

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
August 4, 1998**

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

Judi Krebs	Earl Breuer	George Ciapusci	John Bischoff, Planning Director
Marv Lindsey	Rick Dentino	Ted Freeman	Linda Barker, Secretary
Mary Ball			

Commissioner Hislop was not present.

CHAIRPERSON ANNOUNCEMENTS

Chair Krebs announced the oral report from the Hillside Development Standards Committee (Item 7.2 on the agenda) is postponed until a later date, probably the September Planning Commission meeting.

MINUTES

By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman; Ex Officio Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved the minutes of the June 2, 1998, meeting.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None

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

By a 6-0 vote (motion: Commissioner Ciapusci, second: Commissioner Breuer; Ex Officio Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved (File No. CUP-9-97) a one-year extension of time for a conditional use permit approved September 2, 1997, to establish a 16-unit residential care facility on a 16.96 acre parcel of land located on the south side of Parkview Drive approximately 624 feet east of Highway 101; J.C. Patel, applicant.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Dentino; Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved (File No. M3-2-98) a request for a minor partition to divide a 0.57 acre parcel of land to create two lots of 11,118.16 and 13,773.08 sq. ft. using a flag lot configuration; located on the east side of Dawson Road approximately 325 feet south of the intersection with Holmes Drive; zoned R-1-6 (Single-family Residential, 6,000 sq. ft. minimum lot size); David and Joanna Coito, applicants; Lloyd Matlock, representative.

Before the hearing was opened the following Commissioners declared ex parte contact as a result of a site visit: Commissioners Freeman, Lindsey, Krebs, Ciapusci and Dentino.

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

Lloyd Matlock

PO Box 8026

Brookings OR

The applicant waived his right to seven (7) additional days in which to submit written argument.

2. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Lindsey; Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved the Final ORDER and Findings of Fact for File No. M3-2-98.
3. By a 6-0 vote (motion: Commissioner Freeman, second: Commissioner Ciapusci; Ex Officio Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved (File No. M3-3-98) a request for a minor partition to create two lots of 6,184.50 sq. ft each and one lot of 18,295 sq. ft from a parent parcel of 0.70 acres; located on the south side of Ransom Avenue approximately 130 feet east of Fifth Street; zoned R-2 (Two-family Residential); Jan Sirchuck, applicant.

Before the hearing was opened the following Commissioners declared ex parte contact as a result of a site visit: Commissioners Freeman, Lindsey, Krebs, Ciapusci and Dentino. Commissioner Freeman also declared that the applicant was a potential customer and that this caused no bias.

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

Jan Sirchuk

PO Box 1915

Brookings OR

The applicant waived his right to seven (7) additional days in which to submit written argument.

4. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman; Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved the Final ORDER and Findings of Fact for File No. M3-3-98.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

1. By a 6-0 vote (motion: Commissioner Ciapusci, second: Commissioner Breuer; Ex Officio Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission declined to send any recommendation to Curry County in the matter of CR-AD-9814; a request for a rear yard setback variance of 7.5 feet to correct for the widening of Olsen Lane that placed the property line closer to four existing mobile home spaces within a mobile

home park; located in the southwest corner of Benham Lane and Olsen Lane; zoned County R-2 (Residential-Two); Loran and Juna Brooks, applicants.

Before the hearing began Commissioners Krebs, Ciapusci, and Freeman declared ex parte contact as a result of a site visit.

Speaking to the Commission on this request was Loren Brooks, 1188 C Morrow Road, Medford OR 97504.

2. By a 5-0 vote (motion: Commissioner Breuer, second: Commissioner Lindsey; Ex Officio Commissioner Ball gave an affirmative advisory-only vote; Commissioner Freeman declared bias and removed himself from the bench) the Planning Commission will send a favorable recommendation to Curry County in the matter of CR-S-9801, a request for a subdivision to divide a parent lot of 16.61 acres into 8 lots ranging in size from 0.289 acres to 1.234 acres and one remaining lot of 11.29 acres; located on Crown Terrace Road, Harbor; zoned County R-3 (Residential-Three) and FG (Forest Grazing); Randall and Janet Gerlach, applicants.

Before the hearing began Commissioner Breuer declared he knows the applicant but this would caused no conflict.

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

Randall Gerlach	16058 Driftwood Lane	Brookings OR 97415
Ted Freeman	1391 Glenwood Drive	Brookings OR 97415
Dale Coleman	16429 Highway 101 S	Brookings OR 94715
Molly Wallace	16057 Driftwood Lane	Brookings OR 97415

UNSCHEDULED PUBLIC APPEARANCES

Chair Krebs introduced Michael Baker, Land Use Planner for the Oregon Department of Transportation. Mr. Baker was visiting the Planning Commission meeting to fulfill one of his goals of attending meetings in all cities within his jurisdiction.

REPORT OF THE CITIZENS ADVISORY COMMITTEE

A meeting of the Transportation Systems Plan Technical Advisory Committee will be held August 5, 1998, at 9:00 a.m. in the Council Chambers.

MESSAGES AND PAPERS FROM THE CITY MANAGER

Director Bischoff presented an outline of the Downtown Core Study Committee goals and asked for additional comments from the Planning Commission to take to the City Council. The goals are attached to these minutes and made a part of them. Chair Krebs proposed that a representative of GTE also be asked to be on the committee. Commissioner Breuer remarked that the committee seemed unwieldy and could be cut by half. He added that it was overloaded with city staff which could make other participants hesitant to speak freely. Chair Krebs asked if a Planning Commission

member should be appointed to the committee tonight and Director Bischoff responded that this would be done after the committee's goals are presented to the Council.

MESSAGES AND PAPERS FROM THE MAYOR

None

REPORT OF THE PLANNING DIRECTOR

The Commissioners were polled to see who would be attending the planning training session in Springfield, September 12. Commissioner Ciapusci attested that this "beyond basics" session had been very good in the past and worth attending. Commissioner Dentino will be attending. Director Bischoff also presented a brochure on a teleconferencing-type of training to see if Commissioners were interested. It was determined that the sessions were being presented by an East Coast organization and since planning decisions made there are so different than those made on the West Coast Director Bischoff withdrew his support of the training sessions.

Director Bischoff stated he will check Wednesday, August 5, with the City Manager about the status of the Deferred Improvement Agreement Committee and when this committee will meet. Both Commissioners who were appointed to this committee are eager for it to meet and address issues and challenges presented by the DIAs.

As to the lack of landscaping done at the dentist's office on Pacific Avenue Director Bischoff reported he had been in contract with Dr. Chickinell who had been advised by his landscape contractor that he should wait until the fall rains before planting. The Commissioner directed staff to present a conditional use permit review on the September, 1998 agenda if landscaping has not commenced before that time.

The landscaping at the Subway Shop on Chetco Avenue was also determined to be out of compliance with LDC regulations and Director Bischoff will get in contact with the owners to rectify this situation.

The portable buildings that had been for sale at the corner of Wharf and Railroad have been removed. Director Bischoff reported on the status of the business license and home occupation permit for the owner of these buildings. He has been sent a letter about his business license and the accessory buildings on his residential lot which do not meet setback requirements.

The newly-opened Taco Ole' closed after 23 days of business. The sign is remaining but has one side missing. Director Bischoff is contacting the owner to take care of this.

A certified letter has been sent to Dornbusch Tire conditioning that the used tires stored there must be removed within 10 days or the city will cite the business. The owner has stated that once these tires are removed a sight-obscuring fence will be installed which will bring the business into compliance with the Land Development Code.

The Curry County Commissioners set September 9 as the date for a land use hearing for an amendment to the Curry County Comprehensive Plan and Zoning Ordinance in response to DLCD's Periodic Review requirements. Chair Krebs asked if the city would be affected by this and Director Bischoff responded that he will be in contact with the County Planner on this.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

Commissioner Krebs stated that at the July 14 City Council meeting she spoke to the Council as the Chair of the Planning Commission and wanted to explain to the Commissioners why she had done so. A request to grant a 5% allowance for bids made by local contractors was disallowed when the City Attorney researched ORS regulations and found this to be illegal. Chair Krebs' remarks to the Council were that although we could not give preference to local contractors we also should not make special allowances for out-of-town contractors. She noted that recently an out-of-town contractor had parked a RV on city-owned property and remained there while completing a project. Director Bischoff added that on the same day this was reported to the city a city patrolman was dispatched to the area and explained to the contractor they could not stay there. The contractor encampment moved to another location.

Commissioner Breuer asked staff to take a look at the area between the apartments on the south side of Moore Street and the condos at the end of the street. He said it is quite an eyesore.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 10:05 p.m.

Respectfully submitted,
BROOKINGS PLANNING COMMISSION


vice chair for
Judith A. Krebs, Chair

CITY OF BROOKINGS
DOWNTOWN CORE STUDY

Council Goal:

Complete a study of Brookings' downtown core area—Chetco Avenue to Railroad St.

Purpose of this White Paper

To establish a committee of citizens willing to spend the time and effort to create a plan to revitalize the downtown area of Brookings, particularly with the highway couplet coming and to be prepared for the opportunities this will bring.

Committee

Suggested representation:

1. Voting Members
 - A. Three property owners in the study area.
 - B. Three tenants (non property owners) in study area.
 - C. One Planning Commission member.
 - (4) Two Chamber of Commerce representatives.
 - (5) Two people from outside of study area.
 - (6) Coos Curry Electric representative.
 - (7) City Manager.
 - (8) Community Development Director.
 - (9) Planning Director.
 - (10) ODOT representative.

Work Program

The committee should, as its first task, establish a Work Program including but not limited to the following tasks:

1. Establish a program to keep property owners and tenants in the study area, the public and city officials informed of the progress and decisions made by the committee.
2. Establish a study area.
 - A. Suggested area:
 - (1) One tier of lots north of Highway 101 to one tier of lots south of Railroad St.
 - 2) From Fifth St. to Alder St.
 2. Determine if the study area should also include the industrially zoned area south of Railroad St. between Tanbark Rd. and Center St.
1. Establish a vision, goals and objectives.
 - A. Short term projects.
 - B. Long term projects
4. Establish an inventory of existing infrastructure, improvements, property values, and etc.
5. Determine the needs and opportunities available to accomplish established goals.

- A. Short term.
- B. Long term.
- 6. Determine what specific actions must be accomplished to meet established objectives.
 - A. Short term projects.
 - B. Long term projects.
- 7. Ordinance Review.
 - A. Review existing city ordinances.
 - 1) identify regulations that obstruct implementation of the plan.
 - 2) identify regulations that encourage implementation of the plan.
 - B. Review ordinances developed by other jurisdictions to implement similar plans.
- 8. Propose any necessary ordinance changes, deletions or additions to the City Council.
- 9. Explore and develop funding to accomplish proposed projects.
- 10. Review existing resources, such as the Boot Strap Study, Tax Increment Redevelopment Study and projects undertaken by other jurisdictions.
- 11. Explore and develop new resources.
- 12. Establish a process for implementation including division of responsibilities..
- 13. Establish time lines.
- 14. Hold public meetings.
- 15. Make recommendations to Planning Commission and City Council.

WHY A VITAL DOWNTOWN IS IMPORTANT TO YOUR COMMUNITY

Maintaining an active downtown revitalization effort can improve your community's image and bring many benefits that include a improved and diversified economy, a restored civic and cultural center, and improved livability of the local area. Historic downtowns and traditional neighborhood commercial districts are unique places which reflect local heritage and history. Efforts spent to preserve and restore the design and architecture of these districts add a quality of attraction that cannot be found in shopping mall or strip0 development environments.

A healthy and vibrant downtown or neighborhood commercial district is vital to your community because it: ● gives the community a center and sense of place.

● is a great environment for small businesses to startup, thrive and grow.

● embodies local history and heritage through the built environment.

● Strengthens the local economy—studies show 60¢ of every dollar stay in the community, while only 3¢ of every dollar spent at a large discount superstore remains.

A healthy downtown really is the heart and soul of a community.

Source Oregon Downtown Development Association