

**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
**April 8th, 2015**

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: Bryan Tillung, Ray Hunter, Gerry Wulkowicz, Cheryl McMahan, Loren Rings, Joe Vogel  
Commissioners Absent: Betty Pomerleau  
Planning Staff Present: Planning Manager - Donna Colby-Hanks; Director of PW Loree Pryce;  
Administrator - Jordan Fanning  
Others Present: 4 members of the public

**PUBLIC HEARINGS**

Public hearing procedures addressed by Chair Tillung

- Chair Tillung opened the quasi-judicial hearing regarding File No. CUP-1-15 at 7:04pm.

**File Description:** In the matter of File No. **CUP-1-15**, a request for approval of a conditional use permit for a short term vacation rental at 1051 Wharf Street, a 36,590 square foot parcel located on Assessor's Map No. 41-13-06D; tax lot 402. Applicant, Reed and Owner, Johnson. The criteria used to decide this matter is found in Section 17.124.170 - Short Term Rentals, Chapter 17.136 - Conditional Uses, and Section 17.24.040(R) 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.

Planning Manager Colby-Hanks presented the staff report in full. Applicant Rushel Reed, 88681 Tokyo Ln. Bandon, Oregon presented her summation of the application. Rings asked the applicant a few questions regarding ADA access and the required transient tax. Tillung asked about the authority the caretaker of the property to make decisions on behalf of the property management firm. PW Director Pryce made some final remarks regarding a private issue between an adjacent home owner sewer lateral and the applicant. Rings and Hunter both asked some clarifying questions of Pryce. The applicant noted a quick rebuttal regarding the private sewer issue. The public testimony portion of the application was closed at 7:24pm. There was no discussion between the Commissioners. McMahan made a motion to accept the application as-is and was seconded by Hunter. The Commission voted for the motion unanimously. A motion for the final order was made by Wulkowicz and seconded by Tillung. The Commission voted for the motion unanimously.

**APPROVAL of MINUTES**

By a 5-0 vote, (motion: McMahan, 2<sup>nd</sup> Rings, Abs. Vogel) the Planning Commission approved the minutes of the January 5<sup>th</sup>, 2015 Planning Commission meeting.

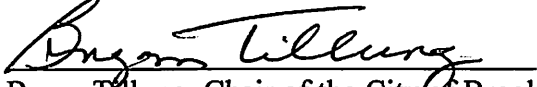
**REPORT FROM PLANNING STAFF**

Staff reminded the Commission about the mandatory income survey conducted by the State. Staff remarked on some county referrals. The Commission will be having a meeting in May to discuss Amateur Radio towers and another CUP application.

**ADJOURNMENT**

Meeting adjourned at 7:30pm

Respectfully submitted,

A handwritten signature in cursive script, reading "Bryan Tillung", written over a horizontal line.

Bryan Tillung, Chair of the City of Brookings Planning Commission

(Approved at the 5/05/15 meeting)