

MINUTES
BROOKINGS PLANNING COMMISSION
April 5, 2016

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: Loren Rings, Ray Hunter, Gerry Wulkowicz, Timothy Hartzell, Cheryl McMahan, Bryan Tillung, Joseph Vogl
Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Lauri Ziemer
Others Present: 8 audience members

CHAIR PERSON ANNOUNCEMENT

Chair Tillung introduced Lauri Ziemer who will be operating the audio and video equipment for the meeting as well as polling the Commission. The Commissioners welcomed her.

PUBLIC HEARINGS

Public hearing procedures were addressed by Chair Tillung

- Chair Tillung opened the quasi-judicial hearing regarding File No. M3-1-16.

File Description: In the matter of File No. **M3-1-16**, a request for a partition to divide a 1.29 acre parcel into two parcels; located adjacent to the southern boundary of Memory Lane between Musser and Kindel Streets; Assessor's Map 41-13-08BA, tax lot 600; zoned Single-Family Residential (R-1-6). Owner/applicant is Savage; Representative is Roberts & Associates Land Surveying. Criteria used to decide this case can be found in Chapter 17.20 R-1-6, 17.172 Land Divisions, 17.168 Public Facilities Improvements Standards and Criteria for Utilities, and 17.170 Street Standards of the Brookings Municipal Code (BMC). This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter

There was no ex parte contact, bias or personal interest, or conflict of interest declared. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:04pm. Planning Manager Colby-Hanks reviewed the staff report and entered Exhibit B, a letter from K. Thompson expressing support, into the record. The co-applicant, Pam Savage, 313 Memory Lane, Brookings, asked some questions of staff regarding the criteria and the ability to build a home on Parcel 1.

Ken Thompson, 313.5A Memory Lane, Brookings, stated he owned the adjacent property and expressed support for the application. Nancy Owens, 16725 Thomspson Road, Brookings, OR stated she had no comments. There was no testimony in opposition of the application.

No participants requested additional time to present evidence and the public hearing portion of the meeting was closed at 7:18pm.

The Commission deliberated on the matter and agreed that this was a straight forward application. By a 7-0 vote (motion: Tillung, 2nd Wulkowicz) the Planning Commission approved File No. M3-1-16 requesting authorization to divide a 1.29 acre parcel into two parcels. Tillung made a motion to

approve the final order, which was seconded by McMahan. The final order was approved by unanimous vote.

- Chair Tillung opened the quasi-judicial hearing regarding File No. MC-1-16/MC-1-12/CUP-2-98.

File Description: In the matter of File No. **MC-1-16/MC-1-12/CUP-2-98**, a request for approval of a minor change to an approved Conditional Use Permit authorizing the expansion of a pre-school program, Headstart, with the remodel of the existing facility to accommodate approximately 60 students. The subject property is located adjacent to the eastern boundary of Redwood Spur; Assessor's map 41-13-05CB, tax lots 9700 & 9901. Owner is SWOCC, Applicant is Curry County, Representative is Lon Samuels. Criteria used to decide this case can be found in Section 17.124.010 Day Care or Nursery School, Section 17.20.040(E) Single Family Residential and Chapter 17.136 Conditional Use Permits of the BMC. This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter.

There was no ex parte contact, bias or personal interest, or conflict of interest declared. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:21pm. Planning Manager Colby-Hanks reviewed the staff report and entered Exhibit B-1, proposed conditions of approval omitted from packet and B-2, a letter from P. Broock, First Church of Christ, Scientist into the record. Broock clarified that the Church of Christ, Scientist is not willing to excute a parking agreement that cannot be revoked.

Lon Samuels, 960 Central, Coos Bay, reviewed the grant that is making this project possible and the future transfer of ownership from SWOCC to Curry County to Headstart. In response to the letter stating that a parking agreement would not be recorded, Samuels stated that he had walked the property and felt that the parking lot of the Brookings Presbyterian Church was a possibility for the needed spaces. He entered Exhibit C, a map of the area, into the record. Samuels stated that Curry County owns a single family dwelling in the area that may be near the end of its useful life and could provide an area for parking. Samuels discussed the desire of the applicant to level the play area to better accommodate small children. Samuels explained this component of the project was not necessary to meet any of the criteria for the application. The Commissioners asked numerous questions regarding the parking situation, the steepness of the play area, noise buffers, and the lighting requirements. Commissioners Wulkowicz, Tillung, and Hunter expressed concerns regarding the unresolved issues.

Several citizens spoke as interested parties. Jeff Holmes, 17350 Holmes Drive, Brookings, stated he felt they could reduce the number of staff or find someone else who would be willing to guarantee the parking spaces.

Paula Broock, First Church of Christ, Scientist, 825B Brookhaven Drive, Brookings, stated they were supportive of the Headstart program. The Church provided the letter in response to a request but were not aware the agreement would be irrevocable while Headstart operated at the Redwood Spur location. This agreement could prevent the Church from expanding in the future. The Church may want to relocate to a larger site in the future and the recorded agreement may limit who would buy the property.

Samuels provided rebuttal and clarified that the grant funds could not be spent off-site for the needed parking. He stated that he understood the Church's concerns but felt the Commission could revise condition #12 and approve the request.

Staff commented that existing condition #7 addresses lighting, the parking requirements are based on the number of employees, Public Works reviews and approves any work proposed to be conducted in the right-of-way, as well as advising the Curry County property is zoned residential. The Curry County property has not been a component of the request and there are no provisions in the code for the development of an unattached parcel as a parking lot in residential zones. Addition notice and consideration would be required for the property to be developed as a parking lot. Staff suggested either revising condition #12 to require the applicant to obtain 10 parking spaces in compliance with Section 17.92.080 or continue the matter to a future meeting to allow the applicant additional time to resolve the parking issue.

The Commission discussed the matter. By a 7-0 vote (motion: Wulkowicz, 2nd MaMahan) the Planning Commission voted to continue the matter to the May 3, 2016 meeting at 7:00 pm to allow the applicant additional time to resolve the issues. The hearing for the matter was closed at 8:18pm.

- Chair Tillung opened the quasi-judicial hearing regarding File No. VAR-1-16.

File Description: In the matter of File No. **VAR-1-16**, a request for a variance to a side yard setback to allow a structure with a partial flat roof to be remodeled with a sloped roof. The subject property is located adjacent to the eastern boundary of Redwood Spur; Assessor's map 41-13-05CB, tax lot 9700. Owner is SWOCC, Applicant is Curry County, Representative is Lon Samuels. Criteria used to decide this case can be found in Section 17.20.060 Single Family Residential and Chapter 17.132 Variances of the BMC. This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter.

There was no ex parte contact, bias or personal interest, or conflict of interest declared. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 8:18pm. Planning Manager Colby-Hanks reviewed the staff report.

Lon Samuels, 960 Central, Coos Bay, described the methods of construction in detail and used the white board to better illustrate the construction needed to raise the roof and resolve the water issues.

There was no testimony from any participants regarding the application. No one requested additional time to present evidence and the public hearing portion of the meeting was closed at 8:36pm.

The Commission deliberated on the matter and discussed condition #3 regarding the two-roof system. Commission Wulkowicz moved to approve File No. MC-1-16/MC-1-12/CUP-2-98 with Condition of Approval #3 to read "A two-roof shall not be allowed. The lower roof must be removed to ensure firefighter safety." The motion was seconded by Commissioner Hunter and was unanimously approved.

By a 7-0 vote (motion: Tillung, 2nd Hartzell) the Planning Commission approved the final order with condition #3 revised.

APPROVAL of MINUTES

By a 6-0 vote (motion: McMahan, 2nd Rings) the Planning Commission approved the minutes of the March 1, 2016 Planning Commission meeting as presented. Commissioner Vogl abstained as he was absent from the meeting.

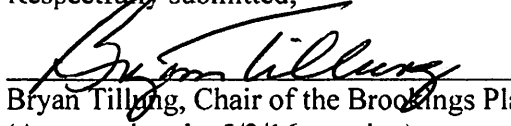
STAFF REPORT

The Planning Commission will be considering the storm water master plan and two requests for conditional use permits for short term rentals as well as continuation of the minor change request for Headstart at the May 3rd meeting. The Commission discussed have a second meeting but with several members unavailable suggested delaying until the June meeting the consideration of an additional application as well as a workshop to consider revisions to the criteria for short-term rentals.

ADJOURNMENT

Meeting adjourned at 8:47 pm.

Respectfully submitted,



Bryan Tillung, Chair of the Brookings Planning Commission
(Approved at the 5/3/16 meeting)