



# **CURRY COUNTY BOARD OF COMMISSIONERS**

## **GENERAL MEETING**

Wednesday, January 20, 2016 – 10:00 A.M.  
Commissioners' Hearing Room, Courthouse Annex  
94235 Moore Street, Gold Beach, Oregon  
[www.co.curry.or.us](http://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 AMMENDMENTS**
- 3. APPROVAL OF AGENDA**
- 4. PRESENTATIONS TO THE BOARD**
- 5. PUBLIC COMMENTS**
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**
- 8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS**
  - a. Ordinance 16-01 to correct Scrivener's Errors in Ordinance 15-07 – Community Dev.
- 9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**
  - a. New Hire, Corrections Deputy 1, Jacob Howard – Sheriff
  - b. Hold Harmless Agreement / City of Brookings – Roads
  - c. Adopt a Position Description for an Existing Position of Survey Tech – Surveyor
  - d. Appointment to Mountain Drive Special Road District V.Burton - Commissioners
- 10. CONSENT CALENDAR**
- 11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS**
  - a. Staff Report – Surveyor Annual Report
  - b. Staff Report – Community Development December Activity Report

***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.***

**12. EXECUTIVE SESSION**

- a. Executive Session ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. This concerns possible O&C related litigation.

**13. 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. Board of Commissioners Workshop on Wednesday 01-27-2016 at 10:00 a.m.

**14. ADJOURN**

**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](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Board of Commission action on Ordinance 16-01 to correct Scrivener's Errors in Ordinance 15-07.

**AGENDA DATE<sup>a</sup>:** 01-20-2016 **SUBMITTING DEPARTMENT:** Community Development

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** Carolyn Johnson

**PHONE/EXT:** 3228

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** On 01/06/2016 the BOC adopted Ord. 15-07 changing the Comprehensive Plan and zoning map for a property off of Benham Lane. Ord 15-07 includes errors requiring correction but do not change the substantive provisions of Ord. 15-07. A new Ordinance correcting Scrivener's errors is presented to the BOC for adoption.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Ordinance

- (1)Description
- (2)PDF of Ordinance 15-07
- (3)PDF Scrivener's Error Ordinance 16-01
- (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

Send Document Hardcopy/Electronically to:

Name:

Address:

City/State/Zip:

Phone:

Due date to send:        /        /

**\*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:** Legislative Actions

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

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

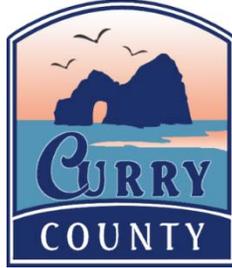
**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Susan Brown Yes  No

Commissioner Thomas Huxley Yes  No

Commissioner David Brock Smith Yes  No

Comment:



**BOARD OF COMMISSIONERS  
STAFF REPORT**

**DATE:** January 20, 2016

**SUBJECT:** Board of Commission action on Ordinance 16-\_\_\_ to correct Scrivener's Errors in Ordinance 15-07.

**TO:** Curry County Board of Commissioners

**FROM:** Carolyn Johnson, Planning Director

**RECOMMENDATION:** Adopt Ordinance 16-\_\_\_ correcting Scrivener's errors to Ordinance 15-07.

**EXECUTIVE SUMMARY:** On January 6, 2016, the Board adopted Ordinance No. 15-07 changing the Curry County Comprehensive Plan designation from "Residential" to "Commercial" with a concurrent zone change from Rural Residential-5 acres (R-5) to Heavy Commercial (C-2). Page 2 of Ordinance 15-07 contains scrivener's errors which should be corrected, but which do not change the substantive provisions of that ordinance. Ordinance 15-07 (Attachment 2) was recorded with these errors, all of which are outlined in Ordinance 16-\_\_\_ noting the needed corrections in Section III.

**Attachments:**

1. Ordinance 16-\_\_\_ correcting Scriveners errors to Ordinance 15-07.
2. Ordinance 15-07 (recorded) adopted January 6, 2016

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

In the Matter of the Adoption )  
Of a Change to the Curry County )  
Comprehensive Plan and Zoning ) ORDINANCE NO. 15-07  
Maps Related to File No. CP/Z 1503 )  
For Applicant Harder Diesslin )  
Development Group LLC )

The Board of Curry County Commissioners ordains as follows:

**Section 1**

With respect to the subject property described below, this ordinance changes the Curry County Comprehensive Plan designation from "Residential" to "Commercial" with a concurrent zone change from Rural Residential – 5 acres (R-5) to Heavy Commercial (C-2).

**Section 2**

This ordinance is being adopted under the authority of ORS Chapters 197 and 215 and the Curry County Zoning Ordinance (CCZO) following published notice. It shall be effective upon adoption.

**Section 3**

This amendment to the Curry County Comprehensive Plan and Zoning Maps applies only to the following land as described in the records of the Curry County Assessor:

Approximately 9.38 acres Assessor Map No. 41-13-09AC Tax Lot 2900

This property is shown on the attached map marked as Exhibit "A" that is attached hereto and incorporated by reference.

**Section 4**

The Curry County Board of Commissioners approved this application for a comprehensive plan and zone change in accordance with sections 2.060(3)(a), 9.021 and 9.030 of the Curry County Zoning Ordinance. A hearing was held on the application on December 17, 2015. Testimony and written documents were offered in support of the application; no one offered any testimony or written documents in opposition to the application. The findings supporting the Board's decision are found in

the staff report (without exhibits or attachments) marked as Exhibit "B" that is attached hereto and incorporated by reference. The conditions of approval are found in Exhibit "C" that is also attached hereto and incorporated by reference.

**Section 5**

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or unlawful, such decision shall not affect the validity of the remaining portions of this ordinance.

DATED this 17th day of December, 2015.

BOARD OF CURRY COUNTY COMMISSIONERS

  
Susan Brown, Chair

ABSTAIN  
Thomas Huxley, Vice Chair

  
David Brock Smith, Commissioner

Recording Secretary:

\_\_\_\_\_

First Reading: December 17, 2015

Second Reading: January 06, 2016

Effective Date: April 05, 2016

Approved as to Form:

N/A  
Curry County Legal Counsel



Adopted this 20th day of January, 2016 by the Board of Curry County Commissioners:

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

Recording Secretary:

\_\_\_\_\_  
First Reading: January 20, 2016  
Second Reading: NA  
Effective Date: January 20, 2016

(Pursuant to ORS Chapters 197 and 215)

Approved as to Form:

\_\_\_\_\_  
Curry County Legal Counsel

**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](mailto:BOC_Office@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** New Hire, Corrections Deputy 1, Jacob Howard

**AGENDA DATE<sup>a</sup>:** 01/20/2016 **SUBMITTING DEPARTMENT:** Sheriff's Office

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Sheriff Ward/ P.D.

**PHONE/EXT:** 3322 **TODAY'S**

**DATE:** 01/11/2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Hires Jacob Howard as Corrections Deputy I effective January 18, 2016

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Order

- (1)New Hire Order
- (2)Position Description
- (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:

Due date to send:        /        /

Email:

<sup>c</sup>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: Corrections Deputy I**

---

**EXEMPT:** No  
**SALARY LEVEL:** S-7  
**DOT CODE:**  
**SUPERVISOR:** Lieutenant - Communications/Corrections  
**PREPARED BY:** Payroll/Personnel November 2014

---

**POSITION SUMMARY:**

Performs work as a Corrections & Communications Officer in the Curry County Jail and dispatch center. Primary emphasis of this classification is on ensuring the security and general welfare of those in custody of the Curry County Jail. Functions as an emergency public safety telecommunicator as needed. Does related work as required. Works under the supervision of the Corrections Sergeant and Lieutenant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Examples of Work: (Illustrative only)*

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which the employee may be expected to perform.

1. Receives and books all new inmates on assigned shift including: completing necessary forms, finger printing, photographing, searching, issuing jail clothing and bedding, interviewing for medical background and assigning housing by classification.
2. Oversees the maintenance activities of the facility including the cleaning of the basement, kitchen, jail, laundry and equipment.
3. Escorts inmates to and from court.
4. Escorts inmates to and from medical providers.
5. Distributes medication to inmates on orders from the doctor and maintains necessary records.

**JOB DESCRIPTION**  
**JOB TITLE: Corrections Deputy I - Page 2**

*Examples of Work: (cont.)*

6. Transports inmates to and from other facilities as required.
7. Oversees food service to the inmates.

**SUPERVISORY RESPONSIBILITIES:**

Exercises supervision over inmates incarcerated in the jail. Supervision of co-workers and subordinates is not a requirement of employees of this classification.

**QUALIFICATION REQUIREMENTS:**

*Ability to-*

Understand oral and written instructions and act upon them accordingly.

Maintain control and security in a correctional environment.

Direct the work of those in custody.

Develop a considerable knowledge of a wide range of procedures, techniques, laws and ordinances.

Maintain composure during times of emergency. Ability to work effectively with those in custody, other employees and the general public.

Operate standard office and communication equipment.

Independently conduct departmental research and prepare reports and correspondence according to departmental or county standards.

**EDUCATION AND/OR EXPERIENCE:**

High school graduation or equivalent GED certificate. Must be 21 years of age or older.

Maintain current First Aid and CPR certificates as required by the Oregon Board on Police Standards and Training.

**JOB DESCRIPTION**  
**JOB TITLE: Corrections Deputy I - Page 3**

**SPECIAL QUALIFICATIONS:**

Possession of or ability to obtain within one year of employment Basic Corrections Officer Certificate with the Oregon Board on Police Standards and training.

Must possess valid Oregon Driver's License

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

Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).

This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates.

For more information regarding PREA please visit: <http://nicic.gov/PREA>.

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

**IN THE MATTER OF THE HIRING OF )  
A NEW EMPLOYEE )**

**ORDER NO: \_\_\_\_\_**

**WHEREAS**, it is the recommendation of Sheriff John Ward,

that the following person be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Jacob Howard	Corrections Deputy I	S-7 / C	\$3,553.00 / Month	Full-Time (Probationary)

The job description for this position is attached hereto and incorporated by reference.

**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 January 18, 2016.

Dated this 20th day of January, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

**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](mailto:BOC_Office@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Hold Harmless Ageement / City of Brookings

**AGENDA DATE<sup>a</sup>:** January 20<sup>th</sup>, 2016 **SUBMITTING DEPARTMENT:** Road

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Doug Robbins **PHONE/EXT:** 3393 **TODAY'S DATE:**  
January 11<sup>th</sup>, 2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** This agreement is between Curry County and the city of Brookings for the release of damages, Hold harmless and indemnification. Also to define the County's use of the City's maintenace facility on Railroad Steet for the storage of equipment and materials. I recommend the approval of this agreement and request signatory authority to the Road Master.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Agreement

- (1) Hold Harmless Agreement
- (2) Vicinity Map
- (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: Road Department  
Address: 28425 Hunter Creek Road  
City/State/Zip: Gold Beach, OR. 97444

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

# City of Brookings - PW Upper Yard



-- Vicinity Map --

**Legend**  
 City Yard  
 County Equipment Storage Area



This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Projections: NAD83 ORSouth;  
Brookings GIS jf; 12/28/2015  
0 25 50 ft



# City of Brookings

898 Elk Drive, Brookings, OR 97415  
(541) 469-2163, Fax (541) 469-3650, TTY (800) 735-1232

## HOLD HARMLESS AGREEMENT

This Release of Claims for Damages, Hold Harmless and Indemnification Agreement (Agreement) is entered, by and between, Curry County (County), an Oregon municipality and the City of Brookings, (City) an Oregon municipality.

### WITNESSETH

**WHEREAS**, County desires to continue to store equipment and stockpile in the area depicted on the attached map at the City of Brookings Public Works Upper Yard, also known as 715 Railroad Street; and

**WHEREAS**, this level of use does not impede City use of the yard and is considered mutually beneficial in the case of a disaster; and

**WHEREAS**, this level of use by County does not constitute a lease or other property or occupancy right in favor of County;

**NOW, THEREFORE**, in consideration of the foregoing, County and City agree as follows:

1. The above-recitals are true and correct and incorporated herein by reference.
2. The County releases, indemnifies, and agrees to defend, protect, and hold harmless the City, its elected and appointed officials, employees, representatives, agents, volunteers from any and all claims, suits, actions, damages, liabilities and expenses, including costs and attorney's fees, arising out of County's use of the property located at 715 Railroad Street, aka Public Works.
3. This Agreement, and the obligations contained herein, shall be evaluated and reviewed annually or within 30 days notice.

This agreement is made and executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

### CURRY COUNTY

### CITY OF BROOKINGS

\_\_\_\_\_  
Name/Title

Gary Milliman, City Manager

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

**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](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Adopt a Position Description for an Existing Position - Survey Tech

**AGENDA DATE<sup>a</sup>:** 1/20/16 **SUBMITTING DEPARTMENT:** Surveyor

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Reily Smith **PHONE/EXT:** 3225 **TODAY'S DATE:**  
1/7/16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Order

- (1) Order
- (2) Job Description
- (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:

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: Survey Technician (Field/Office)**

---

**EXEMPT:** No  
**SALARY LEVEL:** U-5  
**SUPERVISOR:** County Surveyor  
**PREPARED BY:** County Surveyor January 2016

---

**POSITION SUMMARY:**

Performs a variety of office and field survey work. Does related work as required. Performs clerical duties to maintain records. Works under the supervision of the County Surveyor who makes assignments and reviews work performance. This is a part-time, as-needed position and work hours can be negotiated.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Examples of Work: (illustrative only)

An employee in this classification will do any or all of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to do.

1. Operate a scanner/copier and other office equipment.
2. Maintains office records for billing, payments & deposits
3. Updates map files and makes sure maps and other documents are entered into filing system.
4. Responds to the public and management inquiries.
5. Explains department policies and procedures to the public and others.
6. Assist the public as needed. Be able (with training) to locate Maps of Survey, make copies .
7. Tactfully handle inquiries from individuals in person, over the phone and through written correspondence.
8. Acts as chain-person/rod-person on survey crew. Assists with measurements, cuts brush and operates survey equipment.
9. With training, be able to operate survey equipment and perform some field work without direct supervision from the responsible Land Surveyor.

**QUALIFICATION REQUIREMENTS:**

Must be able to learn to read survey maps and assessor tax parcel maps. Must have the ability to safely and accurately use survey instruments, tools and make

survey notes. Must have the ability to follow written and oral instructions. Requires valid Oregon driver license.

**EDUCATION AND/OR EXPERIENCE:**

Graduation from high school or equivalent with basic computer/office knowledge/skills.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Must be able to carry survey equipment weighing up to 30 pounds. Must be able to safely use small brush cutting tools. Must be able to endure adverse conditions while on the job surveying.

**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, Reily Smith, Surveyor, that the attached position description be adopted for the following position:

Survey Tech  
Position Title

U-5  
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 January 20, 2016. This description replaces any previous description approved for this position.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**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

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

**AGENDA ITEM TITLE:** Appointment to Mountain Drive Special Road District V.Burton

**AGENDA DATE<sup>a</sup>:** 01-06-2016 **SUBMITTING DEPARTMENT:** Commissioners

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** Shel **PHONE/EXT:** 3296 **TODAYS DATE:** 12-29-2015

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** T. Brand resigned from Commissioner Position #2, V Burton applied to fill the position for the remainder of the term. The clerk has verified that she is a registered voter.

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Appointment

- (1)Application
- (2)Order
- (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 Copy to Advisory Board Digital, email notification to road district

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>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:** Appointments

**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



**APPLICATION FOR APPOINTMENT TO BOARD,  
COMMISSION, COUNCIL, OR COMMITTEE**

**NAME OF BOARD, COMMISSION, COUNCIL, OR COMMITTEE:**

MOUNTAIN DRIVE

Are you applying for reappointment?  Yes  No

Today's Date: 11-19-15

**YOUR CONTACT INFORMATION:**

Name: Violet M BURTON

**INTEREST AND EXPERIENCE:**

Areas of interest (Summarize in 3-5 bullets): Arts - Politics - Gardening

Area of expertise (Brief description): years of secty experience - Leadership with Management positions

Why do you want to serve?

It's important to have this Road District continue to keep Mountain Drive safe for all.

Previous service in this appointed position or a similar position: Secty for Curry County Republican Central Comm (4 years)

Other volunteer activities

President 2016 Pelican Bay Arts Association  
Chairman Festival of Arts in Stout Park  
PCP

**BACKGROUND AND LOGISTICS:**

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:

*If you do not wish to have any specific information in this form given out to the general public, please provide written justification below. We will do our best to honor your request within the constraints of the applicable public records law.*

Justification:

Additional Comments:

**RETURN COMPLETED FORM**

VIA EMAIL:

BOC\_Office@co.curry.or.us

VIA US MAIL:

Curry County Board of Commissioners

PO Box 746

94235 MORA ST

Gold Beach OR 97444

VIA FAX:

(541) 247-2718

For questions, please contact Curry County Board of Commissioners at BOC\_Office@co.curry.or.us or 541-247-3296.

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

In the Matter of Appointment )  
To the Board of Commissioners )  
Of the Mountain Drive Special )  
Road District )

ORDER NO. \_\_\_\_\_

WHEREAS, a vacancy has become open due to a resignation for the Commissioner Position #2 of the Mountain Drive Special Road District; and

WHEREAS, the BOARD of Commissioners announced at a public meeting that interested and legally qualified persons under ORS 371.338 who would volunteer to serve as a commissioner on Mountain Drive Special Road District should apply for appointment; and

WHEREAS, Violet Burton has applied for the position and has indicated her willingness to serve for the unexpired term;

NOW, THEREFORE, IT IS HEREBY ORDERED that Violet Burton is appointed to Commissioner Position #2 of the Mountain Drive Special Road District effective January 20, 2016, with said term to expire on December 31, 2016.

DATED this 20 day of January, 2016

BOARD OF CURRY COUNTY COMMISSIONERS

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

**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](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Staff Reports

**AGENDA DATE<sup>a</sup>:** 01-20-2016 **SUBMITTING DEPARTMENT:** Commissioners

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** \_\_\_\_\_ **PHONE/EXT:** 3296

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** December 15 Community Development Department Monthly activity report

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:** \_\_\_\_\_ **SUBMISSION TYPE:** Exhibit

(1)December, 2015 Community Development Department Activity Report

(2)Surveyor's Annual Report

(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

Send Document Hardcopy/Electronically to:

Name:

Address:

City/State/Zip:

Phone:

Due date to send:        /        /

<sup>c</sup>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

Comment:

***CURRY COUNTY  
SURVEYOR'S OFFICE***

**Annual Report  
Dec. 31, 2015**

**INTRODUCTION:**

**STRATEGIC PLAN:**

- MISSION STATEMENT
- GOALS AND OBJECTIVES

**GENERAL INFORMATION:**

- BUDGET TRENDS
- PUBLIC OUTREACH

**GENERAL FUND:**

- PUBLIC RECORD SYSTEM
- DEVELOPMENT REVIEW
- RECORD OF SURVEY REVIEW
- GENERAL FUND GOALS FOR 2016

**PUBLIC LAND CORNER PRESERVATION FUND:**

- GENERAL
- WORK COMPLETED IN 2015
- GOALS FOR 2016

## **INTRODUCTION**

This report is part of the continuing effort of the Curry County Surveyor's Office to provide information to the County Commissioners and the citizens of Curry County, detailing the activities of the calendar year 2015, together with the goals for the coming year.

This report is organized into three subject areas:

1. General Information about the office – contains information about budget trends, our public outreach effort and our staff.
2. General Fund activities are usually mandated by Oregon Law, which is supported by user fees and property taxes. General Fund work typically involves the review and filing of survey maps; review and approval of partition, subdivision and condominium plats; a public records research center; and assisting the public in finding information.
3. Cornerstone Preservation Fund activities are supported by a fee charged at the time of recording documents conveying an interest in real property. These activities involve maintaining, preserving and reestablishing the location of the original survey monuments that were established by the Federal Government for the settlement of Oregon. In almost all cases, these corners govern the location of all privately and public held land. In addition to preserving the ownership rights of land and assuring the integrity of land descriptions and surveys, the corners benefit the ongoing county GIS project.

It is the goal of this report to be informative while helping to create an understanding of the Office of the County Surveyor and to provide a vision for next year and beyond.

I welcome your questions and comments regarding this report or any other aspect of the County Surveyor's Office. You may direct them to Reily Smith, Curry County Surveyor, 94235 Moore Street, Suite 114, Gold Beach, Oregon, 97444 or email to [smithr@co.curry.or.us](mailto:smithr@co.curry.or.us), or telephone: office: 541-247-3225/ cell: 541-425-0615.

Respectfully yours,

/s/Reily H. Smith

Reily H. Smith, PLS  
Curry County Surveyor

## STRATEGIC PLAN

### **OUR MISSION:**

- Provide the citizens of Curry County with professional surveying expertise, advice, and perform our duties as required by the Oregon Revised Statutes.

### OUR OBJECTIVE

- To operate a quality survey records library and research facility.
- To provide the review of surveys in a professional, accurate, and timely manner.
- To provide review of developments (subdivisions, partitions and condominiums) in a professional, accurate and timely manner, serving the development community, while assuring that the property rights of the citizens of Curry County are protected.
- To remonument and protect the public land survey corners (section corners, one-quarter section corners, Donation Land Claim Corners, etc.) originally placed by the General Land Office (Federal Government).
- To assure that the staff is well trained, efficient and customer oriented in the process of carrying out our mission.
- To provide exceptional customer service and public relations.

## GENERAL INFORMATION

### **BUDGET TRENDS:**

#### **Fees – Surveyor:**

2005-06	\$38,691
2006-07	40,993
2007-08	38,224
2008-09	16,805
2009-10	23,988
2010-11	13,031
2011-12	6,685
2012-13	8,906
2013-14	10,885
2014-15	16,438

Jan. 1, 2015:	6,570	
Projected Actual:	13,140	
2015-16	14,000	(Proposed budget)

**Sales – Maps:**

2005-06	10,048	
2006-07	8,303	
2007-08	7,468	
2008-09	6,133	
2009-10	5,481	
2010-11	3,343	
2011-12	1,779	
2012-13	1,158	
2013-14	1,257	
Jan. 1, 2015:	1,337	
Projected Actual:	2,674	
2015-16	2,000	(Proposed budget)

**Contribution to Surveyor’s Budget from Monument Preservation Fund:**

2005-06	\$60,500	
2006-07	75,000	
2007-08	75,500	
2008-09	55,300	
2009-10	60,000	
2010-11	45,000	
2011-12	40,000	
2012-13	25,130	
2013-14	48,530	
2014-15	48,606	(Projected with Supplemental Budget )

**Contribution to Surveyor’s Budget from Curry County General Fund:**

*Parenthesis indicate funds required from County General Fund – otherwise Surveyor revenue contributed to County General Fund*

2005-06	(\$4,400)	
2006-07	10,512	
2007-08	8,003	
2008-09	(23,229)	
2009-10	(6,127)	
2010-11	(41,660)	
2011-12	(22,255)	
2012-13	(15,442)	
2013-14	(11,835)	
2014-15	(14,929)	
2015-16	(5,541)	(Projected Actual)
2015-16	(13,766)	(Proposed budget)

## **PUBLIC OUTREACH:**

Public outreach has been difficult with our limited work time. The County Surveyor or Department Specialist tries to always be in the office on Tuesdays, Wednesdays and Thursdays from 9:00 am to 3:00 pm. Please call to arrange an appointment to meet at other times, if necessary.

The primary effort in 2015 has been enhancing the Surveyor's Web Page on the County Web Site. In the beginning of the year, the only link was to the Survey Index. Since then we have expanded the links to 24 places to find additional survey and general information that used to require a trip to the Gold Beach Surveyor's Office to locate.

On a normal day, we have about 2 to 5 telephone inquiries and try to provide any information the caller requests or help with how to proceed to find an answer. We have a similar number of "walk-ins" on many days. A few email inquiries each week are also attended to. Time spent with each individual averages at least 20 minutes and sometimes hours. Assistance with research, general survey inquiries, printing maps and answering questions relating to County Procedures, is provided.

## **SURVEYOR'S USE OF GENERAL FUNDS**

### **PUBLIC RECORDS SYSTEM:**

The existing method of indexing our public records is a very outdated manual system which consists of a paper index, which leads to a paper copy of the record and ultimately another paper copy generated for the user. We still maintain this paper record, but it has been scanned and put on line now. The same is true for the various maps and much of the other information.

We will continue to digitize as much additional information as possible with numerous back-up systems to protect this vital public information of our land records.

We have found that the process of digitizing the information naturally leads to better access & availability. It also indicates areas where work is needed to improve the record keeping systems.

### **DEVELOPMENT REVIEW:**

The County Surveyor is mandated by Oregon Revised Statutes (ORS) Chapter 92 to review and approve subdivision, partition and condominium plats prior to the sale of the new land parcels to the public. The purpose of this review and approval is to provide reasonable assurance to the purchasers that the land divisions are free of defects relating to the actual plat and the ownership of their property.

The preparation of a plat for recording is a complex and detail oriented process. The County Surveyor's Office plat review process checks the mathematical data, the field surveying accuracy, encroachments that may have an effect on boundaries, the accurate depiction of the

existing and proposed easements, restrictions to the plat and that the boundary survey has been determined using appropriate existing monumentation and rationale.

Having a well-prepared and review plat is in the best interest of the developer, financier, title insurance company, plat surveyor, realtor, and most importantly, the purchasers and future purchasers of the parcels being created.

**PLAT REVIEW:**

2007	Condominium :	6
	Subdivision:	4
	Partition:	32
2008	Condominium:	4
	Subdivision:	1
2009	Condominium:	1
	Subdivision:	1
	Partition:	16
2010	Condominium:	0
	Subdivision:	0
	Partition:	23
2011	Condominium:	0
	Subdivision:	1
	Partition:	6
2012	Condominium:	0
	Subdivision:	1
	Partition:	2
2013	Condominium:	0
	Subdivision:	1
	Partition:	4
2014	Condominium:	1
	Subdivision:	0
	Partition:	7
2015	Condominium:	0
	Subdivision:	0
	Partition:	6

**MAP OF SURVEY REVIEW:**

*(Maps of Survey include Property Line Adjustments)*

The County Surveyor's Office is mandated by Oregon Revised Statutes (ORS) Chapter 209 with reviewing and filing of maps of surveys performed in the county. The purpose of these reviews is to ensure compliance with the minimum surveying standards outlined by ORS 209.250 and to create a public record.

***Total number of maps reviewed:***

2007 - 121  
2008 - 89  
2009 - 77  
2010 - 54  
2011 - 42  
2012 - 40  
2013 - 36  
2014 - 50  
2015 - 59

**GENERAL FUND GOALS FOR 2016:**

The following goals, utilizing general funds, are planned for 2016:

- Continue to assist with the development of a new and improved County GIS system, as requested.
- Continue to assist other County Departments with assistance, as our budget allows, for their surveyor needs.
- Continue to maintain reasonable turnaround times for plat and survey review work.
- Continue with public outreach efforts through involvement with customer service, professional organizations and our web site.
- Continue to maintain an experienced, well trained, pleasant, and understanding staff.
- Continue to have someone in the office for at least 18 hours each week.
- Continue to organize maps, old private & county surveyor information in the backrooms to search for and utilize this important reference data.
- Continue to organize, evaluate, utilize or properly dispose of old survey equipment in the back rooms.

**PUBLIC LAND CORNER**  
**(CORNERSTONE) PRESERVATION FUND**

**GENERAL:**

In 1986, the Curry County Board of Commissioners approved an ordinance establishing the Public Land Corner Preservation Account, (commonly called the "Cornerstone Preservation Fund" today) to preserve and protect the location of thousands of corners (outside of National Forest Land) set by the Federal Government beginning in 1851. This fund is statutorily

dedicated and is financed by a fee of \$10 collected at the time of recording any document containing an interest in real property. Oregon Law provides that this “fund shall be used only to pay expenses incurred and authorized by the County Surveyor in the establishment, reestablishment and maintenance of corners of government surveys.”

### **WORK IN 2015:**

Public Land Survey Corner information does little good if it is not available. Local surveyors have not suggested areas that need this kind of work, so it was felt that organizing these records would allow us to determine areas most in need of new visits and corner work. Most of the work for this funding was office work involving:

- A long file box was found, full of unfiled Corner Records. Corner records are filed for the Public Land Survey Corners when a surveyor finds one, sets one, or rehabilitates it. This Corner Record documents the monument and its accessories. These found Corner Records were all indexed, and filed.
- All of the newer Corner Records (11 big binders) were scanned and put on line.
- Six volumes of Older Corner Records were written in a ledger format by previous County Surveyors. These were reviewed, scanned and put on line along with their indexes.
- All maps & plats were scanned and put on line. Many of these maps show references to Public Land Survey Corners. Thus, a portion of this work is related these funds.
- Some unfiled maps (not of record or drawn before the recording laws) were scanned and put on line.

### **PUBLIC LAND CORNER FUND GOALS FOR 2016:**

Much of the 2015 work was needed to proceed with the following goals:

- Determine areas of major population where corner verification and perpetuation is required. (We first had to determine what/when previous work was done.) After plotting all of this, we will be able to see what areas need work.
- The Surveyor’s Office has asked for a supplemental budget of a little over \$12,000 to finance part-time help doing/assisting in this required Public Land field work in early 2016. This work will be responding known needs. Our hope is the irregular part time people hired for this work will learn quickly and prove to be very capable to work part-time with minimal supervision.
- Older Trimble GPS equipment needs to be dusted off and determined if it can be used for some of this work.
- Geodetic Control Projects (GPS coordinates placed on many Public Land Corners) were completed between 2003 and 2008. We just had time to review this old work that looks like it was completed and only filed in the office. This work will be indexed to Corner Records, scanned and placed on line. Areas covered in these projects are township sized in Port Orford, Central (between Port Orford and Gold Beach), Gold Beach, Brookings and Harbor.
- Complete the review of unfiled maps (not of record or drawn before the recording laws) lying around the office. Scan and put on line.



## **Community Development Department December 2015 Activity Report**

### **Permit Applications and Plan Review for Commercial Buildings**

Commercial Mechanical  
555 20<sup>th</sup> St. PO (2)

Commercial Plumbing  
94202 2<sup>nd</sup> St. GB

Commercial Structural  
29671 Ellensburg Ave  
GB, (2)

### **Permit Applications and Plan Review for Residential Buildings**

Single family homes/stick built

93028 Childers Rd, Sixes  
27799 Hwy 101, GB

**Residential/mechanical** – 7 permits

**Plumbing** – 3 permits

**Residential Structural** – 5 permits

**Residential Plumbing, new & alterations** – 4 permits

**Inspections** - 86

**Phone and counter** – 300 calls / visits

**Planning Clearance** – 3

**Land Use Compatibility Statements** – 4

**Property line adjustment or vacation** – 1

**December Revenue** - \$13,197.44

### **Administration**

Oregon Land Use Planning Law conference in Portland

Safety meeting

Code enforcement case

Community Development Department Budget adjustment work for January  
BOC review

### **Development Projects meet, confer, CUP preparation and issuance**

Tour Ocean Mountain Ranch outside Port Orford

Preparation and presentation of BOC report for Comp Plan/Zoning Code amendment for Benham Land property

### **Long Range Planning**

Ongoing Zoning Code amendment work, including drafting of Recreational Marijuana regulations, conferral with County Counsel.

**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](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Executive Session Regarding Possible O&C Litigation

**AGENDA DATE<sup>a</sup>:** 01-20-2016 **SUBMITTING DEPARTMENT:** Commissioners

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Smith **PHONE/EXT:** 3260 **TODAY'S DATE:** 01-07-2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Discussion/Decision

- (1)
- (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:

Due date to send:        /        /

Email:

<sup>c</sup>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:** Executive Session

**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