

[Public Notice](#)

Planning Commission Agenda
June 5, 2018, 7:00 pm City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415

1. Call To Order
2. Pledge Of Allegiance
3. Roll Call
4. Planning Commission Chairperson Announcements
5. Public Hearings
 - 5.I. In The Matter Of The File No. MC-1-18 (MC-2-94),
a request for approval of an application to add a car wash as an accessory use to an existing vehicle service station at 1123 Chetco Avenue, a 1.44 acre parcel located on Assessor's Map No. 41-13-06BD; Tax Lot 3400. The applicant is Colvin Oil Company. The criteria used to decide this matter is found in Section 17.116.090 - Minor Change of the Brookings Municipal Code (BMC). This is a Quasi-judicial hearing and the Planning Commission will make a decision on the matter.

Documents:

[STAFF REPORT.PDF](#)
[UTILITIES.PDF](#)
[FINAL ORDER.PDF](#)

6. Minutes For Approval

6.I. 5-1-18 Minutes

Documents:

[5-1-18 PC MINUTES.PDF](#)

7. Unscheduled Public Appearances
8. Report From The Planning Staff
 - 8.I. Rescheduling Of July Meeting To July 10, 2018
9. Commission Final Comments
10. Adjournment

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 10 days advance notification. Please contact 469-1137 if you have any questions regarding this agenda.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Minor Change
FILE NO: MC-1-18 (MC-2-94)
HEARING DATE: June 5, 2018

REPORT DATE: May 23, 2018
AGENDA ITEM NO: 5.1

GENERAL INFORMATION

APPLICANT: Colvin Oil Company
PROPERTY OWNER: Colvin Oil, LLC
REQUEST: A minor change for approval of an application to add a car wash as an accessory use to an existing vehicle service station
TOTAL LAND AREA: 1.44 acres/62,726 square feet
LOCATION: Subject property is located on the south side of Highway 101, approximately 387 feet east of Arnold Lane; more specifically 1123 Chetco Avenue
ASSESSOR'S NUMBER: 4113-06BD, Tax Lot 3400

ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING: C-3 (General Commercial)
PROPOSED: Same
SURROUNDING: Subject property to the west is zoned C-4 (Tourist Commercial); North and East C-3 (General Commercial); south R-3 (multiple family residential) and C-3 (General Commercial)
COMP. PLAN: Commercial

LAND USE INFORMATION

EXISTING: Gasoline Service Station
PROPOSED: Addition of a car wash
SURROUNDING: Commercial uses to the north, east and west; residential uses to the south
PUBLIC NOTICE: Mailed to all property owners within 250 feet of subject property and published in local newspaper.
APPLICABLE CRITERIA: Land Development Code – Ordinance No. 06-O-572
Chapter 17.116.090 – Minor Change of the Brookings Municipal Code

BACKGROUND INFORMATION

The subject property is regular in shape, 1.44 acres in size and located on the south side of Highway 101, approximately 387 feet east of Arnold Lane; more specifically 1123 Chetco Avenue. The property is accessed from Highway 101, which has a paved travel surface approximately 80 feet in width. The lot is flat with a gentle slope of about eight feet difference from a highpoint at the highway to a low point at the southerly boundary (approximately 2%). The subject property has approximately 197 feet of frontage on Highway 101, a westerly boundary of approximately 339 feet and a southerly boundary of approximately 215 feet. The easterly boundary has an irregular shape that curves around the building occupied by In Motion Graphics on the adjoin lot. The straight line distance along this boundary is approximately 280 feet, see Exhibit A.

The subject property currently contains Northgate Shell Service Station, Circle K convenience store and Colvin Oil Commercial Card Lock Fuel Station behind the convenience store. The site has two driveway access points along the highway frontage, the westerly most drive way is 45 feet wide and the easterly is 50 feet wide. The property is zoned C-3 (General Commercial) as is the area to the north and east. The area to the south is zoned R-3 (Multi Family Residential) and C-3 to the southeast. The area to the west is zoned C-4 (Tourist Commercial). The areas in the C-3 and C-4 zones are developed with various commercial uses. The lot adjoining the subject property on the easterly boundary of the subject lot is the Northgate shopping center and the area across the highway is developed with various uses including a motel, restaurant and auto parts store. The area to the south contains a vacant lot, storage units and multiple family residences.

Highway 101 is fully improved with curb, sidewalk and pavement within an 80 foot wide right-of-way in the area adjacent to the subject property. There is a water and sewer mains in the highway right-of-way. Drainage on the property is toward the rear or south of the property where there are three existing catch basins.

The subject property was granted a Minor Change in 1994 to remodel the existing gas station, which included replacing the service building, the front gas pump island, adding commercial fuel pumps and storage shed in the rear of the station.

PROPOSED MINOR CHANGE

The applicant is requesting a minor change to add a car wash as an accessory use to an existing vehicle service station. The car wash facility will be a one way drive through car wash, housed in a 54' x 24', 1296 sq. ft. structure, approximately 16'6" high at the rear of the property on the existing pavement surface, approximately 10 feet from the southerly property line. Vehicles will enter the car wash building on the west side and exit on the east side. The applicant indicates a new water line will be connected to the existing 12" water line, and a new sewer line will be connected to the existing 8" sewer main.

ANALYSIS, FINDINGS, AND CONCLUSIONS

A request for a minor change must meet the same criteria necessary to grant a conditional use. To grant the applicants request the Planning Commission must find that the application meets the requirements of the following criteria, which is listed in Section 140 Conditional Use Permits of the Land Development Code.

1. The proposal is in compliance with the Comprehensive Plan.

2. The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this code.
3. The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
4. The proposed use will have minimal adverse impact upon adjoining properties and the improvements thereon. In making this determination, the commission shall consider, but not be limited to, the proposed location of the improvements on the site, vehicle egress/ingress and internal circulation, pedestrian access, setbacks, height and bulk of buildings, walls and fences, landscaping, screening, exterior lighting and signing.
5. In areas designated as requiring preservation of historic scenic or cultural attributes, proposed structures will be of a design complimentary to the surrounding area.

Criterion 1, Compliance with Comprehensive Plan

The proposed project meets the criteria addressed above and is consistent with Goal 9, Economy, of the Comprehensive Plan, which calls for the economic development of the city and diversity of the economy. The subject property is zoned C-3 (General Commercial) and is designated as commercial by the Comprehensive Plan. Car wash facilities are a Conditional Use within the C-3 zone. This Criterion is met.

Criterion 2, Adequate Size and Shape

The subject property consists of 1.44 acres. Current structures and canopies cover approximately 4,736 sq. ft; the additional structure will increase that amount to 6,032 sq. ft. and represents approximately 10% of the total lot size (62,726 sq. ft). Total hardscape coverage, including driveways and walkways cover the remaining 90% and will remain the same. The proposed Minor Change will add uses that are permitted in the C-3 zone as an accessory use and the subject property is large enough to provide sufficient room to enter, exit and maneuvering of vehicles on the site while still providing sufficient room for parking. This criterion is met.

Criterion 3, Relations of Streets

The subject property has 197 feet of frontage on Highway 101 and is 370 feet from the nearest intersection. There is a 45 foot wide driveway near the west property line and a 50 foot driveway near the east property line. Traffic may enter either driveway and circle the building to the rear and enter the car wash building on the west side and exit on the east side. No street traffic problems will be created. This criterion is met.

Criterion 4, Neighborhood Impact

There is commercial development on three sides of the subject property and the car wash addition will not have significant impact on those uses. The area behind the subject property is zoned R-3 and is currently vacant. Multiple family structures are generally considered to be a good transition between commercial and residential uses. There is yard space with landscaping between the southerly boundary of the property site and the adjoining property. The plantings will act as a visual and noise barrier. The proposed project will generate an undetermined amount of additional traffic over the existing service station but not more than what some of the permitted uses in the zone may generate. The proposed use should not create significant impact on the surrounding area. This criterion is met.

Criterion 5, Historic, Scenic or Cultural Attributes

The subject property is not located in an area that contains historic, scenic or cultural attributes that should or need to be protected. This criterion is met.

17.116.090 Minor Change Requirements

Applicants may apply to the Planning Commission for a minor change to the site plan and/or conditions of approval of an approved planned community. The Planning Commission will hold a public hearing to consider the nature of the requested change, impacts the change may have on surrounding properties and/or on the remaining portion of the project, and the impact on the city's services and facilities. The commission may approve or deny the minor change. If the change is approved it may be incorporated into the project. If it is denied the project remains as originally approved and the change cannot be incorporated. Applications for a minor change must be submitted with the following:

A. A filing fee in an amount established by general resolution of the City Council. No part of the fee is refundable. The applicant has submitted the required fees, this criterion is met.

B. A site plan or revised subdivision map showing the proposed changes and how they compare to the originally approved project. If the change does not include the physical site plan of the project, a text explaining the designed change must be submitted. A site plan has been submitted showing the proposed changed, this criterion is met. See Exhibit B.

C. A statement explaining how the proposed change relates to the approved project and any impacts it may have on the project and/or adjoining property holders and city services facilities. The applicant has submitted a statement addressing these issues, this criterion is met. See Exhibit C.

CONDITIONS OF APPROVAL

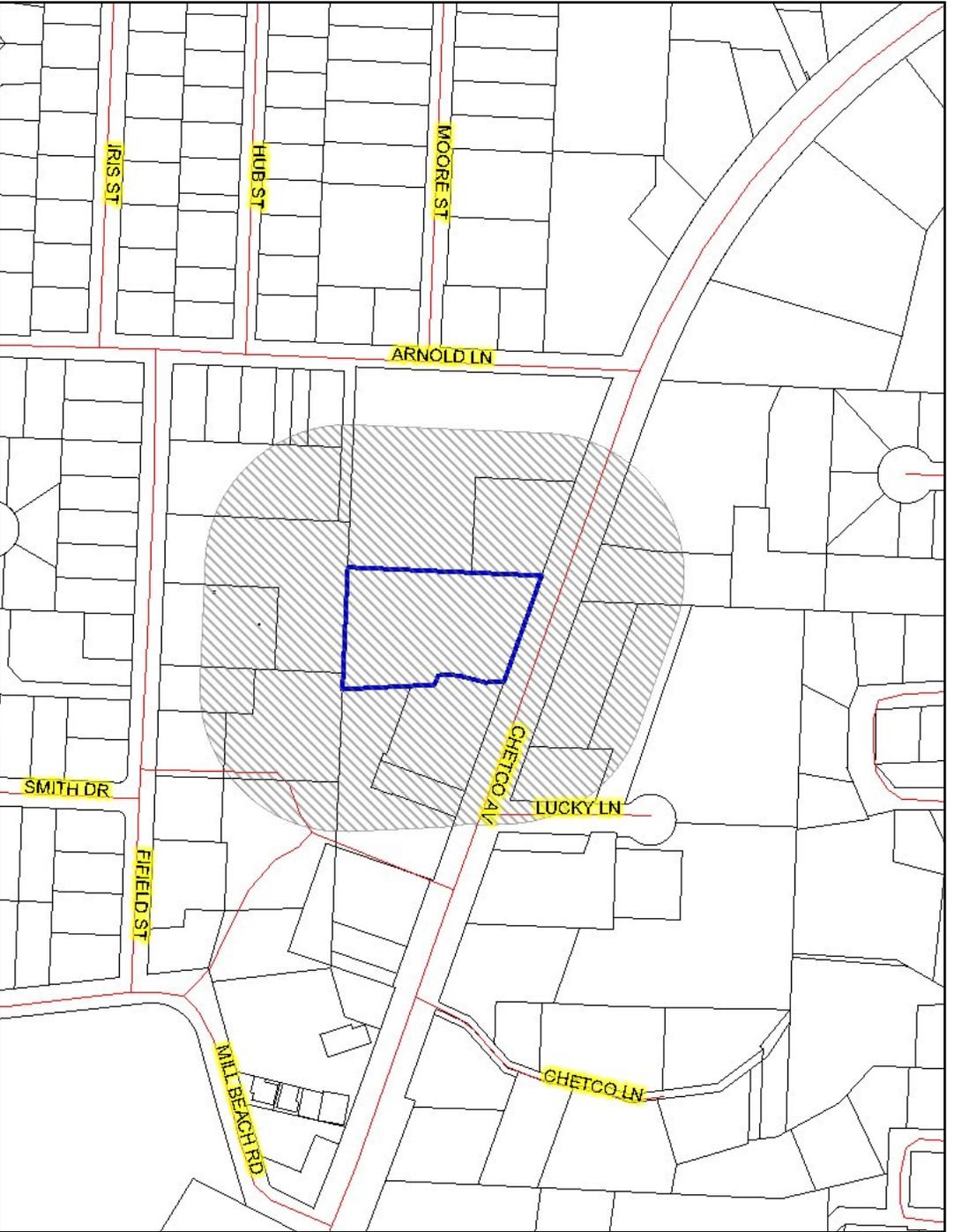
The proposed conditions of approval are attached to and made a part of this report.

RECOMMENDATION

Staff recommends APPROVAL of MC-1-18, based on the findings and conclusions stated in the applicant's findings, the staff report, and subject to the Conditions of Approval.

Staff has prepared a FINAL ORDER to be considered at this meeting.

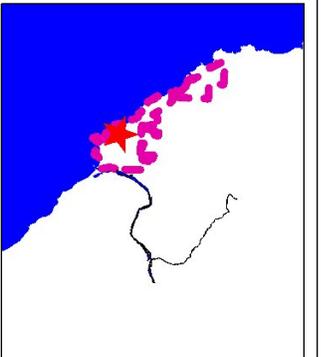
1123 Chetco Ave



This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

Notes: MC-1-18

Map center: 42° 3' 19.8" N, 124° 17' 37.7" W

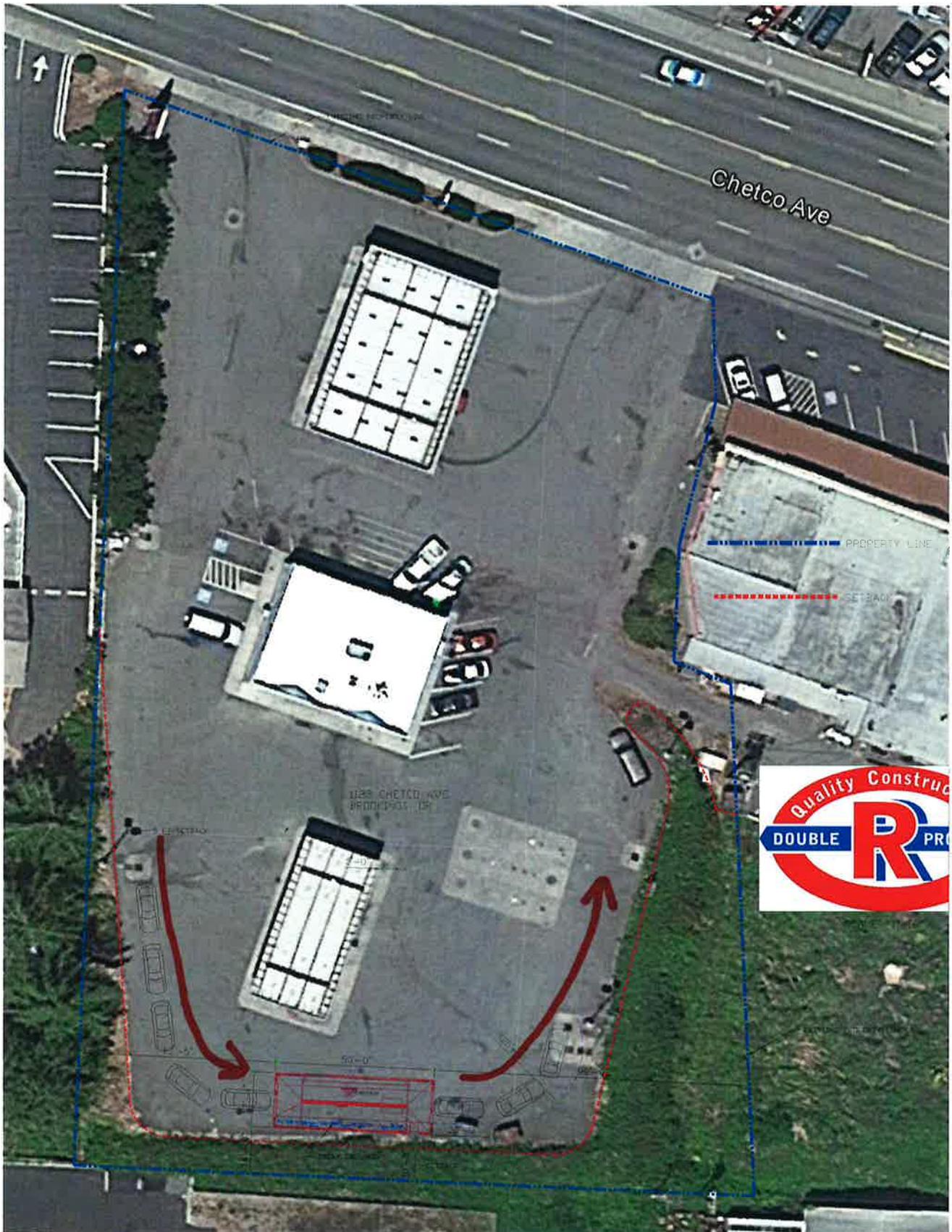


Legend

- RIVERS
- ROADS
- PARCELS
- OCEAN



Scale: 1:3,547





Casey Hayes
VP of Operations

To Whom it May Concern:

Colvin Oil would like to add a single bay roll-over car wash to our Shell / Circle K at 1123 Chetco Ave. The location of the bay would be the backside of the lot just south of the commercial fueling island (see map attached).

Colvin Oil operates a number of fuel/c-store locations around Oregon, many of them with car washes. Our purpose for the wash is to offer an additional service to our existing customers. Our marketing strategy with our car washes has been to offer additional fuel discounts with the purchase of a wash. We don't anticipate very many added customers just for the wash, it is more of a value add service to fuel sales. The existing driveways are adequate to accommodate the minimal impact on traffic. The most recent traffic study we have of a similar project only yielded an additional two to three cars per hour.

The impact on utilities would also be minimal considering the roll-over wash we plan on installing only uses 35 gallons of water per wash. Most industry experts claim washing a car at home uses 40 to 140 gallons. By cutting the water usage to 35 gallons it negates the need for high power usage water recycling systems.

The wash bay will be long enough to incorporate the dryer system inside the bay to minimize noise. Additionally, the door closest to the dryer will be facing east away from any residential areas. The walls of the bay will be solid concrete block which will block noise as well. The construction area of the bay will be sitting on some existing fill so the contractor will need to evaluate the compaction before construction.

As with all of our car washes, we use 100% biodegradable soaps that are easily processed through septic and municipal waste systems. All water, soap, dirt, from the wash will be collected inside the bay in a separator system before it is introduced into the sewer system.

Overall we believe this project to be good for our business and the community. Colvin Oil has many years of experience with this type of retail model. We are more than happy to answer any questions or concerns about the specifics of the build.

Sincerely,

Casey Hayes
VP of Operations
Colvin Oil 1, LLC



PUBLIC WORKS UTILITY CONFIRMATION FORM

This form must be sign by Public Works Division and then submitted with your application. Bring a copy of your plot plan or plat when discussing your proposal with Public Works.

I. Application Information – This section to be filled out by applicant

Applicant Name: Colvin Oil Date: 4-12-18

Assessor Map #: 41-13-06BD Tax Lot: 3400

Site Address: 1123 Chetco Avenue

Proposal: Subdivision/ Partition Variance
 Conditional Use Permit Other minor change

II. Utility Information – This section to be filled out and signed by Public Works

City Water Lines – Location and size of existing lines 12" in front of lot

City Sanitary Sewer Lines – Location and size of existing lines 8" sewer main east side of lot

City Storm Drain Lines – Location and size 24" storm - east side of lot

Location and size of proposed utility lines must be submitted by applicant. Plans may need to be prepared by a engineer licensed in the State of Oregon

Required Street Improvements - _____

Signature Jim Pettit

Title public works

Date 4.13.18

CITY OF BROOKINGS



UTILITY CONFIRMATION FORM

This form must be signed by Coos-Curry Electric, the electric utility provider, and then submitted with your application. Bring a copy of your plot plan or plat when discussing your proposal with the utility provider.

I. Application Information – This section to be filled out by applicant

Applicant Name: Colvin Oil Date: 4-12-18
Assessor Map #: 11-13-06BD Tax Lot: 3400
Site Address: 1123 Chetco Avenue
Proposal: Subdivision/ Partition Variance
 Conditional Use Permit Other *minor change*

II. Utility Provider Confirmation:

Utility Provider: Coos Curry Electric Cooperative, Inc.

I have reviewed the above referenced proposal and can confirm that the subject property is within this utility provider's district boundary and service can be provided. Any needed extension of service lines and all applicable fees and required charges have been discussed with the applicant.

The existing building has an underground power line servicing it. Please contact CCEC prior to building new structures on above property.

Signature: Walter Jyntha Title: Staking Engineer

Date: 4-12-18

**BEFORE THE PLANNING COMMISSION
CITY OF BROOKINGS, COUNTY OF CURRY
STATE OF OREGON**

**In the matter of Planning Commission File No. MC-1-18)
(MC-2-94); an Application for Approval to Add a Car)
Wash as an Accessory Use; Owner and Applicant, Colvin)
Oil, LLC**

**Final ORDER
and Findings of Fact**

ORDER approving an Application for a Minor Change to add a car wash as an accessory use at: 1123 Chetco Avenue, Assessor's Map 4113-06BD, Tax Lot 3400; zoned C-3 General Commercial.

WHEREAS:

1. The Planning Commission duly accepted the application filed in accordance with the Brookings Municipal Code, pursuant to Section 17.116.090 – Minor Change of the Land Development Code; and
2. Such application is required to show evidence that all of the following criteria has been met; and
 - A. The proposal is in compliance with the Comprehensive Plan.
 - B. The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this code.
 - C. The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
 - D. The proposed use will have minimal adverse impact upon adjoining properties and the improvements thereon. In making this determination, the commission shall consider, but not be limited to, the proposed location of the improvements on the site, vehicle egress/ingress and internal circulation, pedestrian access, setbacks, height and bulk of buildings, walls and fences, landscaping, screening, exterior lighting and signing.
 - E. In areas designated as requiring preservation of historic scenic or cultural attributes, proposed structures will be of a design complimentary to the surrounding area.
3. The Brookings Planning Commission duly set this matter upon the agenda of a public meeting and considered the above described application with the public hearing a matter of record of the Planning Commission meeting of June 6, 2018; and
4. At the public meeting on said Minor Change application, evidence and testimony was presented by the Applicant and recommendations were received from and presented by staff in the form of a Staff Report, dated May 23, 2018 and oral presentation of same; and
5. At the conclusion of the public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the Planning Commission, upon a motion duly seconded, accepted the Staff Agenda Report and **APPROVED** the request for a Minor Change to add a car wash as an accessory use and directed staff to prepare a Final Order and Findings of Fact to that affect.

THEREFORE, LET IT BE HEREBY ORDERED that the application for a Minor Change to add a car wash as an accessory use on the subject property is **APPROVED**. This approval is supported by the following findings and conclusions along with the Findings submitted by the Applicant.

FINDINGS AND CONCLUSIONS

1. The applicant is requesting a Minor Change to add a car wash as an accessory use at: 1123 Chetco Avenue, Assessor's Map 4113-06BD, Tax Lot 3400; 1.44 acre (62,726 sq. ft) parcel of land, zoned C-3 General Commercial.
2. The proposed project meets the criteria addressed above and is consistent with Goal 9, Economy, of the Comprehensive Plan, which calls for the economic development of the city and diversity of the economy. The subject property is zoned C-3 (General Commercial) and is designated as commercial by the Comprehensive Plan. Car wash facilities are a Conditional Use within the C-3 zone.
3. The proposed Minor Change will add uses that are permitted in the C-3 zone as an accessory use and the subject property is large enough to provide sufficient room to enter, exit and maneuvering of vehicles on the site while still providing sufficient room for parking.
4. The subject property has 197 feet of frontage on Highway 101 and is 370 feet from the nearest intersection. There is a 45 foot wide driveway near the west property line and a 50 foot driveway near the east property line. Traffic may enter either driveway and circle the building to the rear and enter the car wash building on the west side and exit on the east side. No street traffic problems will be created.
5. There is commercial development on three sides of the subject property and the car wash addition will not have significant impact on those uses. The area behind the subject property is zoned R-3 and is currently vacant. Multiple family structures are generally considered to be a good transition between commercial and residential uses. There is yard space with landscaping between the southerly boundary of the property site and the adjoining property. The plantings will act as a visual and noise barrier. The proposed project will generate an undetermined amount of additional traffic over the existing service station but not more than what some of the permitted uses in the zone may generate. The proposed use should not create significant impact on the surrounding area.
6. The subject property is not located in an area that contains historic, scenic or cultural attributes that should or need to be protected.

CONDITIONS OF APPROVAL

The proposed conditions of approval are attached to this document and are made a part thereof.

LET IT FURTHER BE OF RECORD that the Planning Commission approved the requested Minor Change application.

Dated this _____ day of June, 2018

ATTEST:

Bryan Tillung, Chairperson

Anthony Baron, Parks and Planning Manager

CONDITIONS OF APPROVAL
MC-1-18 (MC-2-94)
Minor Change

General Conditions

1. Approval of this Minor Change will expire two years from approval, unless the project comes under substantial construction and continues under construction. The Planning Commission may extend the permit for an additional one-year period at the request of the applicant.
2. The Conditions of Approval stated herein are mandatory and must be completed. Failure to comply with any condition will result in the review and possible revocation of your application pursuant to BMC 17.116.090, Violation of Conditions of the Land Development Code.
3. The new facility shall be constructed in substantial conformance as approved by the Minor Change application.
4. Prior to any construction or grading on the site, the contractor will place in a location visible from an existing public street, a sign containing the name of the contractor, telephone number and address where the contractor can be reached.
5. Water used to wash vehicles shall be recycled to the extent possible. Disposal of any wash water shall be into the City sanitary sewer system pursuant to the requirements of the State Department Environmental Quality.

Storm Drainage Conditions

1. All storm drainage including roof drains from the subject property shall be collected and conveyed from the site in a manner that protects all downstream property.
2. Storm drainage systems must be approved by the City to any construction.

Parking and Landscaping Conditions

1. All parking and vehicle washing and maneuvering areas shall be paved with asphalt or concrete.
2. Landscaped areas shall be maintained in a healthy and clean manner.

BROOKINGS PLANNING COMMISSION MINUTES

May 1, 2018

The regular meeting of the Brookings Planning Commission was called to order by Chair Bryan Tillung, at 7:01 PM in the Council Chambers at Brookings City Hall.

Commissioners Present: Skip Hunter, Cheryl McMahan, Loren Rings, Bryan Tillung, Gerry Wulkowicz

Staff Present: Parks & Planning Manager – Tony Baron; Administrator - Lauri Ziemer

Others Present: 10 audience members

PUBLIC HEARINGS

Public hearing procedures were addressed by Chair Tillung.

- Chair Tillung opened the quasi-judicial hearing regarding File No. CUP-1-18

File Description: In the matter of the File No. CUP-1-18, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 609 Meadow Lane, a 0.99 acre parcel located on Assessor's Map No. 40-13-31DD; Tax Lot 1500. The applicant/owner is Jason & Caroline Covington. The criteria used to decide this matter is found in Section 17.124.170 – Short-term rentals, Chapter 17.136 - Conditional Uses, and Section 17.20.040(Q) 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. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:05 PM. Parks and Planning Manager Tony Baron reviewed the staff report.

Applicant Jason Covington, 2313 E 1450 S, Spanish Fork, Utah described the reason for requesting a conditional use permit to operate a short term rental and was there to answer any questions.

Doug Hutton, 601 Meadow Lane, Brookings stated he was opposed to a vacation rental in the neighborhood and stated that the lawn is not maintained and the trash cans remain on the street.

Holly Beyer, 625 Meadow Lane, Brookings stated she was concerned about the rental aspect and the influx of unknown people at the property along with pets and the yard is not fenced. Also concerned about possible loud parties and noise disrupting a quiet neighborhood.

Kathy Jirsa, 619 Meadow Lane, Brookings stated she was opposed to a vacation rental, unknown people in the neighborhood and the impact.

Joyce Hannun, 604 Meadow Lane, Brookings questioned if a sign was going to be installed, if visiting dogs would disrupt the neighborhood, if vehicles would be parked on the street and if there was a City noise ordinance.

Applicant Jason Covington addressed the neighbors concerns by advising that the home will be rented for only three days or more, background checks will be conducted on renters, and advise renters no loud parties are allowed. He will have a local property manager to take care of the lawn maintenance and trash. No animals will be allowed, no sign is going to be put up and the renters will have parking for two vehicles in the garage and four vehicles in the driveway. He will provide neighbors with his phone numbers and the property manager to address any concerns with renters.

Parks and Planning Manager Tony Baron advised that the City does have a noise ordinance and neighbors can call the police who will cite the parties involved.

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 7:34 PM.

The Commission deliberated on the matter. Commissioner Wulkowicz explained to the audience the Conditions of Approval for short term rentals and if issues arise, the Conditional Use Permit be revoked. By a 5-0 vote (Motion: Wulkowicz, 2nd Rings) the Planning Commission approved File No. CUP-1-18 as presented.

Commissioner Wulkowicz made a motion to approve the final order as presented, which was seconded by Chair Tillung. The final order was approved by unanimous vote.

- Chair Tillung opened the quasi-judicial hearing regarding File No. CUP-2-18

File Description: In the matter of the File No. CUP-2-18, a request for approval of a Conditional Use Permit to operate a marijuana concentrate extraction and distillation facility at 648 Hemlock, a 0.76 acre parcel located on Assessor's Map No. 41-13-06DA; Tax Lot 4900. The applicant is Chris Swick. The criteria used to decide this matter is found in Section 17.52.040 (N) – Conditional Uses and Chapter 17.136 - 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. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:37 PM. Parks and Planning Manager Tony Baron reviewed the staff report.

Applicant Chris Swick, PO Box 7583, Brookings, explained that his business is OLCC regulated and licensed with the state and was there to answer any questions.

A letter from Robert and Doris Allsup, PO Box 2053, Brookings, was read into the record, objecting to the permitting of another marijuana business in Brookings.

Applicant Chris Swick addressed those concerns by advising that this was not a retail business and he will not be selling marijuana to the public.

Commissioner Rings questioned how left over material after processing was disposed of. Applicant stated there is no material left over and any trash will be disposed of in trash bags and picked up by CTR.

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 7:52 PM.

The Commission deliberated on the matter. By a 5-0 vote (Motion: Wulkowicz, 2nd McMahan) the Planning Commission approved File No. CUP-2-18 as presented.

Commissioner Wulkowicz made a motion to approve the final order as presented, which was seconded by Commissioner McMahan. The final order was approved by unanimous vote.

APPROVAL of MINUTES

By a 3-0 vote (motion: McMahan, 2nd Rings, with Commissioners Wulkowicz and Chair Tillung abstaining due to absence from the meeting) the Planning Commission approved the minutes of the February 6, 2018 Planning Commission meeting as presented.

PLANNING STAFF REPORT

Staff presented the 2017 Committee for Citizen Involvement report as required by resolution 399. By a 5-0 vote (motion: Wulkowicz, 2nd Rings) the Commission accepted the CCI annual report. The report will be forwarded to the City Council.

CHAIR ANNUAL REPORT

Chair Tillung presented the annual report that summarized the Commission's activities for 2017. By a 5-0 vote (motion: Wulkowicz, 2nd Rings) the Planning Commission accepted the report. The report will be forwarded to the City Council.

ELECTION OF CHAIR AND VICE-CHAIR

Commissioner Wulkowicz nominated Chair Tillung to continue as Chair for 2018, seconded by Commissioner Rings. By a 5-0 vote, Chair Tillung was reappointed as chair for 2018.

Commissioner Wulkowicz nominated Commissioner Rings as Vice-chair for 2018, seconded by Commissioner McMahan. By a 5-0 vote, Commissioner Rings was appointed vice-chair for 2018.

ADJOURNMENT

Meeting adjourned at 8:00 P.M.

Respectfully submitted,

Chair, Brookings Planning Commission
Approved at the June 5, 2018 meeting