

**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
**October 7th, 2014**

The regular meeting of the Brookings Planning Commission was called to order by Chair Bryan 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: 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: 2 members of the public

**THE FOLLOWING ACTIONS WERE TAKEN IN PUBLIC HEARINGS:**

Public hearing procedures addressed by Chair Tillung

- Chair Tillung opened the quasi-judicial hearing regarding File No. VAR-1-14 at 7:04pm.

**File Description:** In the matter of File No. VAR-1-14, a request for a variance to allow for the required 20 foot front yard setback to be reduced to five foot on the property located at 1359 Chetco Avenue currently zoned Single Family Residential (R-1-6); Assessor's Map 41-14-01AA, Tax Lot 800; The applicant is John Hendy; representative is Sy Allen, ZCS Engineering. Criteria used to decide this matter can be found in Chapters 17.20 and 17.132 Variances, of the Brookings Municipal Code (BMC). This is a quasi-judicial hearing and the Planning Commission will make a decision on this request.

Commissioners Rings and Wulkowicz disclosed that they had personally visited the property in question. Each Commissioner denied having any personal bias on the matter or contact with the applicant. No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. Applicant John Hendy of 356 Westwood Dr. in Grants Pass, Oregon, explained the application and reasoning behind it. Commissioners asked some clarifying questions of the applicant as well as staff regarding the necessity to adjust the setback as much as requested. The public hearing portion of the file was closed at 7:43pm. Commissioners discussed approving the file with conditions as well as an alternative setback allowance. The public hearing was reopened at 7:50pm to allow the applicant some additional time to respond to questions. Topics included ODOT right-of-way and the possibility of a retaining wall for slope stability of the highway along property frontage. The public hearing portion was re-closed at 7:57. Rings made a motion to approve the file with a second from Pomerleau, however, the motion failed with Wulkowicz and Pomerleau as the nay votes (no abstaining votes). Wulkowicz motioned to approve the variance with the condition that the setback be decreased 10 feet rather than 15 feet. Motion seconded by Pomerleau and approved unanimously. Wulkowicz motioned for final order, seconded by Chair Tillung. Approved unanimously.

- Chair Tillung opened the legislative hearing regarding File No. LDC-3-14.

**File Description:** In the matter of File No. LDC-3-14, revisions to Chapter 17.168 Public Facilities Improvement Standards and Criteria for Utilities of the Brookings Municipal Code (BMC) to clarify under what circumstances service laterals must be installed. 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.

Planning Manager Colby-Hanks presented the staff report in full. There were no members of the public whom wished to speak on the matter. The public portion of the meeting was closed at

8:03pm. Wulkowicz made a motion to approve the file, seconded by Pomerleau, and voted for unanimously.

### APPROVAL of MINUTES

By a 4-0 vote, (motion: Commissioner Rings, 2<sup>nd</sup> Commissioner Pomerleau) the Planning Commission approved the minutes of the August 5<sup>th</sup>, 2014 Planning Commission meeting.

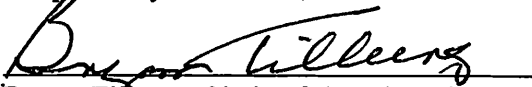
### REPORT FROM PLANNING STAFF

- TSP Meeting to be held on October 28<sup>th</sup>
- Revisions for LDC handed out
- Staff thanks Commissioners Rings and Tillung for attending Planning Commissioners Training

### ADJOURNMENT

Meeting adjourned at 8:13pm

Respectfully submitted,



Bryan Tillung, Chair of the City of Brookings Planning Commission  
(Approved at the 12/02/14 meeting)