

MINUTES
BROOKINGS PLANNING COMMISSION
December 3rd, 2013

The regular meeting of the Brookings Planning Commission was called to order by Acting Chair Tillung at 7:00pm in the Council Chambers at the Brookings City Hall on the above date. The following Commission members and staff were in attendance:

Commissioners Present: Curtis Williams; Jerry Wulkowicz; Bryan Tillung; Betty Pomerleau
Commissioners Absent: Cheryl McMahan; Hedda Markham
Planning Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Jordan Fanning
Others Present: 2 members of the public.

THE FOLLOWING ACTIONS WERE TAKEN IN THE PUBLIC HEARINGS:

Public hearing procedures addressed by acting Chair Tillung

- Acting Chair Tillung opened the quasi-judicial hearing regarding File No. CUP-1-13 at 7:02pm.

File Description: In the matter of File No. **CUP-1-13**, a request for approval of a conditional use permit for a short term vacation rental at 333 Memory Lane, a 28,314 square foot parcel located on Assessor's Map No. 41-13-08BA; tax lot 1001. Applicant, Etchart and Owner, Milojevich. The criteria used to decide this matter is found in Section 17.124.170 - Short Term Rentals, Chapter 16.136 - Conditional Uses, and Section 17.20.040(Q) Single-Family Residential (R-1-6) Conditional Uses, of the Brookings Municipal Code (BMC). This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. Applicant Suzie Etchart, PO Box 1117 Brookings, explained and defended the application at length. There were no people in the audience present whom opposed the application. Commissioner Pomerleau asked the applicant for some clarification on a few questions. The public hearing portion of the file was closed at 7:18pm. There was no discussion between the commissioners. Commissioner Wulkowicz made a motion to approve the application which was seconded by Commissioner Pomerleau. The application was approved unanimously. Commissioner Wulkowicz made a motion to approve the final order which was seconded by Commissioner Pomerleau and was followed by a unanimously in-favor vote.

- Acting Chair Tillung continued the quasi-judicial hearing:

File Description: In the matter of File No. **CUP-2-13**, a request for approval of a conditional use permit for a short term vacation rental at 222 Del Norte Lane #7, a 917 square foot condo parcel located on Assessor's Map No. 41-13-05CD; tax lot 80107. Applicant, Etchart and Owner, Robertson. The criteria used to decide this matter is found in Section 17.124.170 - Short Term Rentals, Chapter 16.136 - Conditional Uses, and Section 17.28.040(R) Multiple-Family Residential (R-3) Conditional Uses, of the Brookings Municipal Code (BMC). This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. Commissioner Wulkowicz asked staff to clarify an issue covered in the report. Applicant Suzie Etchart, PO Box 1117 Brookings, explained and defended the application at length. Robert Kerr, PO Box 366 Brookings, in opposition to the file, expressed his concerns about noise, traffic, and the general disruption that can be caused

by short term renters. Applicant Etchart was allowed to rebut Kerr's concerns. Staff added some additional comments to the record. Applicant Etchart was allowed to rebut additional comments made by Kerr. Staff addressed Kerr's concerns. Public testimony was closed at 7:49pm. There was no discussion between the Commissioners. Commissioner Wulkowicz made a motion to approve the application which was seconded by Commissioner Williams. The application was approved unanimously. Commissioner Wulkowicz made a motion to approve the final order which was seconded by Commissioner Tillung and was followed by a unanimously in-favor vote.

- Acting Chair Tillung continued the quasi-judicial hearing:

File Description: In the matter of File No. **CUP-3-13**, a request for approval of a conditional use permit for a short term vacation rental at 222 Del Norte Lane #3, a 892 square foot condo parcel located on Assessor's Map No. 41-13-05CD; tax lot 90103. Applicant, Etchart and Owner, Chambers. The criteria used to decide this matter is found in Section 17.124.170 - Short Term Rentals, Chapter 16.136 - Conditional Uses, and Section 17.28.040(R) Multiple-Family Residential (R-3) Conditional Uses, of the Brookings Municipal Code (BMC). This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. Applicant Suzie Etchart, PO BOX 1117 Brookings, explained and defended the application at length. Staff added comments about the parking requirements. Public testimony was closed at 8:04pm. There was no discussion between the Commissioners. Commissioner Williams made a motion to approve the application which was seconded by Commissioner Wulkowicz. The application was approved unanimously. Commissioner Wulkowicz made a motion to approve the final order which was seconded by Commissioner Williams and followed by a unanimously in-favor vote.

- Acting Chair Tillung continued the quasi-judicial hearing:

File Description: In the matter of File No. **LDC-2-13**, the addition of BMC Section 17.124.220 Specific Standards Applying to Conditional Uses, Cottage Industry and the addition of Cottage Industry as a conditional use in Chapter 17.16 Suburban Residential (SR), Chapter 17.20 Single-Family Residential (R-1), Chapter 17.24 Two-Family Residential (R-2), and Chapter 17.32 Manufactured Home Residential (R-MH) as well as the definition of cottage industry in Section 17.08.030. City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. Public testimony was closed at 8:10pm. There was no discussion between the Commissioners. Commissioner Williams made a motion to approve of the application and was seconded by Commissioner Pomerleau. The application was approved unanimously.

- Acting Chair Tillung continued the quasi-judicial hearing:

File Description: In the matter of File No. **LDC-3-13**, revisions to BMC Chapter 17.124 Specific Standards Applying to Conditional Uses. City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. There were no members of the public present in the audience. Public testimony was closed at 8:17pm. There was no discussion between the Commissioners. Commissioner Wulkowicz made a motion to approve of the application and was seconded by Commissioner Pomerleau. The application was approved unanimously.

- Acting Chair Tillung continued the quasi-judicial hearing:

File Description: In the matter of File No. **LDC-4-13**, revisions to BMC Section 17.88.100(F) Sandwich Board Signs. City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. Commissioner Wulkowicz had staff clarify a question and there was a discussion on how to specifically word a revision to the prepared language. The revision included "...placement of sign must leave at least 36" of continuous unobstructed sidewalk area to provide accessibility for pedestrians, be located outside of vehicular travel lanes **and not be placed in parking spaces or parking areas...**" There were no members of the public present in the audience. Public testimony was closed at 8:28pm. There was no further discussion between the Commissioners. Commissioner Wulkowicz made a motion to approve of the application as amended during the discussion. The motion was seconded by Commissioner Pomerleau. The application was approved unanimously.

APPROVAL of MINUTES

By a 3-0 vote, abstention by Commissioner Pomerleau (motion: Commissioner Williams, 2nd Acting Chair Tillung) the Planning Commission approved the minutes of the October 1st, 2013 Planning Commission meeting.

REPORT FROM PLANNING STAFF

- Staff gave a report on the Citizen Involvement Survey and Evaluation and recommended that the Commission have a vote to approve the report and send it to the City Council. Commissioner Pomerleau made a motion to approve of the report and was seconded by Commissioner Williams. The report was approved unanimously.
- New pages with updates were given to the Commissioners for their Brookings Municipal Code binders.
- Two county referrals: One for an LLA, and the second was a home occupation were reviewed.
- The next meeting will be held on the January 7th.

REPORT FROM CHAIR

Acting Chair Tillung read the annual Chair's report written by Chair Markham. The Commission held a vote to approve the report and send it the City Council. The initial motion was made by Commissioner Williams, and was seconded by Commissioner Pomerleau. The motion was carried unanimously.

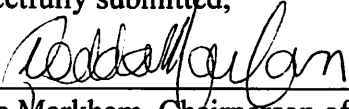
ELECTIONS FOR CHAIR AND VICE CHAIR OF THE 2014 PLANNING COMMISSION

- Chair Markham re-nominated herself for Chairperson via a letter written to the Commission. There were no other nominations. Commissioner Pomerleau motioned to approve the reelection of Hedda Markham as Chair. The motion was seconded by Commissioner Williams followed by a unanimous vote in favor of the motion.
- Bryan Tillung was nominated as Vice Chair for the Commission. No other commissioner was nominated for the position. Commissioner Williams motioned to approve the nomination and was seconded by Commissioner Wulkowicz. The motion was voted on and approved unanimously.

ADJOURNMENT

With no further business before the Planning Commission the meeting adjourned at 8:40 pm.

Respectfully submitted,



Hedda Markham, Chairperson of the City of Brookings Planning Commission
(approved at the 1/07/14 meeting)