

**MINUTES**  
**BROOKINGS PLANNING COMMISSION - REGULAR MEETING**  
**July 6, 2004**

Chairman Gilmore 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.

*Commissioners Present:*

Jim Collis	Bob Gilmore
Bill Dundom	Ted Freeman
Randy Gorman	Bill Smith

*Commissioners Absent:* Bruce Nishioka

*Staff Present:*

John Bischoff, Planning Director  
Dianne Snow, Assistant Planner  
Cathie Mahon, Community Development Secretary

*Media:*

Curry Coastal Pilot reporter, Brian Bullock

*Other:*

City Manager Blodgett  
Councilor Mickelson  
Approximately 65 citizens in the audience.

**CHAIRPERSON ANNOUNCEMENTS**

None.

**MINUTES**

By a 4-0-2 vote (motion: Commissioner Freeman; Commissioners Collis, Freeman, Dundom, and Smith voted in the affirmative, Commissioners Gorman and Gilmore abstained due to being absent) the Planning Commission approved the minutes of the May 4, 2004, meeting as written.

By a 3-0-3 vote (motion: Commissioner Freeman; Commissioners Collis, Dundom, and Smith were absent) the Planning Commission approved the minutes of the June 1, 2004, 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**

1. The request for a minor change, File No. SUB-2-02/MC-1-04, to the *Spindrift Subdivision*, was tabled due to the applicant failing to appear.

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

1. By a 6-0 vote (Motion: Commissioner Smith) the Planning Commission approved a Conditional Use Permit to operate a short-term rental from a single-family residence; located at 1326 Crissey Circle; Assessor's Map 41-13-06BC, Tax Lot 1001; R-1-6 (Single-family, 6,000 square foot minimum lot size) zone; Scott Titensor, applicant; Jenie Gilliam for Practical and Professional Management, representative; File No. **CUP-5-04**.

The motion was amended to include the following conditions:

- The name, address and telephone number of a local representative shall be provided to the City, placed in a prominent location in the dwelling and placed on a sign located outside the property in public view.
- No more than four (4) vehicles may be parked on the premise.

Commissioners Gorman and Collis declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

The action was taken following questions and comments regarding the request from the following:

Jenie Gilliam	P. O. Box 572	Brookings, OR 97415
Warren and Jan Krick	1347 Chetco Avenue	Borokings, OR 97415
Bob Minshe	1349 Chetco Avenue	Brookings, OR 97415
Steven Leon	1332 Crissey Circle	Brookings, OR 97415
Barbara Nysted	427 Buena Vista Loop	Brookings, OR 97415
Donna Van Nest	1324 Crissey Circle	Brookings, OR 97415
Ruth McCloud	17255 Garvin Court	Brookings, OR 97415

Entered into the record was a petition from opponents of the conditional use permit:

James Maier	1330 Crissey Circle	Brookings, OR 97415
Steven Leon	1332 Crissey Circle	Brookings, OR 97415
D.K. Amin	1335 Crissey Circle	Brookings, OR 97415
Donnis & Jerry Lausman	1339 Crissey Circle	Brookings, OR 97415
Jan & Warren Krick	1347 Chetco Avenue	Brookings, OR 97415

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

2. By a 6-0 vote (Motion: Commissioner Gorman) the Planning Commission approved the Final ORDER and Findings of Fact for File No. **CUP-5-04**.
3. By a 5-0 vote (motion: Commissioner Smith) the Planning Commission approved an application for a minor Partition to divide a .86 acre parcel into two lots; located at 1119 Rowland Avenue; Assessor's Map 41-13-06 CA, Tax Lot 1302; R-1-6 Residential zone; Michael Thornton, applicant, File No. **M3-4-04**.

Before the hearing began Commissioner Collis declared bias and left the dias and meeting room. (Note: his familiarly with Habitat for Humanity, the potential owner of Lot 1).

Commissioners Collis, Freeman, and Gorman declared ex parte due to a site visit. There was no

challenge from the audience as to the jurisdiction of the Commission to hear the request.

This action was taken following questions and comments regarding the request from the following:  
Michael Thornton, applicant                      1119 Rowland Lane                      Brookings, OR  
Marilyn Durham                                      827 Ransom                                      Brookings, OR

4. By a 5-0 vote (motion: Commissioner Smith) the Planning Commission approved the Final ORDER and Findings of Fact for File No. **M3-4-04**.

A short recess was declared at 8: 45 p.m. The meeting reconvened at 8:50 p.m.

5. By a 5-1 vote (motion: Commissioner Freeman; Commissioners Gorman, Dundom, Collis, Freeman, and Gilmore voted in the affirmative; Smith in opposition) the Planning Commission approved an application for a Planned Unit Development and Subdivision to be known as *Pacific Terrace*, to divide a 13.9 acre parcel into 26 lots; located on the east side of Old County Road and the north side of Marina Heights Road; Assessor's Map 40-13-32 CC, Tax Lot 1500; SR-20 (Suburban Residential) zone; Bruce Brothers, applicants; Jim Capp, representative, File No. **PUD-1-04**.

The motion was amended to include the following changes to the Conditions of Approval:

- ...prior to construction of streets, utilities and a house on any lot within this subdivision a geological study and grading plan will be required...
- Prior to any further construction on the site, the southerly terminus of the new private street shall be gated and locked for use as an emergency exit only.
- Prior to any further construction on the subject property, the applicant shall record a Lot Line Adjustment to bring the included portions of Tax Lots 205 and 300 into the applicant's ownership.
- Prior to the approval of the Final Plat Map by the Planning Commission, the applicant shall cause the annexation of the portion of the subject property that currently extends outside the city limits.
- ...the applicant shall execute and cause to be recorded a Deferred Improvement Agreement for future street improvements on Marina Heights Road.
- Prior to the recordation of the Final Plat Map, the applicant shall engineer and remove the bank as shown in lot 14 of the approved preliminary plat-along Old County Road, south of the proposed entrance to improve the sight distance from the entrance of the project. Prior to the actual removal of the bank, the construction plans shall be approved by the City Engineer and removal shall be according to the approved plans.
- The applicant shall extend a sewer main into the Old County Road right-of-way from the current terminus to the northerly boundary of the subject property.
- The applicant shall extend a sewer main into the Marina Heights Road right-of-way from the current terminus at the intersection of Old County Road and Marina Heights Road to the southeasterly boundary of the subject property.

Commissioners Gorman, Collis, and Freeman declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

The action was taken following questions and comments from the following:

Jim Capp, Western Land Use Services, representative	P.O. Box 2937	Harbor, OR	97415
Tim Bossard, T.J. Bossard, Inc., Civil & Structural Engineering	133 N.W. "D" Street	Grants Pass, OR	97526
Kerry KenCairn, KenCairn Sager Landscaping Architects, Inc.	545 "A" Street Suite 3	Ashland, OR	97520
John Babin, attorney	P. O. Box 1600	Brookings, OR	97415
Pete Chavez	935 Marina Heights Road	Brookings, OR	97415
Robert Harvell	875 Marina Heights Road	Brookings, OR	97415
Anita Kent	97673 Marina Heights Road	Brookings, OR	97415

Entered into the record was a letter from the following:

Gary & Julie Derr	508 Hassett Street	Brookings, OR	97415
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The applicant waived their right to seven (7) additional days in which to submit written argument.

6. By a 5-1 vote (motion: Commissioner Freeman; Commissioners Gorman, Dundom, Collis, Freeman and Gilmore voted in the affirmative; Smith in opposition) the Planning Commission approved the Final ORDER and Findings of Fact, as amended, for File No. **PUD-1-04**.

A recess was declared at 11:45 p.m. The meeting reconvened at 11:49 p.m. with the same six members.

7. The Planning Commission heard File No. **PUD-2-04**, an application for a Planned Unit Development to be known as *Ransom Creek*, to divide a 9.09 acre parcel into 36 condominium units; located at the intersection of Brooke Lane and Timberline Drive; Assessor's Map 40-13-31CA, Tax Lot 900; R-1-6 (Single-family Residential, 6,000 square foot lot) zone, and 40-13-31CD, Tax Lot 4900; R-1-10 (Single-family Residential, 10,000 square foot minimum lot size zone; Bruce Brothers, applicants; Jim Capp, representative.

Before the hearing began Commissioner Freeman declared he had conducted business, sold products to the applicant, but stated he could hear the case without bias.

Commissioners Gorman, Freeman, Collis, and Gilmore declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

The action was taken following questions and comments regarding the request from the following:

Jim Capp, representative	P. O. Box 2937	Harbor, OR	97415
Tim Bossard, T.J. Bossard, Inc., Civil & Structural Engineering	133 N.W. "D" Street	Grants Pass, OR	97526
Craig Harper, Rogue Valley Council of Govts.	P. O. Box 3275	Central Point, OR	97502
Kerry KenCairn, Landscape Architects Inc.,	545 "A" Street	Ashland, OR	97520
John Babin, Legal Council for the applicant	P. O. Box 1600	Brookings, OR	97415
Ed Henke	985 Brooke Lane	Brookings, OR	97415

Earl Keatey	905 Third Street	Brookings,	OR 97415
Bill Powers	922 Timberline Drive	Brookings,	OR 97415
Melody Bruggeman	971 Timberline Drive	Brookings,	OR 97415
Don Drivon	942 Timberline Drive	Brookings,	OR 97415
Bill Boynton	959 Timberline Drive	Brookings,	OR 97415

Entered into the record were opponent letters from the following:

Ed & Rochelle Henke	985 Brooke Lane	Brookings,	OR 97415
Debbie Hodges	955 3 <sup>rd</sup> Street	Brookings,	OR 97415

The hearing was closed to additional oral testimony when opponents requested seven (7) additional days to submit written argument. It was agreed to continue the matter until the next Planning Commission Public Hearing on August 3, 2004. The applicant's will have seven days after the opponent's submittals to respond.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS**

1. By a 6-0 vote (motion: Commissioner Freeman) the Planning Commission will send a favorable request for a replat to create two new lots from Lot #100 of the subdivision known as *Crestline Subdivision*; located at 97823 Crestline Loop; Assessor's Map 41-13-08 AA, Tax Lot 100; R-1 (Single Family) county zone; Michael and Gloria Adams, applicants; File No. **CR-S-0402**

**UNSCHEDULED PUBLIC APPEARANCES**

None.

**REPORT OF THE PLANNING DIRECTOR**

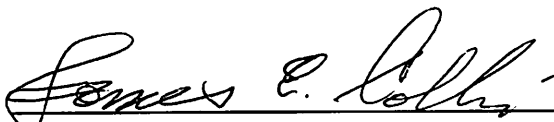
None.

**PROPOSITIONS AND COMMISSIONERS COMMENTS:**

**ADJOURNMENT**

With no further business before the Planning Commission, the meeting adjourned at 1:56 a.m.

Respectfully submitted,  
**BROOKINGS PLANNING COMMISSION**

  
 R. Gilmore, Chair

