

# **City of Brookings**

## **MEETING AGENDA**

### **CITY COUNCIL**

**Monday, February 10, 2020, 7:00pm**

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

### **CITY COUNCIL**

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Appointments/Announcements**

1. Patricia Brown recognition - Tony Baron
2. National School Counseling Week Proclamation [Pg. 2]
3. Reappointment of Linda Matlock to Budget Committee [Pg. 3]
4. Reappointment of Sally Laasch to Budget Committee [Pg. 7]

#### **E. Oral Requests and Communications from the audience**

(\*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

#### **F. Consent Calendar**

1. Approve Council minutes for January 27, 2020 [Pg. 12]
2. Accept Parks and Recreation minutes for November 21, 2019 [Pg. 14]
3. Accept Planning Commission minutes for November 5, 2019 [Pg. 15]
4. Accept Planning Commission minutes for December 3, 2019 [Pg. 16]

#### **G. Informational Non-Action Items**

1. January Vouchers [Pg. 18]
2. Committee Vacancies - NONE

#### **H. Remarks from Mayor and Councilors**

#### **I. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://www.brookings.or.us), at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.



# City of Brookings *Proclamation*

**WHEREAS,** school counselors are employed in public and private schools to help students reach their full potential; and

**WHEREAS,** school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

**WHEREAS,** school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

**WHEREAS,** school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

**WHEREAS,** school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

**WHEREAS,** comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school;

**NOW, THEREFORE BE IT RESOLVED,** that I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim February 3-7, 2020, as

## *National School Counseling Week*

***In Witness Whereof,*** I, Mayor Jake Pieper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 10<sup>th</sup> day of February, 2020.

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Mayor Jake Pieper





# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: February 10, 2020

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

\_\_\_\_\_  
  
City Manager Approval

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Subject: Reappointing Linda Matlock to the Budget Committee.

Recommended Motion: Move to reappoint Linda Matlock to the Budget Committee in position number 4 to expire February 1, 2023.

Financial Impact: None

Background/Discussion: Linda Matlock has submitted an application for reappointment to the Budget Committee; Matlock has served on the Budget Committee since 2014. The Mayor has reviewed application for consideration of appointment.

Attachment(s):

a. Volunteer Committee Application



## City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541-469-2163 Fax: 541-469-3650

[www.brookings.or.us](http://www.brookings.or.us)

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: Linda Matlock  
Physical Address: 620 Pioneer Rd Brookings OR 97415  
Mailing Address: PO Box 1972 Brookings OR 97415  
Email Address: lmatlock@roguecu.org Phone: 541 661 0144

#### PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for:   | <u>Composition (i)</u>   | <u>Term (ii)</u> |
|---|--------------------------|------------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB        | 4 years          |
| <input checked="" type="checkbox"/> Budget Committee                                  | 5 Electors               | 3 years          |
| <input type="checkbox"/> Parks and Recreation Commission                              | 4 Residents, 1 UGB       | 2 years          |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii)            | 4 Residents, 3 Curry Co. | 3 years          |
| <input type="checkbox"/> Other (please specify): _____                                |                          |                  |
2. City residents: How long have you lived in the City of Brookings? 37 years \_\_\_\_\_ months  
*Planning & Budget Applicants Only:* Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? \_\_\_\_\_ years \_\_\_\_\_ months
4. What is your current occupation? \_\_\_\_\_

#### NOTES:

##### (i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

##### (ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

##### (iii) *Other restrictions:*

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

**PART III Background Information: (Attach additional pages if needed)**

1. List your related experience and/or background to the position you are applying for:

6 years Budget Committee member

2. List any unrelated work history, educational background, and volunteer experience you may have:

Bachelors Degree in Business

30+ years accounting for local credit union

3. Briefly describe your interest in this position and what you hope to accomplish:

I enjoy volunteering in our community.  
This position fits with my work  
experience and education.

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**PART IV Volunteer Agreement:** *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see \*\* below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Linda Matlock

Applicant (print name)

Linda Matlock

Applicant's Signature

1-27-2020

Date

**\*\*Planning Commissioners** holding office on April 1<sup>st</sup> of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at [http://www.oregon.gov/ogec/docs/sei/sei-11 form sample only for website.pdf](http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf). Official forms provided by OGE.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

*Commission and Committee contact information:*

- Planning Commission: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)
- Budget Committee: 541-469-1123 - [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
- Parks and Recreation Commission: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)
- Tourism Promotion Advisory Committee: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: February 10, 2020

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

\_\_\_\_\_  
  
City Manager Approval

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Subject: Reappointing Sally Laasch to the Budget Committee.

Recommended Motion: Move to reappoint Sally Laasch to the Budget Committee in position number 4 to expire February 1, 2023.

Financial Impact: None

Background/Discussion: Sally Laasch has submitted an application for reappointment to the Budget Committee; Laasch has served on the Budget Committee since 2003. The Mayor has reviewed application for consideration of appointment.

Attachment(s):

a. Volunteer Committee Application





## City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541-469-2163 Fax: 541-469-3650

[www.brookings.or.us](http://www.brookings.or.us)

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: \_\_\_\_\_

Physical

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

Brookings

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

1. Commission/Committee applying for:

Composition (i)

Term (ii)

- |   |                          |         |
|---|--------------------------|---------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB        | 4 years |
| <input checked="" type="checkbox"/> Budget Committee                                  | 5 Electors               | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission                              | 4 Residents, 1 UGB       | 2 years |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii)            | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____                                |                          |         |

2. City residents: How long have you lived in the City of Brookings? 20+ years \_\_\_\_\_ months

*Planning & Budget Applicants Only:* Are you a City elector (registered voter)? ☐ Yes ☐ No

3. UGB residents: How long have you lived in the UGB? \_\_\_\_\_ years \_\_\_\_\_ months

4. What is your current occupation? Retired

#### NOTES:

(i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) *Other restrictions:*

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- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.



**PART III Background Information:** (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

BS (Mgt) with concentration in accounting.

Recommend Grant applications for recommendation or decline based on what the colleges/universities had in their budgets. Sometimes recommended at a lower budget, after taking out unwanted items.

2. List any unrelated work history, educational background, and volunteer experience you may have:

Husband had tax business (Enrolled Agent). I assisted by preparing bills for his clients; and made copies of different colors. White to mail in to State Govts, & IRS. For the tax payer's records = green; for our records = blue.

3. Briefly describe your interest in this position and what you hope to accomplish:

Balanced budget. Sometime, need to ask if an unusual item is fundable.

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- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see \*\* below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Sally C. Laäsch

Applicant (print name)

S. Laäsch

Applicant's Signature

1/29/20

Date

**\*\*Planning Commissioners holding office on April 1<sup>st</sup> of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at [http://www.oregon.gov/ogec/docs/sei/sei-11 form sample only for website.pdf](http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf). Official forms provided by OGE.**

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# City of Brookings CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
Monday, January 27, 2020

## **Call to Order**

Mayor Pieper called the meeting to order at 7:01 PM

## **Roll Call**

Council Present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, John McKinney and Ron Hedenskog; a quorum present

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, Public Works and Development Services Deputy Director Jay Trost, Deputy Recorder Amber Nalls and Planning Tech. Lauri Ziemer

Media Present: Pilot Reprehensive Brian Williams

Others Present: Approximately 25 audience members

## **Ceremonies**

1. Brookings-Harbor High School Cross Country Team
  - a. Resolution 20-R-1171- Mayor Pieper presented the resolution and introduced the team members and Coach Terry Axel.

**Councilor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to adopt Resolution 20-R-1171 commending the 2019 BHHS Cross Country Team.**

2. Mayor's Monarch Pledge
  - a. City Manager presented staff report and introduced Dennis Triglia Monarch Festival spokesperson. Dennis encouraged the Promotion of the City's involvement in Monarch conservation and the Mayor's Monarch Pledge.

**Councilor McKinney moved to authorize Mayor Pieper to take the Mayors' Monarch Pledge; Councilor Hedenskog seconded, and Council voted unanimously to approve.**

3. Appoint Jaime Armstrong to the Parks and Recreation Commission.

**Councilor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to appoint Jaime Armstrong to the Parks and Recreation Commission.**

4. Appoint Michelle Morosky to the Planning Commission.

**Councilor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to appoint Michelle Morosky to the Planning Commission.**

5. Amber Nalls Deputy Recorder Introduction

City Manager Janell Howard introduced Amber Nalls as the new Deputy Recorder.

## **Oral Requests and Communications from the Audience**

1. Court Boice – County commissioner provided Council TSOC update.

### **Consent Calendar**

1. Approve Council minutes for January 13, 2020
2. Receive monthly financial report for December 2019

**Councilor Hodges moved, Councilor McKinney seconded, and Council voted unanimously to approve the Consent Calendar.**

### **Staff Reports**

1. *Camping on Beaches in City Limits*

Public Works Development Services Deputy Director Jay Trost presented the staff report.

Travis Stevens 3254 Sherman Ave Coos Bay, Oregon, spoke in regarding to the transient epidemic and the need for intervention for the homeless.

Council discussed not wanting to restrict citizen's access to overnight camping on beaches while also considering the need to keep beaches safe and free from vandalism.

**Councilor Hedenskog moved to authorize City Manager to request Oregon Parks and Recreation Department to add Brookings to the list of City's that prohibit camping on beaches; Mayor Pieper seconded, and Council voted. Councilors Hodges, Hamilton, McKinney voted against with Councilor Hedenskog and Mayor Pieper voting in favor. Motion failed.**

2. *Public Urination Ordinance 20-O-784*

Public Works & Development Director Tony Baron presented the staff report.

**Councilor Hodges moved, Councilor Hedenskog seconded to read Ordinance 20-O-784 the first time by title only and Council voted unanimously to approve.**

**Councilor Hodges moved, Councilor Hedenskog seconded to read Ordinance 20-O-784 a second time by title only and Council voted unanimously to approve.**

**Councilor Hedenskog moved, Councilor Hodges seconded to read Ordinance 20-O-784 and move to adopt ordinance 20-O-784. Council voted unanimously to approve.**

### **Adjournment**

Councilor Hamilton moved, Councilor Hedenskog seconded and Councilors voted unanimously to adjourn the meeting at 8:00 PM.

Respectfully submitted:

ATTESTED:

this\_\_\_\_\_ day of February, 2020:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
November 21, 2019

**CALL TO ORDER**

Chair Patt Brown called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Trace Kather, Lex Rau and Chair Patt Brown

*Absent:* Commissioner Bard Alcorn, Lonnie Nalls

*Also present:* Deputy PWDS Director Jay Trost and RARE participant Erik Orta

**APPROVAL OF MINUTES**

**Motion made by Commissioner Kather to approve the minutes of September 26, 2019; motion seconded by Commissioner Rau and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES** – Citizen suggested an arena for soccer and footzall be added to the Parks Master Plan list.

**COMMISSION BUSINESS** - None

**REGULAR AGENDA –**

- A. Bud Cross Park Use Policy** – Jay Trost presented policy to limit use of Bud Cross Park to youth oriented sports activities due to the damage and impact that adult tournaments have on the fields. **Motion made by Commissioner Kather to approve park policy of limiting use of Bud Cross Fields to youth oriented sports activities, including Little League baseball and youth soccer; motion seconded by Commissioner Rau and Commission voted; the motion carried unanimously.**
- B. Park Vendor Policy** - Jay Trost presented policy to establish a park vendor policy so the ballfields become a place to congregate during the sports seasons with amenities. Would encourage spectators to ballfield events and allow vendors to be selected in advance and plan ahead for events. **Motion made by Commissioner Kather to establish a park policy of yearly Request for Proposals for vendors to operate during the various sports field events; motion seconded by Commissioner Rau and Commission voted; the motion carried unanimously.**

**INFORMATION UPDATES/DISCUSSION ITEMS**

- A. Parks Projects** – Azalea Park basketball courts are finished and being used with plans to eventually install lights for night use. Eric advised he is working on a plan to develop an outdoor fitness area in Azalea Park with the Rotary Club who is assisting with costs of the project. Jay advised work will begin on the Chetco Point dog park later this winter.
- B. Parks Update** - Conducted a mass clean up at Mill Beach and have ordered additional cameras for better monitoring of activities. Restrooms have been repaired and reopened. City is in the process of establishing an agreement with the county to lease them Social Security Bar, where they would take over care and management with them establishing a campground area with a camp host.

**COMMISSIONER REPORTS/COMMENTS –**

Commissioner Brown commented that she has heard positive comments on the basketball courts and believes the outdoor fitness area will be positive.

**ADJOURNMENT**

Next meeting scheduled for January 23, 2020. With no further business, meeting adjourned at 7:47 pm.

Respectfully submitted,



Patt Brown, Chair

(Approved at January 23, 2020 meeting)



**BROOKINGS PLANNING COMMISSION MINUTES**  
**November 5, 2019**

**CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

**ROLL CALL** - Introduction of new Commissioner Bill Dundom

Commissioners Present: Cody Coons, Bill Dundom, Skip Hunter, Clayton Malmberg and Gerald Wulkowicz

Commissioners Absent: Tim Hartzell

Staff Present: PWDS Director Tony Baron and Planning Tech Lauri Ziemer

Others Present: 1 audience member

**PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS** - None

**PUBLIC HEARINGS**

- 4.1 In the matter of File No. MC-3-19 (CUP-1-15), a request for approval of a Minor Change of a Conditional Use Permit changing permit for 1051 Wharf Street into new property owner's name.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:04 pm. PWDS Director Tony Baron reviewed the staff report.

Applicant's representative, Celeste Myers, VACASA Rentals, 95919 Sundown Road, Brookings was present and available for questions. Chair Wulkowicz questioned if the house address was visible from the roadway and she advised there was signage to the house. No one spoke in opposition or requested additional time to submit materials. The public hearing was closed at 7:10 pm.

The Commission discussed criteria required for a Minor Change to a CUP and deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. MC-3-19 (CUP-1-15), a request for a Minor Change of the Conditional Use Permit changing the permit for 1051 Wharf Street into the new property owner's name, Rosemary Watson Frith based on the findings and conclusions stated in the staff report and subject to the conditions of approval; motion seconded by Chair Wulkowicz. By a 5-0 vote the motion carried.**

**Motion made by Commissioner Coons to approve the Final Order regarding file MC-3-19 (CUP-1-15), based on the findings and conclusions stated in the staff report and subject to the conditions of approval; motion seconded by Commissioner Hunter. By a 5-0 vote the motion carried.**

**MINUTES FOR APPROVAL**

- 5.1 Minutes of regular Planning Commission meeting of October 1, 2019. **Motion made by Chair Wulkowicz to approve the minutes as presented; motion seconded by Commissioner Hunter. By a 5-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES** - None

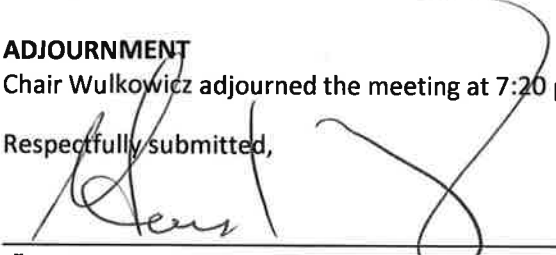
**REPORT FROM THE PLANNING STAFF** – Tony Baron advised Commission of upcoming planning applications including a City initiated annexation in the Parkview area and Land Development Code Changes.

**COMMISSION FINAL COMMENTS** – None

**ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 7:20 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Gerald Wulkowicz, Brookings Planning Commissioner  
Approved at the February 4, 2019 meeting

## **BROOKINGS PLANNING COMMISSION MINUTES**

**December 3, 2019**

### **CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:01 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

### **ROLL CALL**

Commissioners Present: Bill Dundom, Tim Hartzell, Skip Hunter and Gerald Wulkowicz

Commissioners Absent: Cody Coons, Clayton Malmberg

Staff Present: PWDS Director Tony Baron and Planning Tech Lauri Ziemer

Audience Present: 2 members

### **PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None**

### **PUBLIC HEARINGS**

4.1 In the matter of File No. MC-4-19 (CUP-1-08), a request for approval of a Minor Change of a Conditional Use Permit changing permit for 210 Lilac Lane into new property owner's name.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7: 05 pm. PWDS Director Tony Baron reviewed the staff report.

Applicant's representative, Ron Reel, Pacific Ocean Properties was present and available for questions. No one spoke in opposition or requested additional time to submit materials. The public hearing was closed at 7: 10 pm.

The Commission reviewed criteria required for a Minor Change to a CUP. **Motion made by Commissioner Hartzell to approve File No. MC-4-19 (CUP-1-08) a request for a Minor Change of the Conditional Use Permit changing the permit for 210 Lilac Lane into the new property owner's names, Christopher & Rondell Schroeder based on the findings and conclusions stated in the staff report and subject to the conditions of approval; motion seconded by Commissioner Hunter. By a 4-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file MC-4-19 (CUP-1-08), based on the findings and conclusions stated in the staff report and subject to the conditions of approval; motion seconded by Commissioner Hartzell. By a 4-0 vote the motion carried.**

### **MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of November 5, 2019. **Motion made by Commissioner Dundom to approve the minutes as presented; motion seconded by Commissioner Hunter.** Commissioner Hartzell advised he was absent and would abstain from the vote. **Motion made by Chair Wulkowicz to rescind approval of minutes and continue item to January meeting for a quorum to be present; motion seconded by Commissioner Dundom. By a 4-0 vote the motion carried.**

### **UNSCHEDULED PUBLIC APPEARANCE - None**

**REPORT FROM THE PLANNING STAFF** – Tony Baron advised that City Council held a workshop to discuss Land Development Code Changes on the C2 Zoning language and the temporary housing ordinance. Will try to bring those matters before the Planning Commission in February.

The Parkview annexation letters were sent and residents have until December 15<sup>th</sup> to respond to LCOG.

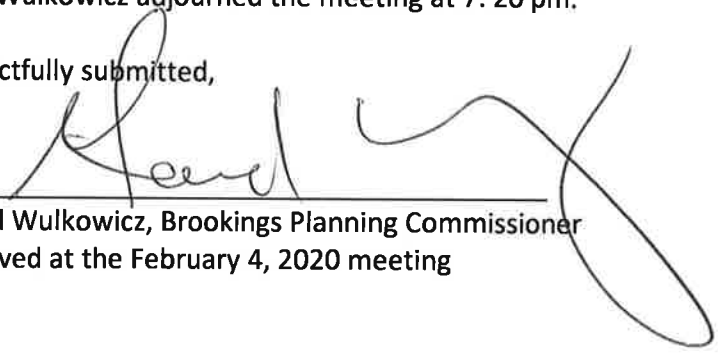
The Alderwood subdivision final walk thru and punch list has been conducted, and once items on the punch list are completed, the plat map will be submitted for final signatures and submittal to the County.

**COMMISSION FINAL COMMENTS** – Chair Wulkowicz suggested postponing the election of the 2020 Planning Commission Chair and Vice Chair since the full Commission was not in attendance. **Motion made by Chair Wulkowicz to postpone election of Chair and Vice Chair until the January 2020 meeting; motion seconded by Commissioner Hartzell. By a 4-0 vote the motion carried.**

#### **ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 7: 20 pm.

Respectfully submitted,



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Gerald Wulkowicz, Brookings Planning Commissioner  
Approved at the February 4, 2020 meeting



## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/22/2020	80810	861	Village Express Mail Center	10-00-2005	10.72- V
01/20	01/22/2020	81638	4	Jeff Pendleton	10-00-2005	214.00- V
01/20	01/22/2020	81822	1	Terry & Davene Adams	20-00-2005	4.89- V
01/20	01/22/2020	81897	4	Brookings Harbor Comm Theatre	10-00-2005	126.00- V
01/20	01/22/2020	82116	5715	Sue Darger	10-00-2005	34.48- V
01/20	01/22/2020	82534	1	A+ Water	20-00-2005	55.13- V
01/20	01/22/2020	82702	1	Itzell Salazar	20-00-2005	125.43- V
01/20	01/22/2020	82819	1	Leonel Gallegos	20-00-2005	156.41- V
01/20	01/22/2020	82856	3	Neil Frank	20-00-2005	100.00- V
01/20	01/22/2020	83208	1	Dan & Michelle Carroll	20-00-2005	300.00- V
01/20	01/22/2020	83232	3	Dan & Michelle Carroll	20-00-2005	73.04- V
01/20	01/02/2020	84179	5908	Amazon Capital Services	49-00-2005	66.66
01/20	01/02/2020	84180	4778	Ausland Group	50-00-2005	105,185.72
01/20	01/02/2020	84181	5048	Brookings Harbor Medical Center	10-00-2005	300.00
01/20	01/02/2020	84182	313	Brookings Vol Firefighters	10-00-2005	2,250.00
01/20	01/02/2020	84183	715	Budge McHugh Supply	25-00-2005	2,938.32
01/20	01/02/2020	84184	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
01/20	01/02/2020	84185	3834	Clean Sweep Janitorial Service	25-00-2005	2,030.00
01/20	01/02/2020	84186	5827	Coastal Investments LLC	10-00-2005	1,130.00
01/20	01/02/2020	84187	1745	Coastal Paper & Supply, Inc	10-00-2005	498.48
01/20	01/02/2020	84188	5970	Community Classifieds	10-00-2005	285.00
01/20	01/02/2020	84189	5874	Cumulus Global	49-00-2005	81.36
01/20	01/02/2020	84190	4746	Curry County Treasurer	10-00-2005	164.25
01/20	01/02/2020	84191	317	DCBS - Fiscal Services	10-00-2005	94.56
01/20	01/02/2020	84192	1	Jeremy Ruark	20-00-2005	120.34
01/20	01/02/2020	84193	3342	Fastenal	15-00-2005	150.00
01/20	01/02/2020	84194	2186	Ferguson Waterworks #3011	20-00-2005	2,600.00
01/20	01/02/2020	84195	5491	Fire Rescue Equipment NW, LLC	10-00-2005	1,170.00
01/20	01/02/2020	84196	5432	First Community Credit Union	25-00-2005	812.99
01/20	01/02/2020	84197	298	Freeman Rock, Inc	15-00-2005	560.40
01/20	01/02/2020	84198	199	Richard Harper	10-00-2005	400.00
01/20	01/02/2020	84199	5969	Joel Lutzow	10-00-2005	2,701.50
01/20	01/02/2020	84200	5956	Municipal Emergency Services	10-00-2005	236.10
01/20	01/02/2020	84201	5155	Oregon Department of Revenue	10-00-2005	571.25
01/20	01/02/2020	84202	4	Heather Kessler	10-00-2005	218.00
01/20	01/02/2020	84203	322	Postmaster	25-00-2005	850.00
01/20	01/02/2020	84204	207	Quill Corporation	10-00-2005	100.96
01/20	01/02/2020	84205	3	Conrad Delco Trust	20-00-2005	7,021.88
01/20	01/02/2020	84206	3	Pacific Coast Rentals	20-00-2005	72.61
01/20	01/02/2020	84207	1840	Rogue Credit Union	15-00-2005	1,356.89
01/20	01/02/2020	84208	3752	Trace Analytics, LLC	10-00-2005	89.00
01/20	01/02/2020	84209	2863	Verizon Wireless	10-00-2005	551.53
01/20	01/02/2020	84210	861	Village Express Mail Center	10-00-2005	6.25
01/20	01/02/2020	84211	4131	Zumar Industries Inc	15-00-2005	1,037.20
01/20	01/09/2020	84212	5704	Azalea Society of America	10-00-2005	90.00
01/20	01/09/2020	84213	5966	BNT Promotional Products	10-00-2005	397.67
01/20	01/09/2020	84214	193	Central Equipment Co, Inc	25-00-2005	807.26
01/20	01/09/2020	84215	5858	CH2M Hill OMI	25-00-2005	109,487.15
01/20	01/09/2020	84216	5822	Chaves Consulting Inc	49-00-2005	370.20
01/20	01/09/2020	84217	5952	Chetco Auto Marine & Industrial Supply	20-00-2005	309.07
01/20	01/09/2020	84218	3834	Clean Sweep Janitorial Service	10-00-2005	125.00
01/20	01/09/2020	84219	822	Coast Auto Center	61-00-2005	377.48
01/20	01/09/2020	84220	183	Colvin Oil Company	10-00-2005	2,545.01

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/09/2020	84221	173	Curry Equipment	10-00-2005	609.45
01/20	01/09/2020	84222	1	Julie Foster	20-00-2005	60.00
01/20	01/09/2020	84223	1	Donna Johnson	20-00-2005	143.75
01/20	01/09/2020	84224	153	Ferrellgas	25-00-2005	842.08
01/20	01/09/2020	84225	4646	Frontier	30-00-2005	400.55
01/20	01/09/2020	84226	5004	Galls, LLC	10-00-2005	37.80
01/20	01/09/2020	84227	5572	Globalstar USA	10-00-2005	1,049.93
01/20	01/09/2020	84228	139	Harbor Logging Supply	15-00-2005	477.76
01/20	01/09/2020	84229	4357	Hemlock Street Properties LLC	10-00-2005	375.00
01/20	01/09/2020	84230	4171	In-Motion Graphics	10-00-2005	595.00
01/20	01/09/2020	84231	162	Kerr Hardware	10-00-2005	1,356.41
01/20	01/09/2020	84232	4487	Net Assets Corporation	10-00-2005	492.00
01/20	01/09/2020	84233	329	New Hope Plumbing	10-00-2005	170.50
01/20	01/09/2020	84234	4781	OHA Cashier	20-00-2005	195.00
01/20	01/09/2020	84235	4781	OHA Cashier	20-00-2005	195.00
01/20	01/09/2020	84236	3561	Oil Can Henry's	10-00-2005	91.73
01/20	01/09/2020	84237	5783	ONCAIC	10-00-2005	175.00
01/20	01/09/2020	84238	279	One Call Concepts, Inc	25-00-2005	25.76
01/20	01/09/2020	84239	5008	Online Information Services	10-00-2005	120.70
01/20	01/09/2020	84240	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
01/20	01/09/2020	84241	4542	Umpqua Bank	10-00-2005	8,484.19
01/20	01/09/2020	84242	990	UPS	20-00-2005	10.97
01/20	01/09/2020	84243	861	Village Express Mail Center	10-00-2005	31.71
01/20	01/09/2020	84244	2122	Cardmember Service	61-00-2005	8,998.96
01/20	01/09/2020	84245	4220	Woof's Dog Bakery	61-00-2005	46.00
01/20	01/16/2020	84246	4734	Aramark Uniform Services	10-00-2005	120.00
01/20	01/16/2020	84247	2407	Blue Star Gas	10-00-2005	102.00
01/20	01/16/2020	84248	193	Central Equipment Co, Inc	10-00-2005	108.89
01/20	01/16/2020	84249	5842	Century West Engineering Corp	33-00-2005	13,737.50
01/20	01/16/2020	84250	3015	Charter Communications	10-00-2005	99.98
01/20	01/16/2020	84251	5939	Country Media Inc	10-00-2005	197.50
01/20	01/16/2020	84252	1	Andreas Brenner	20-00-2005	206.48
01/20	01/16/2020	84253	1	Browman Development Co	20-00-2005	170.13
01/20	01/16/2020	84254	1	Dana Connelly	20-00-2005	173.59
01/20	01/16/2020	84255	1	Louis Maze	20-00-2005	204.90
01/20	01/16/2020	84256	1	ORCCA-South Coast Head Start	20-00-2005	181.46
01/20	01/16/2020	84257	1	Adam & Emilie Preiser	20-00-2005	169.36
01/20	01/16/2020	84258	1	Arnold Wardwell	20-00-2005	268.30
01/20	01/16/2020	84259	371	Dept. of Environmental Quality	25-00-2005	270.00
01/20	01/16/2020	84260	3342	Fastenal	25-00-2005	270.23
01/20	01/16/2020	84261	4646	Frontier	25-00-2005	1,054.95
01/20	01/16/2020	84262	5193	Granich Engineered Products Inc	53-00-2005	11,280.58
01/20	01/16/2020	84263	1130	H.D. Fowler	20-00-2005	83.28
01/20	01/16/2020	84264	4357	Hemlock Street Properties LLC	10-00-2005	405.00
01/20	01/16/2020	84265	4980	iSecure	10-00-2005	33.00
01/20	01/16/2020	84266	5971	Mark Chandler Sheetmetal	50-00-2005	280.00
01/20	01/16/2020	84267	4269	Gary Milliman	10-00-2005	74.08
01/20	01/16/2020	84268	283	Muffler & More	25-00-2005	150.95
01/20	01/16/2020	84269	5886	Office Depot Inc	10-00-2005	69.98
01/20	01/16/2020	84270	866	Pitney Bowes Global Financial , LLC	10-00-2005	144.93
01/20	01/16/2020	84271	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
01/20	01/16/2020	84272	207	Quill Corporation	10-00-2005	53.86
01/20	01/16/2020	84273	3	Guy Layne & Shantelle Baker	20-00-2005	86.68
01/20	01/16/2020	84274	3499	Simplot Grower Solutions	10-00-2005	114.06
01/20	01/16/2020	84275	5457	Speer Hoyt LLC	10-00-2005	700.00
01/20	01/16/2020	84276	169	Waste Connections Inc	15-00-2005	2,978.42

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/16/2020	84277	5972	West Coast Empire Homes	50-00-2005	6,900.00
01/20	01/23/2020	84278	1169	Brookings Electronic Svs Inc	50-00-2005	449.76
01/20	01/23/2020	84279	5949	Mark Camarillo	15-00-2005	115.00
01/20	01/23/2020	84280	5070	Canon Solutions America	10-00-2005	175.75
01/20	01/23/2020	84281	193	Central Equipment Co, Inc	25-00-2005	1,977.00
01/20	01/23/2020	84282	3015	Spectrum	30-00-2005	495.00
01/20	01/23/2020	84283	4928	CIS Trust	10-00-2005	175.00
01/20	01/23/2020	84284	822	Coast Auto Center	10-00-2005	5,421.00
01/20	01/23/2020	84285	5715	Sue Darger	10-00-2005	34.48
01/20	01/23/2020	84286	1	A+ Water	20-00-2005	55.13
01/20	01/23/2020	84287	1	Terry & Davene Adams	20-00-2005	4.89
01/20	01/23/2020	84288	1	Dan & Michelle Carroll	20-00-2005	300.00
01/20	01/23/2020	84289	1	Leonel Gallegos	20-00-2005	156.41
01/20	01/23/2020	84290	1	Itzell Salazar	20-00-2005	125.43
01/20	01/23/2020	84291	371	Dept. of Environmental Quality	25-00-2005	10,590.00
01/20	01/23/2020	84292	2640	Dyer Partnership Inc., The	52-00-2005	2,919.76
01/20	01/23/2020	84293	2067	Enviro-Clean Equipment	20-00-2005	52.14
01/20	01/23/2020	84294	5951	Executech Utah LLC	49-00-2005	30.06
01/20	01/23/2020	84295	5065	Gold Beach Lumber	50-00-2005	2,907.78
01/20	01/23/2020	84296	4981	McLennan Excavation, Inc	15-00-2005	2,450.00
01/20	01/23/2020	84297	3159	NorthCoast Health Screening	10-00-2005	316.00
01/20	01/23/2020	84298	4324	OGFOA	10-00-2005	290.00
01/20	01/23/2020	84299	4	Brookings Harbor Comm Theatre	10-00-2005	126.00
01/20	01/23/2020	84300	4	Jeff Pendleton	10-00-2005	214.00
01/20	01/23/2020	84301	5849	PR Diamond Products Inc	20-00-2005	140.00
01/20	01/23/2020	84302	3	Dan & Michelle Carroll	20-00-2005	73.04
01/20	01/23/2020	84303	3	Neil Frank	20-00-2005	100.00
01/20	01/23/2020	84304	3	Pacific Ocean Properties	20-00-2005	102.94
01/20	01/23/2020	84305	3	Lowell & Kathryn Rau	20-00-2005	9.75
01/20	01/23/2020	84306	3369	Schwabe Williamson & Wyatt PC	20-00-2005	575.25
01/20	01/23/2020	84307	861	Village Express Mail Center	10-00-2005	10.72
01/20	01/30/2020	84308	4859	Brookings Harbor Garden Club	10-00-2005	1,500.00
01/20	01/30/2020	84309	5070	Canon Solutions America	10-00-2005	81.57
01/20	01/30/2020	84310	3015	Charter Communications	10-00-2005	144.98
01/20	01/30/2020	84311	822	Coast Auto Center	10-00-2005	775.95
01/20	01/30/2020	84312	183	Colvin Oil Company	10-00-2005	2,101.04
01/20	01/30/2020	84313	182	Coos-Curry Electric	10-00-2005	4,958.19
01/20	01/30/2020	84314	1	Milt & Betty Gowman	20-00-2005	35.64
01/20	01/30/2020	84315	1	HOP	20-00-2005	14.88
01/20	01/30/2020	84316	1	Andrew Myer	20-00-2005	267.07
01/20	01/30/2020	84317	1	Joann Vanderschaaf	20-00-2005	62.66
01/20	01/30/2020	84318	4646	Frontier	10-00-2005	225.94
01/20	01/30/2020	84319	5860	Lane Council of Governments	10-00-2005	2,544.87
01/20	01/30/2020	84320	5886	Office Depot Inc	10-00-2005	44.22
01/20	01/30/2020	84321	3561	Oil Can Henry's	10-00-2005	93.97
01/20	01/30/2020	84322	207	Quill Corporation	10-00-2005	717.46
01/20	01/30/2020	84323	3	Palm Industries Inc	20-00-2005	47.32
01/20	01/30/2020	84324	2125	State of OR Water Resources Dept	20-00-2005	670.00
01/20	01/30/2020	84325	797	Town & Country Animal Clinic	61-00-2005	281.00
01/20	01/30/2020	84326	5973	Tyree Oil Inc	10-00-2005	50.42
01/20	01/30/2020	84327	861	Village Express Mail Center	10-00-2005	32.22
Grand Totals:						361,360.35



Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: Summary

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