

MINUTES
BROOKINGS PLANNING COMMISSION
June 3rd, 2014

The regular meeting of the Brookings Planning Commission was called to order by Chair Hedda Markham 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: Hedda Markham , Betty Pomerleau, Gerry Wulkowicz, Bryan Tillung, Loren Rings
Commissioners Absent: Cheryl McMahan
Planning Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Jordan Fanning
Others Present: Mayor—Ron Hedenskog, City Manager – Gary Milliman, and 5 members of the public

STAFF ANNOUNCEMENTS

Planning staff introduced Loren Rings as the newest member of the Planning Commission.

THE FOLLOWING ACTIONS WERE TAKEN IN THE PUBLIC HEARINGS:

Public hearing procedures addressed by Chair Markham

- Chair Markham opened the quasi-judicial hearing regarding File No. CUP-1-14 at 7:05pm.

File Description: A continuation in the matter of File No. CUP-1-14, a request for approval of a conditional use permit for a short term vacation rental at 222 Del Norte Lane #13, a 700 square foot condo parcel located on Assessor's Map No. 41-13-05CD; tax lot 60313. Applicant, Etchart and Owner, Lowenthal. The criteria used to decide this matter is found in Section 17.124.170 - Short Term Rentals, Chapter 17.136 - 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. There were no people in the audience present whom opposed the application. The public hearing portion of the file was closed at 7:20pm. Commissioner Wulkowicz made a motion to approve the proposal. The motion was seconded by Chair Markham. The application was approved unanimously. Commissioner Wulkowicz made a motion to approve the drafted Final Orders with no amendments. The motion was seconded by Chair Markham and approved unanimously.

- Chair Markham opened the quasi-judicial hearing regarding File No. CUP-2-14 at 7:21pm.

File Description: A continuation in the matter of File No. CUP-2-14, a request for approval of a conditional use permit for a short term vacation rental at 222 Del Norte Lane #17, a 1000 square foot condo parcel located on Assessor's Map No. 41-13-05CD; tax lot 60117. Applicant, Etchart and Owner, Baier. The criteria used to decide this matter is found in Section 17.124.170 - Short Term Rentals, Chapter 17.136 - 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. There were no people in the audience

present whom opposed the application. The public hearing portion of the file was closed at 7:28pm. Commissioner Wulkowicz made a motion to approve the proposal. The motion was seconded by Commissioner Tillung. The application was approved unanimously. Commissioner Wulkowicz made the motion to approve the drafted Final Orders with no amendments. The motion was seconded by Chair Markham and approved unanimously.

- Chair Markham opened the quasi-judicial hearing regarding File No. CUP-3-14 at 7:29pm.

File Description: A continuation in the matter of File No. CUP-3-14, a request for approval of a conditional use permit to operate a property management business as a Cottage Industry at 720 Easy Street, a .42 acre parcel located on Assessor's Map No. 41-13-06AA; tax lot 701. Applicant/Owner, Hatch. The criteria used to decide this matter is found in Section 17.124.220 Cottage Industry, Chapter 17.136 - Conditional Uses, and Section 17.24.040(U) Two-Family Residential (R-2) 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 had some questions about the involvement of a deferred improvement agreement (DIA) as a condition of the applications approval. Applicant Holly Hatch, 720 Easy St. Brookings, briefly defended the application and fielded questions concerning parking on the property from Commissioner Rings. There were no people in the audience present whom opposed the application. The public hearing portion of the file was closed at 7:46pm. There was a brief discussion amongst the Commissioners and some clarifying questions were asked about signage on the property. Chair Markham made a motion to approve the proposal as is. The motion was seconded by Commissioner Pomerleau. The application was approved unanimously. Commissioner Wulkowicz made the motion to approve the drafted Final Orders with no amendments. The motion was seconded by Commissioner Pomerleau and approved unanimously.

- Chair Markham opened the quasi-judicial hearing regarding File No. M3-1-14 at 7:48pm.

File Description: A continuation in the matter of File No. M3-1-14, a request for a partition to divide a 494 acre parcel into two parcels; located adjacent to the east boundary of Hwy 101 approximately 4,000 feet northwest of the intersection of Hwy 101 and Lone Ranch Parkway; Assessor's Map 40-14-00, tax lot 2402; Curry County Forestry Grazing (FG) and City of Brookings Master Plan Development (MPD). Applicant, Bischoff and owner, US Borax. Criteria used to decide this case can be found in Chapter 17.70.020 MPD of the Brookings Municipal Code, Section 172 Public Facilities Improvement Standards & Criteria and Section 176.050 Minor Partition of the 2004 Land Development Code as well as Section 3.050 Forestry Grazing (FG) and Section 3.252 Development in Areas of Geologic Hazard of the Curry County Zoning Ordinance and the Curry County Land Division Ordinance. This is a quasi-judicial hearing and the Planning Commission will make a decision on this request.

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

Planning Manager Colby-Hanks presented the staff report in full. Representative of the Applicant, John Bischoff, 96333 Wildwood Rd. Brookings, briefly defended the application and gave some background information on the property in question. There were no people in the audience present whom opposed the application. The public hearing portion of the file was closed at 8:02pm. Commissioner Wulkowicz made a motion to approve the proposal as is. The motion was seconded by Chair Markham. The application was approved unanimously. Commissioner Pomerleau made the motion to approve the drafted Final Orders with no amendments. The motion was seconded by Commissioner Tillung and approved unanimously.

APPROVAL of MINUTES

By a 4-0 vote, (motion: Chair Markham, 2nd Commissioner Wulkowicz, Abstention by Commissioner Tillung) the Planning Commission approved the minutes of the April 8th, 2014 Planning Commission meeting.

By a 5-0 vote, (motion: Chair Markham, 2nd Commissioner Wulkowicz) the Planning Commission approved the minutes of the May 6th, 2014 Planning Commission meeting.

REPORT FROM PLANNING STAFF

- Next Planning Commission meeting will be held on July 1th. Items to look for will include a partition request, the City Water Master Plan update. A workshop will be held immediately after the regularly scheduled meeting to discuss the Stormwater Master Plan update.
- City Manager, Gary Milliman, wrote a letter regarding O'Reilly's Auto Parts. The letter was distributed to the Commissioners.
- Planning Staff reviewed two County Referrals.

UNSCHEDULED APPEARANCES

Brookings' City Manager, Gary Milliman, presented Planning Commission Chair, Hedda Markham, with a plaque thanking her for her service to the City. The June 3rd meeting was to be the Chair's last as she resigns from her post after being on the Commission for eight years.

The honorable Ron Hedenskog, Brookings' mayor, read a touching personal letter written to the outgoing Planning Commission Chair, Hedda Markham. His letter commended Markham for her service to the City, noting that her presence had helped to enrich the community as a whole.

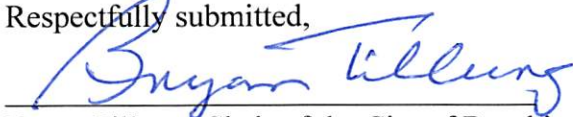
REMARKS FROM THE COMMISSION

The Commissioners each thanked Chair Markham for her service and wished her well on the next adventure of her life.

ADJOURNMENT

Meeting adjourned at 8:15pm

Respectfully submitted,



Bryan Tillung, Chair of the City of Brookings Planning Commission
(Approved at the 7/01/14 meeting)