

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
December 3, 2002**

Chair Randy Gorman called the regular meeting of the Brookings Planning Commission to order 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.

Jim Collis	Randy Gorman	John Bischoff, Planning Director
Ernest Cofrances	Craig Mickelson	Cathie Mahon, Secretary
Ted Freeman	Bruce Nishioka	

Commissioner Fritz and Student Ex Officio Michelle Carrillo were not present at the meeting.

CHAIRPERSON ANNOUNCEMENTS

The Chair expressed congratulations to Commissioner Mickelson who will be starting his term on City Council in January, 2003.

MINUTES

By a 3-0 vote, the Commission (motion: Commissioner Collis; Commissioners Freeman, Cofrances and Nishioka abstained due to absence at the November meeting) approved the minutes of the November 5, 2002, regular meeting.

ELECTION OF OFFICERS

Commissioner Freeman nominated, Commissioner Nishioka seconded, Commissioner Gorman for Chair. Nominations were closed (Motion: Commissioner Collis) and by unanimous vote Commissioner Gorman was re-elected for his second term as Chair. Commissioner Freeman moved, Chair Gorman seconded the nomination of Commissioner Nishioka as Vice-Chair. The new officers will commence their positions at the January 7, 2003 public hearing.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

1. By a 6-0 vote (Motion: Commissioner Freeman), the Planning Commission approved the final map for a 4-lot subdivision from a .73 acre parcel; located in the northwest corner of Azalea Park Drive and Old County Road; identified as Erb Court Subdivision; Assessor's Map 41-13-5 BC, Tax Lot 200; R-2 (Two-family Residential) zone; K.C. Erb, applicant; Lloyd Matlock, representative.

Planning Director Bischoff announced for the record that the two County Referrals and the Bruce Brothers final map were pulled from the agenda; the County Referrals are continued indefinitely, and the Bruce Brothers have not completed the required conditions for final map approval.

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

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None.

UNSCHEDULED PUBLIC APPEARANCES

None.

COMMISSIONERS COMMENTS:

Chair Gorman discussed the *draft* for the Annual Report. Discussion ensued. It was determined that any additional items to add to the report be forwarded to the Secretary, who will type up the report for final approval at the January 7, 2003 meeting.

Commissioner Mickelson expressed his appreciation for serving on the commission.

Commissioner Nishioka questioned Planning Director Bischoff for a 2003 forecast of the Commission's caseload. Planning Director Bischoff responded, predicting the upcoming year will be as busy as 2002.

REPORT OF THE PLANNING DIRECTOR

Planning Director Bischoff discussed several items:

Requirements for side yard setback:

Side yard setback requirements are being reviewed by staff to look at reasonable requirements for houses built on hills, affected by topography. Uphill diagrams, and other examples will be included in the January packet for discussion.

City Council:

City Council will have a *goal-setting* session in January. Council has scheduled only one meeting for the month on December 16th.

Annual report:

He reminded the Commission about its Annual Report due to the City Council in January.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 9:22 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION



Randy J. Gorman, Chair