers (\$422,410.96)

(end Consent Calendar)

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve the consent calendar as amended.

**X. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

**XI. REMARKS FROM MAYOR AND COUNCILORS**

- A. Mayor

None

- B. Council

Councilor Pepper reported on the continued success of the Natures Coastal Holiday light display at Azalea Park. City Manager Tom Weldon pointed out that many of these sculptures were designed and constructed by the City Public Works Department.

**XII. ADJOURNMENT**

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to adjourn at 8:47 p.m.

ATTEST:

\_\_\_\_\_  
Nancy Brendlinger  
Mayor

\_\_\_\_\_  
Beverly Adams  
Finance Director/Recorder



City of Brookings  
 CHECK REGISTER: CHECK # 32779 THRU 32975  
 For The Month Ending: December 31, 1998  
 PRINTED: January 4, 1999 09:38:10

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PAGE 1

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
32779	Beverly Adams	Reimbursement	12/04/98	100-106.00			
32780	Ag-Chem Warehouse Inc	Inv 33596	12/04/98	100-106.00	57.00	107-660.00	57.00
32781	Allied Colloids Inc	Inv 114151	12/04/98	100-106.00	413.73	106-626.00	413.73
32782	Associated Bag Company	Inv M169232	12/04/98	100-106.00	2,447.55	252-652.00	2,447.55
32783	ATCO International	Inv 494373	12/04/98	100-106.00	304.81	252-612.00	304.81
32784	Doug Bales	Reimbursement	12/04/98	100-106.00	270.40	104-624.00	270.40
32785	Bay West Supply Inc	Inv 16565/16247	12/04/98	100-106.00	33.15	105-606.00	33.15
32786	Becco Inc	Inv 3120229	12/04/98	100-106.00	102.30	109-614.00	102.30
32787	Beckwith & Kuffel	Inv 772467	12/04/98	100-106.00	41.85	103-664.00	41.85
32788	Brookings Auto Parts	Nov Statement	12/04/98	100-106.00	72.31	251-606.00	72.31
					156.95	104-606.00	104.14
						106-606.00	37.04
32789	Brookings Harbor Chamber	Nov Motel Tax	12/04/98	100-106.00	1,818.90	251-606.00	1,818.90
32790	Brookings Signs & Graphics	Inv 655	12/04/98	100-106.00	208.45	109-687.00	208.45
32791	Brookings Sports Unlimited	Inv 21641	12/04/98	100-106.00	1,214.80	104-624.00	1,214.80
						103-614.00	405.00
32792	Brookings Vol Firefighters	Dec Contrib	12/04/98	100-106.00	1,666.67	252-608.00	1,666.67
32793	Caere Corporation	Inv 278423	12/04/98	100-106.00	108.95	104-682.00	108.95
32794	Chemsearch	Inv 315935	12/04/98	100-106.00	273.72	105-602.00	273.72
32795	Colvin Oil Company	Mid-Nov Stmt	12/04/98	100-106.00	1,041.68	252-612.00	1,041.68
						103-606.00	373.71
						104-606.00	142.05
						109-606.00	26.24
						150-606.00	141.21
						201-606.00	48.11
						202-606.00	63.67
						251-606.00	15.53
						252-606.00	63.65
						252-612.00	167.51
					74.95	106-606.00	74.95
					9,004.96	106-662.00	402.40
						109-662.00	889.29
						150-662.00	73.32
						202-662.00	4,059.51
						251-662.00	324.35
						252-662.00	3,256.09
					95.00	105-602.00	95.00
					200.00	106-660.00	200.00
					375.00	150-646.00	375.00
					25.97	104-602.00	25.97
					344.11	252-612.00	344.11
					808.05	252-612.00	808.05
					250.00	101-646.00	250.00
					389.30	954-730.00	389.30
					0.00	102-602.00	0.00
					112.00	109-664.00	112.00
					380.80	103-614.00	26.76
						106-606.00	12.51
						106-612.00	18.57
						109-624.00	14.89
						201-612.00	148.15
						202-606.00	26.98
						251-612.00	57.06
32796	Commercial Landscape Supply	Inv 79406	12/04/98	100-106.00			
32797	Coos-Curry Electric	Oct Electric	12/04/98	100-106.00			
32798	Curry County Clerk	Recording Fees	12/04/98	100-106.00			
32799	Curry County Clerk	Pool Lic Renew	12/04/98	100-106.00			
32800	Curry Tree Service	Inv 21580	12/04/98	100-106.00			
32801	Firehouse Magazine	Subscription	12/04/98	100-106.00			
32802	Freeman Rock Enterprises Inc	Inv 5044R/5046R	12/04/98	100-106.00			
32803	Georgia Rubber	Misc Invoices	12/04/98	100-106.00			
32804	Richard Harper	Dec Services	12/04/98	100-106.00			
32805	Hennick's Hardware	Inv 18092	12/04/98	100-106.00			
32806	Void						
32807	Internet Technologies	Inv 3807	12/04/98	100-106.00			
32808	Kerr Hardware	Nov Statement	12/04/98	100-106.00			

(Continued)



City of Brookings  
 CHECK REGISTER: CHECK # 32779 THRU 32975  
 For The Month Ending: December 31, 1998 \*\* CLOSED \*\*  
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CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
Kerr Hardware, (Continued)							
32809	League of Oregon Cities	Nov Statement	12/04/98	100-106.00	60.00	252-612.00	75.88
32810	LETN	Inv 971488	12/04/98	100-106.00	288.00	102-658.00	60.00
32811	Mory's	Nov Statement	12/04/98	100-106.00	83.45	103-658.00	288.00
						102-602.00	9.22
						103-602.00	70.00
						107-602.00	4.23
32812	NAEMT	Dues - Sharp	12/04/98	100-106.00	40.00	104-614.00	40.00
32813	Neilson Research Corp	Inv 41823	12/04/98	100-106.00	45.00	252-646.00	45.00
32814	NENA	Inv 27586	12/04/98	100-106.00	75.00	300-684.00	75.00
32815	OCZMA	98-99 Dues	12/04/98	100-106.00	500.00	102-660.00	500.00
32816	Oregon Health Division	Cert Renewals	12/04/98	100-106.00	180.00	201-658.00	180.00
32817	Oregon Peace Officers Assn	4 Directories	12/04/98	100-106.00	63.00	103-602.00	63.00
32818	Oregon Apparatus Repair	Inv 2070,72,73	12/04/98	100-106.00	584.25	104-606.00	584.25
32819	Paramount Supply Co	Inv 78804	12/04/98	100-106.00	20.22	252-612.00	20.22
32820	PBCC	Inv3869393-SP98	12/04/98	100-106.00	84.80	109-606.00	84.80
32821	Petty Cash	Reimbursement	12/04/98	100-106.00	77.35	100-478.00	25.00
						102-602.00	5.39
						103-602.00	31.40
						103-606.00	8.98
						104-606.00	4.66
32822	Petty Cash	Reimbursement	12/04/98	100-106.00	51.79	106-606.00	1.92
						106-612.00	5.00
						107-602.00	2.95
						109-614.00	15.97
						150-606.00	4.31
						201-602.00	2.27
						201-612.00	19.02
						251-602.00	2.27
32823	Postmaster	Utility Permit	12/04/98	100-106.00	500.00	201-602.00	250.00
						251-602.00	250.00
32824	Precision Scientific	Inv 831150	12/04/98	100-106.00	186.72	252-606.00	186.72
32825	Purchase Power	Inv 21430	12/04/98	100-106.00	297.94	109-602.00	297.94
32826	Quality Fast Lube & Oil	Inv 15883	12/04/98	100-106.00	23.95	103-606.00	23.95
32827	Regence Life & Health Ins	Nov Premium	12/04/98	100-106.00	217.30	100-220.60	217.30
32828	Siegrist Ford	FDCS8513/54474	12/04/98	100-106.00	168.88	103-606.00	135.38
						252-612.00	33.50
32829	Strahm's Sealcoat & Striping	Inv 21635	12/04/98	100-106.00	825.00	150-730.00	825.00
32830	Sun Badge Company	Inv 100937	12/04/98	100-106.00	1,038.60	103-681.00	1,038.60
32831	Superior Lamp & Supply	Inv S1638711	12/04/98	100-106.00	201.24	202-612.00	201.24
32832	Trace Analytics Inc	Inv C98-3032	12/04/98	100-106.00	75.00	104-624.00	75.00
32833	Transport Logic	#187604&#187732	12/04/98	100-106.00	22.00	201-612.00	11.00
						252-612.00	11.00
32834	Tom Weldon	Dec Car Allow	12/04/98	100-106.00	200.00	102-606.00	200.00
32835	Whitney Equipment Company	Inv 0013372-IN	12/04/98	100-106.00	233.28	202-606.00	233.28
32836	Wildfire Pacific Inc	Misc Invoices	12/04/98	100-106.00	18,714.08	104-606.00	3,325.67
						104-726.00	15,388.41
32837	WW Grainger Inc	Misc Invoices	12/04/98	100-106.00	208.28	106-612.00	136.50
						106-624.00	71.78
32839	Frank Kelsey	Deposit Refund	12/11/98	100-106.00	47.45	200-134.00	47.45
32840	Mark & Mona Chandler	Deposit Refund	12/11/98	100-106.00	32.81	200-134.00	32.81
32841	Mac & Jackie Wood	Deposit Refund	12/11/98	100-106.00	19.41	200-134.00	19.41

(Continued)



City of Brookings  
CHECK REGISTER: CHECK # 32779 THRU 32975  
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CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
32842	Betty Doan	Deposit Refund	12/11/98	100-106.00	128.88	200-134.00	128.88
32843	John Struys	Deposit Refund	12/11/98	100-106.00	8.19	200-134.00	8.19
32844	Carlene Marrin	Deposit Refund	12/11/98	100-106.00	24.65	200-134.00	24.65
32845	James F Haight	Deposit Refund	12/11/98	100-106.00	51.83	200-134.00	51.83
32846	Jill Harrah	Deposit Refund	12/11/98	100-106.00	50.39	200-134.00	50.39
32847	Betty Doan	Deposit Refund	12/11/98	100-106.00	32.50	200-134.00	32.50
32848	J Sarin	Deposit Refund	12/11/98	100-106.00	27.00	200-134.00	27.00
32849	J Hirschfield	1397 Glenwood	12/11/98	100-106.00	37.05	200-134.00	37.05
32850	Jesse Long	Deposit Refund	12/11/98	100-106.00	20.04	200-134.00	20.04
32851	Peter Burdess	Deposit Refund	12/11/98	100-106.00	17.15	200-134.00	17.15
32852	Lily Dobbins	Deposit Refund	12/11/98	100-106.00	24.40	200-134.00	24.40
32853	Scott & Traci Shrider	Deposit Refund	12/11/98	100-106.00	39.78	200-134.00	39.78
32854	Coast Arma Coatings Co	Deposit Refund	12/11/98	100-106.00	29.23	200-134.00	29.23
32855	Nancy Demond	Deposit Refund	12/11/98	100-106.00	19.45	200-134.00	19.45
32856	Leonard Mainquist	Deposit Refund	12/11/98	100-106.00	10.53	200-134.00	10.53
32857	Melvin Gooch	Deposit Refund	12/11/98	100-106.00	24.01	200-134.00	24.01
32858	Amazing Computers	Inv 1063	12/11/98	100-106.00	6,820.00	103-612.00	2,360.00
						104-612.00	290.00
						105-612.00	440.00
						107-612.00	1,300.00
						202-646.00	813.00
						252-646.00	1,627.00
32859	AWWA	Inv 095719-AR	12/11/98	100-106.00	81.70	202-612.00	81.70
32860	Dennis Barlow	Reimbursement	12/11/98	100-106.00	52.00	150-658.00	52.00
32861	Batteries Plus	Inv H6-23262	12/11/98	100-106.00	108.36	103-606.00	108.36
32862	Bay West Supply Inc	Inv 17000/16996	12/11/98	100-106.00	297.05	109-614.00	124.15
						252-612.00	172.90
32863	B & B Excavation	Final Pymt	12/11/98	100-106.00	15,624.76	902-730.00	15,624.76
32864	Best Western Brookings Inn	Nov Statement	12/11/98	100-106.00	185.00	105-602.00	104.00
						109-686.00	81.00
32865	Brown & Caldwell	13-3219/13-3224	12/11/98	100-106.00	4,663.01	480-636.00	4,663.01
32866	Carpenter Auto Center	Nov Statement	12/11/98	100-106.00	253.72	103-606.00	253.72
32867	Central Equipment Company	Case Backhoe	12/11/98	100-106.00	47,999.00	450-726.00	47,999.00
32868	Chetco Pharmacy & Gifts	Nov Statement	12/11/98	100-106.00	9.94	103-614.00	9.94
32869	Coastal Coffee Service	Inv 4847	12/11/98	100-106.00	31.50	109-614.00	31.50
32870	Colvin Oil Company	End Nov/#656520	12/11/98	100-106.00	1,185.26	103-606.00	404.98
						104-606.00	108.62
						150-606.00	81.96
						201-606.00	47.66
						202-606.00	29.67
						251-606.00	18.28
						252-606.00	29.66
						252-612.00	464.43
32871	Coos-Curry Electric	Nov Electric	12/11/98	100-106.00	1,085.79	106-662.00	24.72
						201-662.00	1,032.35
						251-662.00	28.72
32872	Curry Coastal Pilot	Nov Statement	12/11/98	100-106.00	199.50	102-602.00	102.00
						105-602.00	97.50
32873	Dan's Auto & Marine Electric	Nov Statement	12/11/98	100-106.00	109.38	106-606.00	33.94
						201-606.00	26.18
						201-612.00	14.26
						251-606.00	30.50

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CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
Dan's Auto & Marine Electric, (Continued)							
32874	Dan's Photo & Cameras	Nov Statement	12/11/98	100-106.00	82.56	252-612.00 103-614.00 103-684.00	4.50 29.68 52.88
32875	DHR Child Support Unit	Garnishment	12/11/98	100-106.00	243.69	100-220.70	243.69
32876	DHR Child Support Unit	Garnishment	12/11/98	100-106.00	333.97	100-220.70	333.97
32877	EBS Trust	Jan Premium	12/11/98	100-106.00	56.00	103-654.00 104-654.00	32.00 24.00
32878	Ferrellgas	Nov Statement	12/11/98	100-106.00	219.75	150-624.00	219.75
32879	First Impressions	Inv 6240	12/11/98	100-106.00	120.34	103-602.00	120.34
32880	FNW Supply	Inv 065-5813328	12/11/98	100-106.00	103.66	252-606.00	103.66
32881	Franklin Covey Co	Inv 23306662	12/11/98	100-106.00	31.60	103-602.00	31.60
32882	Fred Meyer	#578719/#693069	12/11/98	100-106.00	701.76	106-608.00 252-612.00	599.76 102.00
32883	Gall's Inc	Inv 40151103	12/11/98	100-106.00	78.97	103-606.00	78.97
32884	Grants Pass Water Lab	Nov Statement	12/11/98	100-106.00	152.00	201-612.00	152.00
32885	GTE Network Services	Maint Contract	12/11/98	100-106.00	1,375.08	109-606.00	1,375.08
32886	GTE Northwest	Nov Phone	12/11/98	100-106.00	1,670.98	109-664.00	1,670.98
32887	Hagens Cleaners	Nov Statement	12/11/98	100-106.00	42.00	103-606.00	42.00
32888	Harbor Logging Supply Inc	Nov Statement	12/11/98	100-106.00	217.05	201-612.00	217.05
32889	HGE Inc	Nov Billing	12/11/98	100-106.00	5,332.53	105-646.00 150-646.00 201-646.00 251-636.00 251-646.00 902-730.00	744.00 205.35 283.34 19.34 2,541.00 1,539.50
32890	ICMA-RT 457 c/o 1st Ntl Bnk MD	Deferred Comp	12/11/98	100-106.00	960.00	100-220.70	960.00
32891	JWC Environmental	Inv 157271	12/11/98	100-106.00	272.04	252-606.00	272.04
32892	L & S Resources Inc	Year 2000 Books	12/11/98	100-106.00	291.00	102-602.00	291.00
32893	Muffler & More	Inv 7928	12/11/98	100-106.00	100.00	104-606.00	100.00
32894	Oregon Department of Revenue	State W/H Tax	12/11/98	100-106.00	3,791.25	100-220.30	3,791.25
32895	OR Teamster Employers Trust	Dec Premium	12/11/98	100-106.00	10,433.54	100-220.60	10,433.54
32896	OR Teamster Employers Trust	Dec Premium	12/11/98	100-106.00	6,019.33	100-220.60	6,019.33
32897	Pacific Engine Repair	Inv 1392	12/11/98	100-106.00	293.19	104-606.00	293.19
32898	Paramount Pest Control Inc	Inv 31201	12/11/98	100-106.00	31.00	103-624.00	31.00
32899	PERS - Retirement	PR 12/11/98	12/11/98	100-106.00	7,473.64	100-220.70 100-220.80	97.60 7,376.04
32900	Pitney Bowes Inc - FAX	Inv X270725	12/11/98	100-106.00	65.00	109-606.00	65.00
32901	Ron Plaster	Investigations	12/11/98	100-106.00	1,500.00	103-680.00	1,500.00
32902	Postmaster	Utility Permit	12/11/98	100-106.00	85.00	201-602.00 251-602.00	42.50 42.50
32903	Quality Fast Lube & Oil	Inv 16060	12/11/98	100-106.00	24.95	150-606.00	24.95
32904	Ramcell of Oregon	Nov Statement	12/11/98	100-106.00	186.32	103-664.00 104-664.00	165.57 20.75
32905	Rays Food Place	Nov Statement	12/11/98	100-106.00	67.15	103-602.00 109-614.00	47.84 7.16
32906	Roto-Rooter	Nov Statement	12/11/98	100-106.00	61.00	252-612.00 109-686.00	12.15 61.00
32907	Siegrist Ford	Inv 54513	12/11/98	100-106.00	742.48	251-606.00	742.48
32908	SOC-ICBO c/o Dennis Killishek	Reg-Sharp/Bales	12/11/98	100-106.00	150.00	104-658.00 105-658.00	75.00 75.00
32909	Soroptimist International	3 Wreaths	12/11/98	100-106.00	48.00	102-602.00	16.00

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Sooptimist International, (Continued)							
						105-602.00	16.00
						107-602.00	16.00
32910	Stamper's Tire	Inv 158285	12/11/98	100-106.00	379.91	103-606.00	379.91
32911	State Forester	Inv 99063001	12/11/98	100-106.00	229.55	109-686.00	229.55
32912	Teamsters Local Union 223	Dec Dues	12/11/98	100-106.00	527.00	100-220.70	527.00
32913	That Special Touch	Nov Statement	12/11/98	100-106.00	44.00	103-684.00	44.00
32914	Hilary Thompson	Reimbursement	12/11/98	100-106.00	20.48	109-606.00	20.48
32915	Transport Logic	Inv 194574	12/11/98	100-106.00	20.00	201-612.00	10.00
						252-612.00	10.00
32916	Trew & Cyphers	Nov Statement	12/11/98	100-106.00	2,704.50	102-632.00	2,704.50
32917	TSR Corporation	#3690,3689&3688	12/11/98	100-106.00	13,097.80	251-606.00	13,097.80
32918	Umpqua Community College	School-Haglund	12/11/98	100-106.00	90.00	202-658.00	90.00
32919	United Communications	Nov Statement	12/11/98	100-106.00	464.00	109-664.00	464.00
32920	Tom Weldon	Reimbursement	12/11/98	100-106.00	74.40	102-658.00	74.40
32921	White House Sales	Inv 67913	12/11/98	100-106.00	915.50	202-652.00	915.50
32922	Worlton Auto Body	Inv 4390	12/11/98	100-106.00	1,354.20	104-606.00	1,354.20
32923	WW Grainger Inc	Inv 753-9947726	12/11/98	100-106.00	1,450.00	104-606.00	1,450.00
32925	Doug Bales	Reimbursement	12/21/98	100-106.00	46.80	105-606.00	46.80
32926	Bankcard Services	Nov Stmt	12/21/98	100-106.00	3,160.96	102-602.00	25.00
						102-658.00	2,306.22
						103-602.00	50.00
						103-606.00	40.75
						103-658.00	564.79
						104-602.00	25.00
						104-606.00	99.20
						105-602.00	25.00
						107-602.00	25.00
32927	Dennis Barlow	Reimbursement	12/21/98	100-106.00	305.03	251-612.00	305.03
32928	Nancy Brendlinger	Reimbursement	12/21/98	100-106.00	79.63	102-658.00	79.63
32929	Brookings Harbor Medical Ctr	Nov Stmt	12/21/98	100-106.00	75.00	104-602.00	25.00
						150-612.00	25.00
						252-612.00	25.00
32930	Brookings Lock & Safe Co	Inv 3611	12/21/98	100-106.00	12.50	252-606.00	12.50
32931	Brown & Caldwell	Inv 13-3228	12/21/98	100-106.00	180,273.49	480-636.00	180,273.49
32932	CIS	Inv BRK-9801W	12/21/98	100-106.00	6,577.50	100-220.50	6,577.50
32933	Clackamas Communications Inc	Inv 3607895	12/21/98	100-106.00	297.97	103-688.00	297.97
32934	Coastal Coffee Service	Inv 9184	12/21/98	100-106.00	8.00	109-614.00	8.00
32935	Coastline Signs	Inv 13917	12/21/98	100-106.00	110.00	103-606.00	110.00
32936	Colvin Oil Company	Mid Dec Stmt	12/21/98	100-106.00	902.32	103-606.00	388.42
						104-606.00	19.90
						109-606.00	26.33
						150-606.00	224.92
						201-606.00	95.23
						202-606.00	50.61
						251-606.00	22.51
						252-606.00	50.59
						252-612.00	23.81
32937	Gary & Lisa Cooper	Refund Overpay	12/21/98	100-106.00	183.75	250-478.00	183.75
32938	Coos-Curry Electric	Nov Electric	12/21/98	100-106.00	3,344.82	106-662.00	414.20
						150-662.00	1,204.44
						201-662.00	775.60

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Coos-Curry Electric, (Continued)							
						251-662.00	759.20
						252-662.00	191.38
32939	Curry County Computer Services	Inv 21553	12/21/98	100-106.00	50.00	105-602.00	50.00
32940	Curry County Health Department	Hep B Series	12/21/98	100-106.00	214.00	103-614.00	116.40
						104-614.00	77.60
						252-612.00	20.00
32941	Curry Equipment	Inv 45179	12/21/98	100-106.00	22.00	251-606.00	22.00
32942	Del Cur Supply	Inv 742476	12/21/98	100-106.00	15.00	106-612.00	15.00
32943	FNW Supply	Inv 065-5946744	12/21/98	100-106.00	18.75	252-606.00	18.75
32944	Fred Meyer	Inv 693074	12/21/98	100-106.00	374.85	106-608.00	374.85
32945	Hach Co	Inv 434175	12/21/98	100-106.00	281.55	202-612.00	70.38
						252-612.00	70.39
						252-652.00	140.78
32946	JWC Environmental	Inv 157271	12/21/98	100-106.00	6,488.00	252-606.00	6,488.00
32947	Moore Breithaupt & Associates	Stnt 12/15/98	12/21/98	100-106.00	3,500.00	370-632.00	3,500.00
32948	National Business Furniture	Inv M36987-DUR	12/21/98	100-106.00	260.85	103-602.00	260.85
32949	NCL of Wisconsin Inc	Inv 86184	12/21/98	100-106.00	274.01	252-612.00	274.01
32950	OBOA	Deposit - Bales	12/21/98	100-106.00	250.00	105-658.00	250.00
32951	OR Department of Revenue	088497949229810	12/21/98	100-106.00	146.70	105-602.00	146.70
32952	Oregon Mayors Association	Dues-Brendlinge	12/21/98	100-106.00	70.00	102-660.00	70.00
32953	Oregon Section - ICMA	99 Dues-Weldon	12/21/98	100-106.00	136.37	102-660.00	136.37
32954	Ron & June Gibson	1 year sub	12/21/98	100-106.00	192.00	102-602.00	96.00
						103-602.00	96.00
32955	One Call Concepts, Inc	Inv 8118659	12/21/98	100-106.00	9.00	150-646.00	3.00
						201-612.00	3.00
						251-612.00	3.00
32956	PBCC	Inv3869393-DC98	12/21/98	100-106.00	290.80	109-606.00	290.80
32957	Petty Cash	Reimbursement	12/21/98	100-106.00	100.74	100-130.00	15.00
						102-602.00	19.56
						103-602.00	11.17
						105-602.00	3.79
						106-612.00	10.99
						109-602.00	7.17
						109-614.00	9.52
						201-612.00	19.39
						252-612.00	4.15
32958	Precision Art & Pinstriping	Inv 7965	12/21/98	100-106.00	502.00	104-606.00	502.00
32959	RDJ Specialties, Inc	Inv 16282	12/21/98	100-106.00	143.94	104-602.00	143.94
32960	Roto-Rooter	Inv 278961	12/21/98	100-106.00	1,828.60	252-646.00	1,828.60
32961	Sarah Rusch	Restitution	12/21/98	100-106.00	500.00	100-474.00	500.00
32962	Taplin Janitorial Services	Dec & Inv 1001	12/21/98	100-106.00	700.00	103-606.00	50.00
						109-644.00	650.00
32963	Tidewater Contractors Inc	InvM21006/14986	12/21/98	100-106.00	4,305.38	901-730.00	4,305.38
32964	Town & Country Animal Hospital	Inv 67731	12/21/98	100-106.00	61.50	103-688.00	61.50
32965	United Pipe & Supply Co Inc	4227417/4261415	12/21/98	100-106.00	1,296.42	201-612.00	1,296.42
32966	Chris Wallace	Reimbursement	12/21/98	100-106.00	31.38	103-688.00	31.38
32967	Richard & Pat Wassink	Refung Overpay	12/21/98	100-106.00	300.00	200-478.00	300.00
32968	Tom Weldon	Jan Car Allow	12/21/98	100-106.00	200.00	102-606.00	200.00
32969	Whitney Equipment Company Inc	Misc Invoices	12/21/98	100-106.00	739.66	252-606.00	739.66
32970	WSR Enterprises Inc	Inv 9721	12/21/98	100-106.00	64.07	109-602.00	64.07
32971	DHR Child Support Unit	Garnishment	12/21/98	100-106.00	243.69	100-220.70	243.69

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32972	DHR Child Support Unit	Garnishment	12/21/98	100-106.00	333.97	100-220.70	333.97
32973	ICMA-RT 457 c/o 1st Ntl Enk MD	Deferred Comp	12/21/98	100-106.00	960.00	100-220.70	960.00
32974	Oregon Department of Revenue	State W/H Taxes	12/21/98	100-106.00	3,613.81	100-220.30	3,613.81
32975	PERS Retirement	FR 12/22/98	12/21/98	100-106.00	7,076.77	100-220.80	7,076.77
					422,410.96		422,410.96
					=====		=====

\*\*\* END OF REPORT \*\*\*



BEFORE THE CITY COUNCIL  
CITY OF BROOKINGS, COUNTY OF CURRY  
STATE OF OREGON

In the matter of Planning Commission File No. CUP- ) **Final ORDER**  
3-78/MC-2; a request for a conditional use permit; ) **and Findings of**  
Sue Mencum et al, appellant; Appeal File No. APP-1- ) **Fact**  
98, applicant )

**ORDER** denying the appeal of the Planning Commission's approval of a Conditional Use Permit for a pre through 5<sup>th</sup> grade private school on a 1.09 acre parcel of land located at 777 Fifth St., the site of the Brookings Christian Church; Assessor's Map 41-13-6AB, Tax Lots 1401; R-2 (Two Family Residential).

**WHEREAS:**

1. The Planning Commission duly accepted the application filed in accordance with the Brookings Land Development Code pursuant to Section 140 Conditional Use Permits; and
2. Such application is required to show evidence that all of the following criteria has been met:
  - A. The proposal is in compliance with the Comprehensive Plan.
  - B. The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this code.
  - C. The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
  - D. The proposed use will have minimal adverse impact upon adjoining properties and the improvements thereon. In making this determination, the commission shall consider, but not be limited to, the proposed location of the improvements on the site, vehicular egress/ingress and internal circulation, pedestrian access, setbacks, height and bulk of buildings, walls and fences, landscaping, screening, exterior lighting and signing.
  - E. In areas designated as requiring preservation of historic, scenic or cultural attributes, proposed structures will be of a design complimentary to the surrounding area.
3. The Brookings Planning Commission duly considered the above described application on the agenda of its regularly scheduled public hearing on November 10, 1998; and
4. Recommendations were presented by the Planning Director in the form of a written Staff Agenda Report, dated October 30, 1998 and by oral presentation, and evidence and testimony was presented by the applicant and the public at the public hearing; and
5. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the Brookings Planning Commission, upon a motion duly seconded, considered the Staff Agenda Report and approved the request for the subject conditional



use permit with certain conditions of approval and directed staff to prepare a Final ORDER and Findings of Fact to that effect.

**WHEREAS**, the appellant appealed the Planning Commission's approval of the conditional use permit pursuant to Section 156, Appeal to the City Council, and

1. The Brookings City Council duly considered the above described application on the agenda of a regularly scheduled public hearing on December 14, 1998; and

2. Presentations were made by the Planning Director in the form of written Staff Agenda Reports dated October 30, 1998 and December 8, 1998 and by oral presentation, and evidence and testimony were presented by the appellant, the applicant and the public at the public hearing; and

3. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the City Council, upon a motion duly seconded, considered the Staff Agenda Report and denied the appeal but modified the conditions of approval as indicated below and directed staff to prepare a Final ORDER and Findings of Fact to that effect.

**THEREFORE, LET IT BE HEREBY ORDERED** that the appeal of the Planning Commission's approval of the conditional use permit on the subject parcel is denied.

**IT IS FURTHER ORDERED** that the City Councils denial of this appeal is supported by the following findings of fact and conclusions:

#### **FINDINGS**

1. The applicant is requesting a second minor change to the original conditional use permit to allow a school facility with grades preschool through 5 to operate from the existing church building on a 1.09 acre parcel of land.
2. The subject site is zoned R-2 (Two Family Residential) and is designated as residential by the Comprehensive Plan.
3. Schools are allowed as a conditional use in the R-2 Zone.
4. The existing church was granted a conditional use permit, File No. CU-3-78 in 1978.
5. A minor change to the original condition use was granted in 1992 to allow a preschool to operate from the church building. The conditions of approval for that approval included the following conditions:
  - The school shall conduct no more than eight classes per week (Monday through Friday) and shall not contain more than 15 students per class.
  - The applicant or the preschool operator shall require that only the paved parking area shall be used to deliver and pickup children and for other functions related to the operation of the preschool.



- The city retains the right to review the provisions of this minor change in regard to complaints about the school facility and to take appropriate action to resolve any issue which arises.
6. The proposed school will have a total of six classes a day, including four class for grades 1 thru 5 and one class each for preschool and kindergarten with a maximum of 12 children per class. The preschool and kindergarten will have a morning session and an afternoon session. The school will have a staff of 6 people.
  7. At full enrollment the proposed school has the potential to generate 72 vehicular trips twice a day plus 24 trips twice a day for the preschool and kindergarten classes.
  8. The subject site has two parking areas, one on the west side of the church building with a 40 foot wide driveway entering the north/south segment of Barbra Ln. and a second drive entering the east/west segment Barbra Ln. The second parking area is on the north side of the church building with an entrance from Ransom Ave. and an exit into the east/west segment of Barbra Ln. which is combined with the drive from the west parking area.
  9. Ransom Ave. is on the north boundary of the subject property and is a paved travel way within a 40 foot wide right-of-way with no other improvements. Fifth St. is on the east boundary and is a paved travel way within a non-standard right-of-way width with curb and gutter on both sides. Fifth St. is considered to be improved to the extent possible at this time. Barbra Ln. is on the west and south boundary of the subject property and is a gravel travel way with not other improvements within a 40 foot wide right-of-way.
  10. The school facility is currently operating with grades preschool thru 4.
  11. The city has received complaints about noise and hazards created by balls leaving the play area and entering Fifth St.

## CONCLUSIONS

1. The proposed school will not change the physical attributes of the subject site since it will be occupying the classrooms in the existing church building. The only parking required would be for the school staff and two or three spaces for visiting parents. The church has two parking areas with approximately 65 parking spaces. The City Building Official and Fire Chief have inspected the facility and found that it meets the occupancy, building and fire codes for the proposed school facility.
2. The proposed school facility will generate approximately 96 vehicular trips twice a day if full enrollment is realized. This traffic would be during four periods during the day with 76 trips in the morning, 24 trips when the morning preschool and kindergarten class lets out, 24 when the afternoon preschool and kindergarten class starts, and 76 at 3:30 p.m. when school lets out.

If the north parking area is used to drop off and pick up the children before and after school the subject site will handle the traffic generated by the proposed school.

3. The greatest impact the proposed school will have on the surrounding neighbors will be noise generated by the children during the three ½ hour play periods. The conditions of approval



require that the applicant address this issue in a mitigation plan submitted to the city staff for review and approval. The conditions will require the applicant to provide a plan to show how, with either a fence or by other means, the incidence of balls or other play ground items will be prevented. The conditions of approval will also provide the city the opportunity to review the operation of the school should more complaints be received.

4. There are no historical, cultural or scenic attributes on or within the vicinity of the subject site.
5. With the conditions of approval, the proposed use would meet the requirements of the criteria addressed above. Noise mitigation, however, may be very difficult and is a critical factor. The proposed school meets the other requirements of the Land Development Code and city's Comprehensive Plan does not provide specific goals or policies for schools.

### **CONDITIONS OF APPROVAL**

The conditions of approval are attached to this document and are made a part thereof.

**LET IT FURTHER BE OF RECORD** that the Planning Commission approved the requested Conditional Use Permit.

Dated this **25th** day of **JANUARY**, 1999.

---

Nancy A. Brendlinger, Mayor

ATTEST:

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John C. Bischoff, Planning Director



## CONDITIONS OF APPROVAL

Conditional Use Permit

CUP-3-78/MC-2

December 14, 1998

1. The conditions set forth herein are binding and are subject to review at any time. Failure on the part of the applicant or his successors to comply with these conditions may result in the revocation of this permit.
2. This conditional use permit will expire at the end of the school year of 2000. If the applicant wishes to continue operation of the school beyond that time, a new conditional use permit must be obtained
3. The school shall conduct no more than four classes for grades one through five and no more than one morning and one afternoon class each for the preschool and the kindergarten.
4. The total enrollment of the facility shall be no more than 55 children.
5. The length of the school year shall be no longer than the length of the public school year. No summer school classes shall be offered.
6. The applicant shall require that parents bringing children to, or picking children up at, the school, to enter the school property only by approaching from the west on Ransom St., making a right turn into the school property at the north parking area driveway; then after dropping off or picking up the child, proceed to the Barbra St. exit, make only a left turn onto Barbra and only a right turn onto Fifth St.
7. Within thirty (30) days of the Council's approval, December 14, 1998, the applicant will arrange for and meet with the neighbors surrounding the school to discuss noise mitigation measures. The results of this meeting will be reported to the city staff within three (3) days of the meeting.
8. Within 90 days of the Council's approval, December 14, 1998, the applicant shall construct a six foot high fence along the Ransom Ave. frontage of the subject property with a gate at the driveway and along the Fifth St. frontage of the subject property extending from the Ransom St. fence south to a point 15 feet south of the northeast corner of the church building.
9. The basket ball hoop and any other play yard item that may attract use during, non school hours shall be stored indoors when school is not in session.
10. The city retains the right to review the provisions of this minor change in regard to complaints about the school facility and to take appropriate action to resolve any issue which may arise.