

MINUTES
BROOKINGS PLANNING COMMISSION
December 4, 2007

Due to the absence of the Chair and Vice-Chair, the Secretary called the meeting to order and asked the Commission to appoint a temporary Chair. By a voice vote, Commissioner Gorman assumed the chair.

The regular meeting of the Brookings Planning Commission was called to order by pro temp Chair Gorman at 7:04 in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present:

Steve Bismarck	Juliane Leighton
Randy Gorman	Bruce Nishioka
	Richard Yock

Commissioners absent: Commissioner Markham, and Commissioner Dundom

Staff Present:

Dianne Morris, Planning Director, Donna Colby-Hanks, Senior Planner, and Cathie Mahon, Secretary.

CHAIR ANNOUNCEMENTS

None.

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

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

The Chair opened the Public Hearing for File No. **LDC-2-07**, an amendment to Chapter 17.04-Development Permit Procedures, of the Brookings Municipal Code. The Chair announced the hearing was legislative and the Commission will make a recommendation to City Council.

No exparte contact, personal bias, personal interest, conflicts or objections were declared by the Commission. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request. The public hearing was closed at 7:13 p.m. and a vote taken:

By a 5-0 vote (Motion: Commissioner Gorman) the Planning Commission will send a favorable recommendation to City Council.

COUNTY REFERRELS

None.

MINUTES

By a 3-0-2 vote (Motion: Commissioner Nishioka-Commissioners Bismarck, Gorman, and Nishioka voted in the affirmative with Commissioners Yock and Leighton abstaining due to absence) the Planning Commission approved the minutes of November 6, 2007.

COMMENTS by the PLANNING STAFF

2007 Planning Commission Annual Report

- Planner Morris distributed the report by Chair Markham. She asked the Commissioners to review it and bring any changes to the next meeting on January 8, 2008. Chair Markham will present it to City Council on January 14, 2008.

Memo-County Referrals

- Staff has requested an authorization from City Council to handle County Referrals administratively. One reason is the applicant often attends two public hearings; before the Brookings Planning Commission for review, and the final decision at the County Public Hearing. The staff time involved to review the file, make copies for the packet and have the Commission review it, would be better used for some of the long range projects scheduled for 2008.
- One idea is to have the Site Plan Committee review land use proposals by County applicants. Also discussed was rescinding the fee. It has been a topic of discussion that applicants are paying two fees, one to the County and one to the City. Discussion ensued.
- By a 5-0 vote (Motion: Commissioner Yock) the Planning Commission voted in favor of the proposed policy change to have Planning Staff administratively review County Referrals with the following requests:
 1. Discuss any County Referral with the Site Plan Committee.
 2. Inform the Planning Commission about Staff reviews of the County Referrals and the County's resulting Final Order.
 3. Consider requests for public review if received from interested parties.
 4. To rescind the "County Referral Fee".

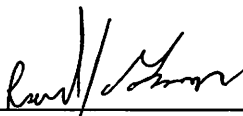
COMMISSIONERS COMMENTS

None.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting closed 7:36 p.m.

Respectfully submitted,



Randy Gorman, Pro Temp Chair
(approved at Jan 8, 08 meeting)

Note: After the meeting Richard Yock tendered his resignation due to moving out of the UGB.