



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, May 18, 2016 – 10:00 A.M.
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon
www.co.curry.or.us

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
For public comment, a completed speaker's slip must be submitted.*

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. AGENDA AMENDMENTS**
- 3. APPROVAL OF AGENDA**
- 4. PRESENTATIONS TO THE BOARD**
- 5. PUBLIC COMMENTS**
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**

- 8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS**
 - a. Consider a revised structure and by-laws for the Citizen Involvement Committee – Community Development (10min)

- 9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**
 - a. Appointment to the Planning Commission B. Morrow – Community Development (2min)
 - b. Boice Cope Caretaker Host Volunteer Agreement for Fiscal Year 2016-2017 – Parks (5min)
 - c. Replace Existing Job Description of RSVP Program Director–Commissioner Brown (5min)
 - d. Supplemental Budget for Brookings Airport Fiscal Year 2015-2016 (5min)

- 10. CONSENT CALENDAR**
- 11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS**
 - a. Community Development April Activity Report

- 12. ANNOUNCEMENTS**
 - a. Anyone who would like to be included on the email list for County Public Notices can do so by contacting the Board of Commissioners Office.
 - b. Budget Committee Meeting on Wednesday 05-23-2016 at 10:00 a.m.
 - c. Board of Commissioners Workshop Wednesday 05-25-2016 at 10:00 a.m.
 - d. Videos of the Board of Commissioner Meetings are posted on the website and are now mobile friendly ☺ Keep up on what's going on and watch it from anywhere!
 - e. Azalea Festival and Parade in Brookings on May 26th – May 30th.

- 13. EXECUTIVE SESSION**
- 14. ADJOURN**

Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541-247-3296 if you have questions regarding this notice.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_Office@co.curry.or.us

AGENDA ITEM TITLE:

AGENDA DATE^a: May 18, 2016 **SUBMITTING DEPARTMENT:**

Community Development Department

^aSubmit by nine days prior to the next General Meeting (ten days if a holiday falls within that nine day period)

CONTACT PERSON: Carolyn Johnson, Planning Director **PHONE/EXT:** 541-247-3228 **TODAY'S DATE:** May 3, 2016

BRIEF BACKGROUND OR NOTE^b:

The Board of Commissioners will be asked to 1) consider adopting a revised structure and by-laws for the Citizen Involvement Committee and 2) review and consider three CIC member applications. Applications have been received from Messrs.' Carl King, Planning Commissioner Kevin McHugh and John Bischoff.

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Memorandum

- (1)staff report
- (2)
- (3)
- (4)

Are there originals in route (paper copies with pre-existing signatures) Yes No

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

- File with County Clerk
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:

Address:

City/State/Zip:

Phone: 541-247-3228

Due date to send: / /

Email: Johnsonc@co.curry.or.us

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Proclamations/Resolutions

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison



BOARD OF COMMISSIONERS AGENDA REPORT

Meeting Date: May 18, 2016 **Prepared by:** Carolyn Johnson, Planning Director

Subject: Repealing Resolution and Order 12010 and creating a revised Curry County Involvement Committee and its by-laws.

Recommendation:

- 1) Adopt Resolution (attachment 1) repealing Resolution and Order No. 12010 and adopting a revised structure and by-laws for the Citizen Involvement Committee.
- 2) Review and consider Citizen Involvement Committee applications (attachment 2)

Alternatives:

Do not repeal Resolution and Order 12010 and provide direction.
Defer review of the CIC member applications to a future date.

The establishment and use of the Curry County Citizen Involvement Committee (CIC) enables Curry County consistency with Oregon Statewide Planning Goal 1 specified in OAR 660-015-0000(1). Goal 1 requires the County “to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.” The Board of Commissioners is being asked to 1) consider adopting a revised structure and by-laws for the Citizen Involvement Committee and 2) review and consider three CIC member applications.

Revised CIC structure and new by-laws:

The Board of Commissioners (BOC) December 20, 2004 Resolution/Order no. 12010 established a five member CIC. In the past years, CIC activity has been extremely limited. Due to resignations and terms ending for various committee members, there is now one member left on the CIC, John Bischoff, whose term expires June 7, 2016. Recently Mr. Bischoff, former CIC member Carl King, and Planning Commissioner Kevin McHugh expressed interest in the CIC and identified community outreach ideas that could be easily implemented. After some discussion between these gentlemen and the Planning Director, the following ideas are presented to the BOC for consideration:

Idea #1) Reduce the size of the CIC to three individuals.

Staff comments:

State law does not mandate the size of the CIC. Given the County’s lean staffing resources, Planning Director work with a smaller committee would be optimal. Currently under Resolution/Order no. 12010 the CIC is to include five committee members. As the years have passed, CIC members have resigned and terms expired. The County web site this past year has advertised for CIC committee members. No applications have been forthcoming except for those recently received from Messrs.’ King, McHugh and Bischoff. Proposed with a smaller committee are by-laws that would require CIC:

1. Meetings at a minimum of twice a year consistent with County noticing requirements.
2. Selection from among committee members for a chairperson to prepare agendas and preside at the CIC meetings, a minute taker; and a CCI committee liaison with the Community Development Department.
3. Composition of a minimum of three persons; one representative from the north, central and southerly portions of Curry County. One member of the CIC would be a Planning Commissioner. The BOC would not be precluded from adding additional members to the CIC in the future.

Idea #2) Include a Planning Commissioner on the CIC.

Staff comment: Expanding on Idea #1 point 3 above, in some Oregon counties the Planning Commission serves as the Citizen Involvement Committee. Curry County used this model in the 1990s as a part of the periodic update of the Comprehensive Plan at that time. Currently the Planning Commission is working on an update of the County's Zoning Ordinance to amend four natural resource zones. It is anticipated that the Zoning Ordinance update work for these and other zones will continue through 2016 and beyond, followed by ongoing work for the update of the Comprehensive Plan. An active CIC would be extremely helpful to assist in community engagement in these long – term planning efforts. As the Planning Commission is intricately involved in the review of the update(s), it makes sense to include one of the Planning Commission members on the Committee.

Idea #3) Institute the following specific CIC programs and requirements:

- a. In coordination with the Planning Director, creation and implementation of simple public outreach tools to promote and enhance citizen involvement in land-use planning;
- b. Annual preparation and of citizen survey results identifying County citizen participation progress.
- c. Annual presentation of the survey results at a BOC public hearing to identify the level of citizen involvement in the County's land-use planning process and the CIC's recommendations for improved outreach.

Staff comment: The proposed programs and requirements are reasonable and meet the spirit of Oregon Statewide Planning Goal 1.

CIC member applications:

Exhibit 2 includes CIC committee applications from Messrs.' King, McHugh and Bischoff for BOC consideration. These gentlemen are the sole applicants for the CIC after advertisement of the position for the past year.

Regardless of the BOC's conclusion on repealing Order no. 12010 and adopting a revised structure and by-laws for the CIC, the applications received should be reviewed and considered. Upon BOC direction, appointment orders can be prepared for the Board's June 1, 2016 BOC meeting.

**ATTACHMENT 1
RESOLUTION AND ORDER _____
CURRY COUNTY BOARD OF COMMISSIONERS RESOLUTION AND ORDER IN AND FOR THE
COUNTY OF CURRY OREGON REPEALING RESOLUTION AND ORDER 12010 AND REVISING THE
CURRY COUNTY CITIZEN INVOLVEMENT COMMITTEE AND ITS BY-LAWS.**

WHEREAS, Statewide Planning Goal 1 (OAR 660-015-0000(1)) requires a County Citizen Involvement Program to insure the opportunity for citizens to be involved in all phases of the planning process; and

WHEREAS, Board of Commissioners Resolution and Order 12010 established criteria and standards for the Curry County Citizen Involvement Committee (CIC); and

WHEREAS, after lengthy unsuccessful advertisement for new members, four of the five CIC positions specified in Resolution and Order 12010 are vacant and the fifth position is due to expire within 45 days; and

WHEREAS, the Board of Commissioners desires to revise the CIC by-laws as County work on the Zoning Ordinance and Comprehensive Plan is ongoing and the need for community outreach to participate in this work is anticipated through 2016 and beyond. An active CIC will be extremely helpful to assist in community engagement in these advance planning efforts.

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY RESOLVES that Resolution and Order 12010 and any and all previous CIC bylaws are repealed and a new CIC is established consistent with the following CIC bylaws:

Article I. Purpose and terms: Establishing a Curry County Citizen Involvement Committee (CIC) enables Curry County to be consistent with Oregon Statewide Planning Goal 1 specified in OAR 660-015-0000(1). Goal 1 requires the County "to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process." The CIC shall have a minimum of three members appointed by the Board of Commissioners and each CIC member will serve for a three year term. The CIC members shall serve at the pleasure of the Curry County Board of Commissioners.

Article II. Meetings and CIC organization:

1. Meeting frequency: The CIC shall meet at a minimum twice a year consistent with noticing requirements of the County.
2. Roles of the CIC: The CIC will select from among its members a chairperson who shall prepare agendas for and preside at its meetings; a minute taker; and a CIC committee liaison with the Community Development Department.
3. Committee representation: The CIC will be comprised of a minimum of one representative from the north, central and southerly portions of Curry County. One member of the CIC shall be a Planning Commissioner.

Article III. Public Access to the CIC: CIC meetings shall be public meetings; in addition to the required notice specified by public meeting law, CIC meetings may be publicized by additional means

determined by the CIC.

Article IV. CIC Duties: The CIC shall perform all of the duties required by Goal 1 of Oregon's Statewide Planning Goals & Guidelines, OAR 660-015-0000(1), including but not limited to:

- a. In coordination with the Curry County Planning Director, creation and implementation of simple public outreach tools to promote and enhance citizen involvement in land-use planning;
- b. Annual preparation and distribution electronically citizen survey results on how the County is doing in engaging citizen participation.
- c. Annual presentation of the survey results at a BOC public hearing and to the public in electronic format to identify the extent of citizen involvement in the County's land-use planning process and the CIC's recommendations for improved outreach.

Article V. Amendments:

CIC by-laws may only be amended or repealed by a majority of the Curry County Board of Commissioners.

DATED this 18th day of May, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

Approved as to Form:

John HuttI
Curry County Legal Counsel



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
 94235 Moore Street, Suite 122
 Gold Beach, OR 97444
 Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both sides of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: JOHN BISCHOFF Date: 4-30-16

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<input checked="" type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Coos Curry Housing Authority	
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s):
CIC

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force?
FORMER PLANNING DIRECTOR FOR CITY OF BROOKINGS
PREVIOUS MEMBER PUBLIC SERVICES FINANCIAL ADVISORY COMMITTEE

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force?
PLANNING IN CURRY COUNTY
COUNTY'S FINANCIAL CONDITION

Describe your previous experience in this appointed position or a similar position: CIC INCUMBENT

Other volunteer activities: ON BOARD OF DIRECTORS OF CAPE
FERRERO RURAL FIRE DIST.
CURRY COUNTY SEARCH & RESCUE

Does your schedule allow you to attend daytime meetings?

Yes No

Does your schedule allow you to attend evening meetings?

Yes No

Does your schedule limit the days you could attend meetings?

Yes No

If Yes, please explain _____

Have you ever been convicted of a crime?

Yes No

If Yes, please explain _____

Signature

John C. Beschoff

Date

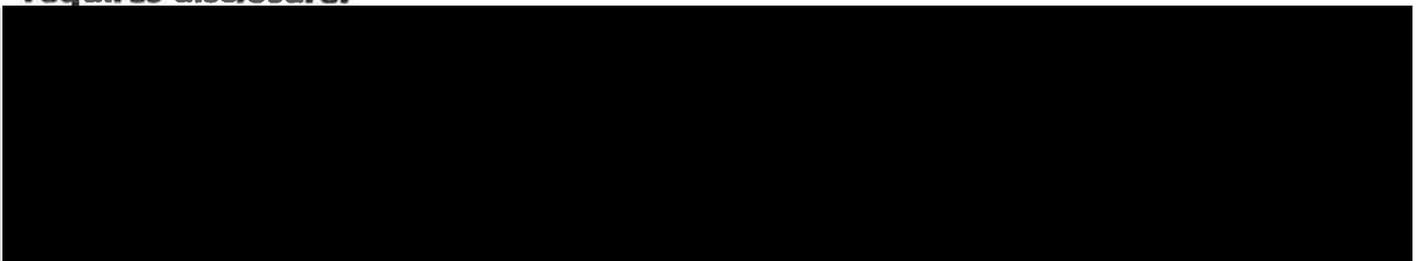
4-30-16

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per HB3557 the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.





Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

RECEIVED

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

APR 26 2016
Board of Commissioners
Curry County, Oregon

Please complete both sides of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Carl King Date: 4/26/16

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

Table with 2 columns listing various committees and boards such as Ambulance Service Area Advisory Committee, Board of Property Tax Appeals, etc., with checkboxes for selection.

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s): Budget Committee

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? See prior applications for this committee

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? Land use regulations; housing needs; business promotion needs

Describe your previous experience in this appointed position or a similar position: Several years in this committee

Other volunteer activities:

See prior application

Does your schedule allow you to attend daytime meetings?

Yes No

Does your schedule allow you to attend evening meetings?

Yes No

Does your schedule limit the days you could attend meetings?

Yes No

If Yes, please explain

Have you ever been convicted of a crime?

Yes No

If Yes, please explain

Carl King

4/26/16

Signature

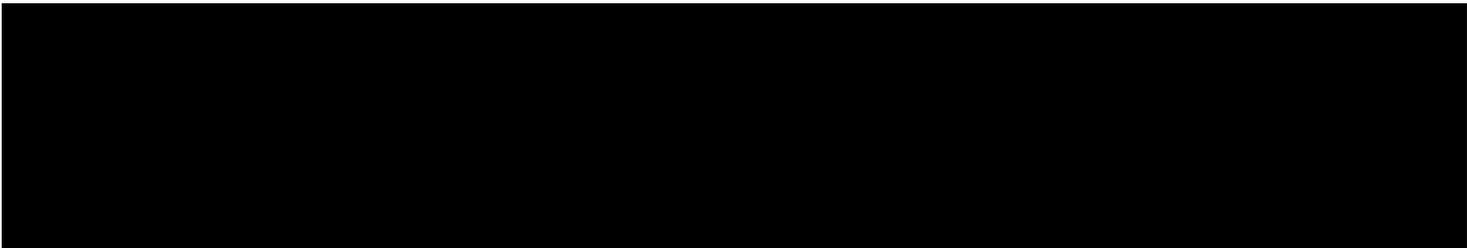
Date

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Thank you for your application.

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Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
 94235 Moore Street, Suite 122
 Gold Beach, OR 97444
 Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

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NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Kevin McHugh **Date:** April 25, 2016

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input checked="" type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input checked="" type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Coos Curry Housing Authority	
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s):

Curry County Planning Commission

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? I am currently serving on the Curry County Planning Commission and the City of Port Orford Planning

Commission. I held several planning and zoning appointments in Pima County, Arizona spanning more than 20 years.

I offer extensive experience with Zoning Codes and the application of Zoning Ordinances to the CIC.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? _____

(1) Community outreach to disseminate Planning decisions and to help understand County Zoning procedures,

(2) Ensuring county residents are active in the planning and zoning process and have access to necessary information.

Describe your previous experience in this appointed position or a similar position: In Pima County, Arizona, I served

I decided variances, conditional use permits, and revisions comprehensive plans. I do similar work in Curry County.

Other volunteer activities: _____

Does your schedule allow you to attend daytime meetings? Yes No

Does your schedule allow you to attend evening meetings? Yes No

Does your schedule limit the days you could attend meetings? Yes No

If Yes, please explain N/A

Have you ever been convicted of a crime? Yes No

If Yes, please explain N/A

/s/ Kevin B. McHugh



April 25, 2016

Signature

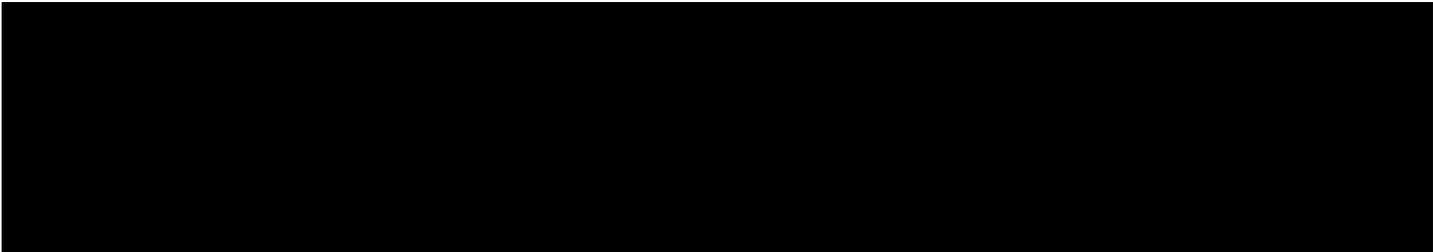
Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

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CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_Office@co.curry.or.us

AGENDA ITEM TITLE:

AGENDA DATE^a: May 18, 2016 **SUBMITTING DEPARTMENT:**

Community Development Department

^aSubmit by nine days prior to the next General Meeting (ten days if a holiday falls within that nine day period)

CONTACT PERSON: Carolyn Johnson, Planning Director
3228 TODAY'S DATE: May 11, 2016

PHONE/EXT: 541-247-

BRIEF BACKGROUND OR NOTE^b:

The Board of Commissioners is asked to adopt an order appointing Mr. Bob Morrow to the Planning Commission representing the north county. The appointment would be for a four year term from May 18, 2016 to May 18, 2020.

^bindicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Order

- (1)staff report and order
- (2)
- (3)
- (4)

Are there originals in route (paper copies with pre-existing signatures) Yes No

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone: 541-247-3228

Due date to send: / /

Email: Johnsonc@co.curry.or.us

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: Proclamations/Resolutions

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison



BOARD OF COMMISSIONERS AGENDA REPORT

Meeting Date: May 18, 2016 **Prepared by:** Carolyn Johnson, Planning Director

Subject: Appointment to the Curry County Planning Commission

Recommendation: Adopt Board Order (attachment 1) appointing Mr. Bob Morrow to the Curry County Planning Commission.

Mr. Bob Morrow has served on the Curry County Planning Commission representing the north county since August 8, 2012. Since that time, he has participated in a variety of development application reviews and most recently in the past five months, Planning Commission review of amendments to the Curry County Zoning Ordinance.

Mr. Morrow's term on the Planning Commission expired on April 1, 2016. He is willing to serve a second term; his volunteer application can be found on attachment 2.

The Curry County Zoning Ordinance specifies terms of Planning Commissioners for a four year period. If appointed by the Board of Commissioners, Mr. Morrow's term would extend from May 18, 2016 to May 18, 2020.

Attachment 2
Mr. Bob Morrow Planning Commission application



**Application for Volunteer Boards, Commissions, Councils,
Committees or Task Forces**

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both sides of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Bob Morrow Date: 5/8/16

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Budget Committee	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Coos Curry Housing Authority	
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s):
Planning Commission

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? 3 years on Planning Commission. Business Background

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? Land Use, zoning, maintaining current county assets

Describe your previous experience in this appointed position or a similar position: 3 years - active member

Other volunteer activities: Langlois Public Library, Wild River Land Trust

Does your schedule allow you to attend daytime meetings? Yes No
Does your schedule allow you to attend evening meetings? Yes No
Does your schedule limit the days you could attend meetings? Yes No
If Yes, please explain variable schedule that can be adjusted with lead time
Have you ever been convicted of a crime? Yes No
If Yes, please explain _____

Robert J. Moore May 8, 2016
Signature Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per HB3557 the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.



ATTACHMENT 1

ORDER NO. _____
CURRY COUNTY BOARD OF COMMISSIONERS ORDER IN AND FOR THE
COUNTY OF CURRY, OREGON APPOINTING MR. BOB MORROW TO THE CURRY
COUNTY PLANNING COMMISSION FOR A TERM OF FOUR YEARS FROM
MAY 18, 2016 TO MAY 18, 2020.

WHEREAS, there is a vacancy on the Curry County Planning Commission representing north Curry County; and,

WHEREAS, Mr. Bob Morrow has applied for the vacant position and indicated his willingness to serve as a member of the Curry County Planning Commission;

NOW, THEREFORE, IT IS HEREBY ORDERED that Mr. Bob Morrow is appointed to a north county position on the Curry County Planning Commission with said term to expire on May 18, 2020.

DATED this 18th day of May, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Susan Brown, Vice Chair

David Brock Smith, Commissioner

Approved as to Form:

John Hutt
Curry County Legal Counsel

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

AGENDA ITEM TITLE: Boice Cope Caretaker Host Volunteer Agreement for FY 2016-17

AGENDA DATE^a: May 18, 2016 **DEPARTMENT:** Parks **TIME NEEDED:** 5 min

^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)

CONTACT PERSON: Jay Trost **PHONE/EXT:** 3235 **TODAY'S DATE:** May 4, 2016

BRIEF BACKGROUND OR NOTE^b: 2 signed copies to be delivered

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Agreement

(1)Boice Cope Agreement

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Penny Hudgens

Send Printed Copy to:

Address: Juvenile Department

Email a Digital Copy to:

City/State/Zip:

Other Send 2nd signed original to:

Phone: 3236

Due date to send: 5 /18/ 2016

Email: hudgenpm@co.curry.or.us

***Note: Most signed documents are filed/recorded with the Clerk per standard process.**

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown Yes No

Commissioner Thomas Huxley Yes No

Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison

CARETAKER/ HOST VOLUNTEER AGREEMENT

This agreement is entered into this 1st day of July, 2016, by and between Curry County, a Political Subdivision of the State of Oregon (County), and Billy and Mary Lopp (Hosts) as follows:

RECITALS:

WHEREAS, the County has a need for volunteers to serve as hosts at Boice-Cope Park to watch and provide security for the property, to call for assistance when necessary, to coordinate activities with the County Parks Coordinator (Coordinator), and to perform other services as necessary; and

WHEREAS, the County has a campsite space available for the Hosts to use; and

WHEREAS, the County is willing to allow the use of the campsite by the Hosts rent and utility free, and to provide them with a small stipend, and to assist the Hosts in the performance of their voluntary services for the term of this agreement.

County and Hosts agree to the following provisions:

1. ADMINISTRATION OF THIS AGREEMENT

The Coordinator and/or his/her designee shall administer this agreement on behalf of the County.

2. DESCRIPTION OF FUNCTIONS AND SERVICES

2.1 Hosts shall voluntarily perform the functions and services described in Exhibit "A" that is attached to this agreement and such other services as authorized by the Coordinator. County reserves the right to modify the Hosts' duties and service to the County as necessary for the efficient operation of Boice-Cope Park.

2.2 The Hosts understand that they are donating their hours of service to the County and that this is done without any promise or expectation of compensation for services rendered. The Hosts will not receive any compensation for services performed under this agreement.

The Hosts are not eligible to receive unemployment benefits, social security, health insurance, or any other benefits that are provided to paid employees of the County, with the exception of worker's compensation coverage that the County provides to volunteers. The provision of a campsite, utilities and a stipend by the County is not compensation for services rendered but rather a benefit and gratuity that the County freely chooses to provide.

3. CAMPSITE, UTILITIES AND STIPEND

3.1 As a gratuity to Hosts, County hereby allows Hosts the use of a space at Boice-Cope Park for placement of a recreational vehicle that is the residence of the Hosts. As a further gratuity, County shall provide water, electrical, propane, sewer and garbage utilities in reasonable amounts for the Hosts. The park cell phone service and iPad is for park business and the parties agree that personal phone calls shall not be made on the phone and the iPad is not for personal use.

3.2 The Hosts shall maintain the campsite and surrounding area in a clean and sanitary condition at all times.

3.3 The Hosts shall vacate the campsite and remove their residence (recreational vehicle) and personal property within ten (10) days of the termination of this agreement.

3.4 The Hosts may not alter or improve the campsite without prior permission from the Coordinator or his/her designee.

3.5 County employees or agents may enter upon the campsite at reasonable times to inspect the premises.

3.6 Hosts shall be responsible for providing, at Hosts' own expense, insurance coverage for their own residence and personal property.

3.7 As a final portion of the gratuity under this agreement, County shall provide Hosts a gratuity of \$150 each per month for a total of \$300 a month. If the agreement should cover a portion of a month, the stipend shall be prorated.

3.8 Hosts will be compensated at the rate of \$0.50 cents per mile for driving their personal vehicle for park business at the direction of the Coordinator.

4. ABSENCES

One or more park hosts must be available all times when the park is open unless preauthorized by the Coordinator, or except in case of emergency. The park is open year is open year round except when closed for required maintenance.

5. COMPLIANCE WITH LAWS

5.1 This agreement shall be governed by and subject to the laws of the State of Oregon. The parties shall perform their duties in accordance with all applicable statutes, ordinances, regulations and administrative rules now or hereinafter in effect.

5.2 If any provision of this agreement is held by a court or administrative body to be invalid, such invalidity shall not affect any other provision of this agreement. This agreement shall be construed as if the invalid provision had never been included.

5.3 County may modify the terms of this agreement by written notice to Hosts as necessary to comply with changes in federal and state statutes, regulations, administrative rules and orders.

6. TERM AND TERMINATION

6.1 If Hosts fail to perform any of the services and obligations of this agreement, County upon 24 hours written notice may terminate this agreement at its sole discretion.

6.2 Either party may unilaterally terminate this agreement with or without cause upon thirty (30) days prior written notice or such lesser written notice when emergency conditions dictate.

6.3 This agreement shall be effective July 1, 2016, and unless terminated sooner pursuant to sections 6.1 or 6.2 above, it shall remain in effect until June 30, 2017. This agreement may be extended by mutual agreement of the parties.

6.4 Termination shall not prejudice any right of the parties prior to the effective date of termination.

7. MODIFICATIONS

Except as provided in subsections 2.1 and 5.3, this agreement may be changed only by written modifications that are signed by both parties.

It may not be amended or modified by oral agreements or understandings between the parties.

8. ENTIRE AGREEMENT

This agreement supersedes all prior and existing written or oral understandings between the parties. No other agreements, whether expressed or implied, shall be considered a part of this agreement, unless in writing and signed by the necessary parties hereto.

CARETAKER HOSTS

Billy Lopp
Billy Lopp

5-3-16
Date

Mary Lopp
Mary Lopp

5-3-16
Date

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Date

Susan Brown, Vice Chair

Date

David Brock Smith, Commissioner

Date

Approved as to Form:

John Hutt
Curry County Legal Counsel

Exhibit "A"

SERVICES OF A VOLUNTEER PARK HOST

The volunteer park host helps maintain and operate Boice Cope Park. One or more park hosts must be available all times when the park is open unless preauthorized by the Parks Coordinator, or except in case of emergency. The park is open March 1 through November 15. The volunteer park host is expected to perform the following services:

1. Greet visitors and make them feel welcome.
2. Disseminate park rules and information to public.
3. Insure that park users pay fees and collect fees from boxes daily.
4. Sell firewood for campers' use.
5. Provide security for park premises -- report theft, damage, criminal activity, and non-compliance of park rules to proper authorities.
6. Maintain a tidy camp site -- pick up litter; empty trash cans and replace with clean liners; advise Parks Coordinator when park dumpster needs to be emptied.
7. Keep restroom facilities clean and in order -- refill paper products and soap; wipe down sinks and toilets daily; clean floor and mats daily; empty trash.
8. Mow and weed-eat camping areas as needed.
9. Take bi-weekly water samples. Caretaker/Camp Hosts will not alter control panels, timer settings, or any part of septic or water systems.
10. Provide assistance in an emergency. Perform "light" repairs around the park as needed.
11. Coordinate any alterations and/or improvements to campground with Parks Coordinator.
12. Other duties as assigned.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

AGENDA ITEM TITLE: Replacing the Existing Job Description of RSVP Program Director

AGENDA DATE^a: 05-18-16 **DEPARTMENT:** RSVP **TIME NEEDED:** 5min

^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)

CONTACT PERSON: Brown **PHONE/EXT:** 3229 **TODAY'S DATE:** 05-13-16

BRIEF BACKGROUND OR NOTE^b: New Job Description needed so the position can be advertised

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: (Select)

(1)New Job Description

(2)Order

Are there originals in route (paper copies with pre-existing signatures) **Yes** **No**

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? **Yes** **No**
(If Yes, brief detail)
2. Does this agenda item impact any other County department? **Yes** **No**
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? **Yes** **No** **N/A**

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send: / /

Email:

***Note: Most signed documents are filed/recorded with the Clerk per standard process.**

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? **Yes** **No** **N/A**

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses **Yes** **No**
Comment:
2. Confirmed Submitting Department's personnel-related materials **Yes** **No** **N/A**
Comment:
3. If job description, Salary Committee reviewed: **Yes** **No** **N/A**
4. If hire order requires an UA, is it approved? **Yes** **No** **Pending** **N/A**

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

LEGAL ASSESSMENT: Does this agenda item have a legal impact? **Yes** **No**

(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Susan Brown **Yes** **No**

Commissioner Thomas Huxley **Yes** **No**

Commissioner David Brock Smith **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: RSVP Program Director

EXEMPT: No
SALARY LEVEL: N-8
SUPERVISOR: Curry County Board of Commissioners
PREPARED BY: Payroll & Personnel May 2016

POSITION SUMMARY:

RSVP Program Director oversees the development and day-to-day operation of the Curry County Retired Seniors Volunteer Program in cooperation with the sponsor, the advisory councils and the Corporation for National and Community Service. The program director is also responsible for public relations for the project and maintenance of program records.

DISTINGUISHING FEATURES OF THE CLASS:

A program director functions as a working program manager, actively involved with community organizations, RSVP volunteers, and volunteer stations. The sponsor delegates the project's daily management to the full-time program director. The Advisory Council's advice and support are sought by a program director on program planning and on major project issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties, which are not listed:

1. Provide administrative oversight of RSVP by ensuring compliance with terms and conditions of the federal grant and applicable federal regulations.
2. Plans, organizes, and implements recruitment, enrollment, orientation, and placement of senior volunteers.
3. Adheres to and administers personnel policies and procedures for project staff consistent with those of the Sponsor and with the recommendations of the RSVP Advisory Council.
4. Arranges for volunteer stations to provide needed volunteer orientation and training.
5. Develops, reviews, and updates memorandums of understanding and other appropriate documents with volunteer stations.
6. Approves assignments of volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Continued)

7. Develops and maintains cooperative working relations with a variety of community service organizations and agencies.
8. Plans, develops, and implements an ongoing program of public relations in cooperation with the sponsor.
9. Arranges for formal and regular recognition of volunteers, organizations, and individuals who have contributed to the support of the RSVP project.
10. Develops and maintains up-to-date financial, staff personnel, project, and volunteer records.
11. In conjunction with the Sponsor and Advisory Council, prepares the renewal grant application for CNCS (Corporation for National & Community Services). Prepares and defends annual budget for RSVP.
12. Adheres to the approved budget; applies sound fiscal procedures; provides budget data, as required; authorizes expenditures for the project, including specific approval of any vouchers for reimbursement submitted by RSVP volunteers.
13. Attends conferences, meetings, and training programs related to the position, including those sponsored by CNCS.
14. Maintains awareness of gerontological data as well as current information on programs and services available to the elderly.
15. Spearheads fund raising programs in support of the RSVP program.
16. Develops work stations, provides contact and assistance to work stations.
17. Prepares and issues reports to meet the administrative and program needs specified by the Sponsor, Advisory Council, State, Regional, and Federal personnel.
18. Coordinates with the Advisory Council to evaluate the effectiveness of RSVP's operational procedures and program activities.
19. Is responsible for bookkeeping and Federal reporting.

JOB DESCRIPTION

JOB TITLE: RSVP Program Director - Page 3

SUPERVISORY REQUIREMENTS:

1. Provides assistance to the RSVP Advisory Council; discusses with the council significant plans, local project policies, actions, changes, and problems effecting RSVP, including resource development.
3. Makes visits to volunteer stations.
4. Assists, as needed, the Sponsor in promoting needed community support for the project.

DESIRABLE QUALIFICATIONS:

Knowledge of -

Sound supervisory and management skills.
Community development and social service delivery programs.

Ability to -

Plan, organize and direct the work of others to meet overall objectives and goals.
Communicate effectively both verbally and in writing.
Establish and maintain effective and cooperative working relationship with other related agencies, professionals and citizen groups.
Demonstrate sound supervisory and management skills.
Demonstrate sound oral and written communications skills.

EXPERIENCE AND TRAINING:

High School education or equivalent with some additional office skills; at least one year of experience in secretarial or clerical work, and management skills; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Oregon Driver's License.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION**

)
)
)

ORDER NO:_____

WHEREAS, it is the recommendation of Curry County Commissioner Susan Brown that the attached position description be adopted for the following position:

RSVP Program Director
Position Title

N-8
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of May 18, 2016. This description replaces any previous description approved for this position.

Dated this 18 day of May 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

Thomas Huxley, Chair

Curry County Legal Counsel

Susan Brown, Vice Chair

David Brock Smith, Commissioner

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US

AGENDA ITEM TITLE: Supplemental Budget for Brookings Airport FY 15/16

AGENDA DATE^a: 5/18/2016 **DEPARTMENT:** Econ. Dev. **TIME NEEDED:** 5 minutes

^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)

CONTACT PERSON: Summer **PHONE/EXT:** 3215 **TODAY'S DATE:** 5/13/2016

BRIEF BACKGROUND OR NOTE^b: This supplemental budget is to cover Wildlife Fencing Project costs not expected to be received from the FAA until July 1, 2016.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Discussion/Decision

- (1) Supplemental budget
- (2)

Are there originals in route (paper copies with pre-existing signatures) Yes No

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail) The supplemental budget will amend the 2015/2016 BOK budget
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail) Adjustments made in Finance Department
3. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

- File with County Clerk
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:
Address:
City/State/Zip:

Phone:
Email:

Due date to send: / /

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? Yes No N/A
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires an UA, is it approved? Yes No Pending N/A

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

- Commissioner Susan Brown Yes No
- Commissioner Thomas Huxley Yes No
- Commissioner David Brock Smith Yes No

Not applicable to Sheriff's Department since they do not have a liaison



Community Development Department April 2016 Activity Report

Building Permits:	24 Permits issued	Building Inspections:	96
April revenue:	\$22,554.16	Phone/counter/200 calls/visits	
Planning Permits			
2 LUCS	2 New addresses	11 Planning Clearance reviews	
1 Pre-application conference		1 replacement address	

Administration

- Preparation of March Activity report
- Response and interface with citizens on three complaints
- Preparation of Community Development Department budget
- Safety Committee meeting participation
- Lower Rogue Watershed Council meeting participation
- Meeting and conferral with various staff regarding code enforcement administration.
- Meetings with City of Gold Beach staff regarding planning permit processing while Planner is on vacation.
- Interface with staff on if/how a Land Use Compatibility statement triggers a public hearing requirement.
- Rogue Basin TMDL meeting - phone
- Coastal Planners meeting – Bandon
- Ongoing phone interface with Terry Mock regarding future application.
- Meetings with County surveyor on various topics

Development Projects

- Building permit processing for the new Fed Ex facility off of Benham lane.

Long Range Planning

- Continued work with DLCD on the Curry County Natural Hazard Implementation Project and future project management team meeting.
- Preparation of material, presentation for Planning Commission April 21, 2016 public workshop regarding Zoning Ordinance update.
- Continued work with Angelo Planning Group regarding zoning code chapter updates for the Forest Grazing/Timber, AG and EFU zones, Definition section, Conditional Use Permit Article VII.
- Meetings with citizens interested in applying for the Citizen Involvement Committee.
- Field visit to Wahl ranch in North County
- Research 2008 Cape Blanco Airport feasibility study