

MINUTES
BROOKINGS PLANNING COMMISSION
April 4, 2017

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, Cheryl McMahan, Gerry Wulkowicz, Skip Hunter, Tim Hartzell, Bryan Tillung, Joseph Vogel
Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Lauri Ziemer
Others Present: 7 audience members

PUBLIC HEARINGS

Public hearing procedures were addressed by Chair Tillung.

- Chair Tillung opened the quasi-judicial hearing regarding File No. CUP-1-17.

File Description: In the matter of the File No. **CUP-1-17**, a request for approval of a conditional use permit to operate a bed and breakfast facility at 3 Otter Terrace, a 0.41 acre parcel located on Assessor's Map No. 41-13-08BB; tax lot 2001. Applicant is Mary Geyer/Owner is Donald Frank. The criteria used to decide this matter are found in Section 17.124.140 - Bed & breakfast facilities, Chapter 17.136 - Conditional Uses, and Section 17.20.040(N) 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 the matter.

There was no ex parte contact or conflict of interest declared. Commissioner Vogel declared that he had a social relationship with the applicant and recused himself from the matter. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:03pm. Planning Manager Colby-Hanks reviewed the staff report and entered Exhibit B, testimony from Zoltan Gyurko, 18 Otter Terrace, Brookings into the record. The concerns raised by Gyurko were addressed with suggestions for several additional conditions of approval.

Mary Geyer, 3 Otter Terrace, Brookings, stated she was the applicant and was there to answer any questions. The Commissioners asked questions regarding the parking are in front of the garage and the rental of rooms. Geyer explained the dwelling is currently being rented long term.

Ilona Gyurko, 19 Otter Terrace, Brookings stated she lived adjacent to the property and had concerns about traffic. She requested removal of a parked trailer be added as a condition of approval. She advised that the garage was being used for storage and would not be available for vehicles unless emptied.

Kristy Kleespies, 25 Otter Terrace, Brookings stated she had no comments.

Geyer, in rebuttal, advised that currently the dwelling was being rented long term.

No participant requested additional time to submit materials and the representative did not request additional time for written rebuttal. The public hearing was closed at 7:34pm.

The Commission deliberated on the matter with Commissioner Vogel abstaining. By a 6-0 vote (motion: Wulkowicz, 2nd McMahan) the Planning Commission approved File No. CUP-1-17 with a change to remove "including the 2 spaces within the garage and the 1 space within the carport" of proposed condition No. 8 as well as adding conditions "the parking spaces provided outside the garage or carport shall be clearly delineated" and "the address shall be posted on the front of the dwelling as to be clearly visible from Otter Terrace".

Chair Tillung made a motion to approve the final order with the revision to condition No. 8 and the addition of the two conditions as stated in the approval, which was seconded by Commissioner McMahan. The final order was approved by unanimous vote with Commissioner Vogel abstaining.

- Chair Tillung opened the quasi-judicial hearing regarding File No. M3-1-17.

In the matter of File No. **M3-1-17**, a request for preliminary approval of a three parcel partition at 214, 218, and 220 Del Norte Lane, a 0.64 acre parcel located on Assessor's Map No. 41-13-05CD; tax lots 8001, 8002, and 8005. Applicant/owner Kerry Parker. The criteria used to decide this matter are found Chapter 17.20 Single-family residential (R-1-6), Chapter 17.168 Public Facilities Improvement Standards & Criteria, Chapter 17.170 Street Standards, Section 17.172.060 Partitions and Section 17.172.061 Rear lot partitions of the Brookings Municipal Code (BMC). This is a Quasi-judicial hearing and the Planning Commission will make a decision on the matter.

There was no ex parte contact, personal bias 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 7:45pm. Planning Manager Colby-Hanks reviewed the staff report and answered Commissioner questions regarding lot coverage and the timing for review of residential development.

Rich Roberts, Roberts & Associates, 611 Spruce Street, Brookings (representative) explained the history of the property and the confusion regarding the number of discrete parcels. Roberts clarified details of the engineered storm drainage plan.

Karen Cunningham, 222 Del Norte Ln #6, Brookings stated that she was an interested party and lived in the adjacent condos.

Hank Cunningham, 222 Del Norte Ln #6, Brookings stated that since the new parcels meet the minimum lot size, he is not opposed.

No participant requested additional time to submit materials and the representative did not request additional time for written rebuttal. The public hearing was closed at 8:24pm.

The Commission deliberated on the matter. By a 7-0 vote (motion: Wulkowicz, 2nd Rings) the Planning Commission approved File No. M3-1-17 with the addition of a condition to clarify who was responsible for the maintenance of the 20 foot wide ingress, egress, and utility easement located on proposed Parcel 3.

Chair Tillung made a motion to approve the final order with the added condition. The motion was seconded by Commissioner Hartzell. The final order was approved by unanimous vote.

APPROVAL of MINUTES

Commissioner Hunter requested that he be identified by Skip instead of Ray in the minutes. By a 6-0 vote (motion: Rings, 2nd Wulkowicz) the Planning Commission approved the minutes of the February 7, 2017 Planning Commission meeting with the name change. Commissioner Vogel abstained due to being absent from the meeting.

STAFF REPORT

Staff advised that the application submitted for the May 2nd meeting had been withdrawn and the meeting was cancelled. Colby-Hanks advised that she will be retiring the end of April and the Community Planner position has been filled with Mark Schexnayder from Ashland.

ADJOURNMENT

Meeting adjourned at 8:34 pm.

Respectfully submitted,



Gerald Wulkowicz, Vice-Chair of the Brookings Planning Commission
(Approved at the 06/06/2017 meeting)