

**MINUTES  
BROOKINGS PLANNING COMMISSION  
REGULAR MEETING  
December 1, 1998**

The regular meeting of the Brookings Planning Commission was called to order by Chair Judi Krebs at 7:00 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

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

Commissioners Hislop and Breuer were not present.

**CHAIRPERSON ANNOUNCEMENTS**

Chair Krebs reminded Commissioners about the training session in Roseburg during February. She also thanked Vice-chair Freeman for meeting with city staff in August regarding establishing completion dates for conditions of approval on conditional use permits. She appreciated the time he had taken from his work day to do this. She also thanked Commissioner Ciapusci, John Bischoff and Linda Barker for their support during the year.

**MINUTES**

The minutes of the October 6, 1998 meeting were tabled until the January, 1999 meeting. There was not a sufficient number of Commissioners in attendance at this meeting who attended the October meeting to establish a quorum.

By a 4-0 vote (motion: Commissioner Ciapusci, second: Commissioner Dentino; Commissioner Freeman abstained; Ex Officio Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved the minutes of the November 11, 1998, meeting as written.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS**

None

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

Planning Director John Bischoff recapped the memo he had written to the City Council about the Deferred Improvement Agreement program. At their November 23 meeting the City Council tabled recommendation No. 1 and 2 and accepted No. 3 and 4. Commissioner Dentino asked when the needed information would be prepared for recommendations No. 1 and 2. Director Bischoff responded that this would not be done by the December 14 City Council meeting, that it would probably be before the Council in January.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS**

1. By a 5-0 vote (motion: Commissioner Freeman, second: Commissioner Ciapusci; Ex Officio Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved as written (File No.M3-10-98) a request for a minor partition to divide the 6,124 sq. ft. subject lot into two parcels of 2,585.24 and 3,439.26 sq. ft. each; located in between Hemlock Street on the north and Railroad Street on the south, approximately 30 feet west of the intersection of Hemlock and Wharf Streets; zoned C-3 (General Commercial); Grace T. Scattini, applicant; Lloyd Matlock, representative.

Before the hearing was opened the following Commissioners declared ex parte contact as a result of a site visit: Commissioners Ciapusci, Krebs, Lindsey, Freeman 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 5-0 vote (motion: Commissioner Freeman, second: Commissioner Dentino; Ex Officio Commissioner Ball gave an affirmative advisory-only vote) the Planning Commission approved the Final ORDER and Findings of Fact for File No. M3-10-98 as written.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS**  
None

**UNSCHEDULED PUBLIC APPEARANCES**  
None

**REPORT OF THE CITIZENS ADVISORY COMMITTEE**

PROUD, the downtown core study committee, met November 9. Director Bischoff stated this group cannot truly be called a citizens advisory committee but rather a co-operative group of people with the objective a revitalizing our downtown area. Oregon Downtown Development Association will be in Brookings December 2 to give a presentation at the Brookings Inn Conference Center. This group helps communities realize a vision and give aid in implementing that vision. The city is seeking a \$5,000 grant.

**MESSAGES AND PAPERS FROM THE CITY MANAGER**  
None

**MESSAGES AND PAPERS FROM THE MAYOR**  
None

**REPORT OF THE PLANNING DIRECTOR**

1. The dentist office on Pacific Avenue has still not completed its landscaping. In a voice message Dr. Chickenell said he had a landscaper begin the work but his tractor had broken down and had to be pulled out of the area. The stormy weather was keeping the landscaper from resuming the work.

After discussion the Planning Commission directed the Planning Director to write Dr. Chickenell a letter informing that all work on this condition must be completed before February 1, 1999. If this work is not completed a public hearing will be held at the March meeting to consider the revocation of the conditional use permit for this dental office.

2. Taco Ole Restaurant has been sent a letter informing them of the need to purchase and arrange for installation of "No Parking" street signs.
3. The Brookings Baptist Church was contacted regarding the basketball hoop that was installed on

property at Pacific and Fern. While there is nothing in city ordinances requiring the church to fence the area they also are concerned with safety for the players and are addressing this. They are in the process of installing a fence to contain rolling balls. They hope, in the future, to be able to enclose the court fully so it may be used during any weather.

4. Chair Krebs drove down Moore Street looking for the area of concern that Commissioner Breuer spoke of during the August Planning Commission meeting. She noticed nothing out of the ordinary there. Director Bischoff also said he did not find anything in the area that could be regulated by the Land Development Code.

#### **PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS**

The agenda order was reversed so that the election of officers for the next year was held last.

With minor corrections the draft annual report (attached) was accepted by the Planning Commission. It will be presented to the City Council at the first meeting in January, 1999.

Commissioner Ciapusci reported the Capital Improvements Plan (CIP) Committee met November 23. The CIP was updated for the period 1999-2004. The draft plan has gone to the Systems Development Charges Review Board. It will go to the Parks and Recreation Commission before being presented at a public meeting before the Planning Commission on January 5. After the public meeting the plan will have Council review and adoption on January 11.

Chair Krebs questioned whether Section 156 of the Land Development Code had ever been revised regarding the nature of appeal hearings before the City Council. Appeals of Planning Commission decisions to the City Council are held "de novo" and new evidence is taken. Director Bischoff stated this change will be made at a later date. Chair Krebs also wondered if the city had a "self-help" book on appeals. This booklet has been prepared and is currently in the review process. Copies will be made available to the Planning Commission once final approval of the draft form is received.

Marv Lindsey was nominated and by unanimous vote elected Chair of the Planning Commission for 1999. Ted Freeman was nominated and by unanimous vote elected Vice-Chair of the Planning Commission for 1999. The new officers will take their seats at the first meeting in January.

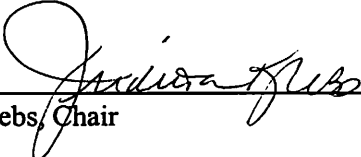
Commissioner Ciapusci thanked Chair Krebs for dedication to her post this past year. Ex Officio Commissioner Ball also thanked Chair Krebs for the help Krebs had given her. Chair Krebs stated her pleasure in "mentoring" Commissioner Ball especially since the high school student had voted in opposition to her mentor on three occasions during the year.

#### **ADJOURNMENT**

There being no further business before the Planning Commission, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,

**BROOKINGS PLANNING COMMISSION**

  
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Judith A. Krebs, Chair