

**BROOKINGS PLANNING COMMISSION MINUTES**  
**January 8, 2019**

**CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Vice Chair Wulkowicz at 7:03 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

**ROLL CALL**

2.1 Introduction of new Commissioner Clayton Malmberg

Commissioners Present: Tim Hartzell, Skip Hunter, Clayton Malmberg, Cheryl McMahan, Gerry Wulkowicz

Commissioners Absent: Bryan Tillung

Staff Present: PWDS Director Tony Baron, Planning Tech Lauri Ziemer

Others Present: 1 audience member

**PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS – None**

**PUBLIC HEARINGS**

4.1 In the matter of the File No. CUP-1-19, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 222 Del Norte Lane #5, located on Assessor's Map No. 41-13-05CD; Tax Lot 40002, zoned R-3.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:07 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative Holly Hatch was present and available for questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:15 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Hartzell to authorize a Conditional Use Permit to operate a Short Term Rental facility at 222 Del Norte Lane #5, located on Assessor's Map No. 41-13-05CD; Tax Lot 40002, zoned R-3 based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded by Commissioner Wulkowicz. By a 5-0 vote the motion carried.**

**Motion made Commissioner Wulkowicz to approve the Final Order as presented; motion seconded by Commissioner McMahan. By a 5-0 vote the motion carried.**

**MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of November 6, 2018. **Motion made by Commissioner McMahan to approve the minutes as presented; motion seconded by Commissioner Hunter. By a 4-0 vote the motion carried (Commissioner Malmberg abstaining).**

**UNSCHEDULED PUBLIC APPEARANCES - None**

**REPORT FROM THE PLANNING STAFF** – Tony Baron updated the Commission on the progress of the Riparian Ordinance that is going to City Council on January 14, 2019, advising that LCOG made clarifications and ODFW made adjustments to the inventory map.

**PLANNING COMMISSION BUSINESS –**

- 8.1 Annual Report – 2018. Annual report summarizing the Commissions activities for 2018 was presented. **Motion made by Commissioner Wulkowicz to approve the Planning Commission Annual Report for 2018 and forward to the City Council; motion seconded by Commissioner Hunter. By a 4-0 vote the motion carried (Commissioner Malmberg abstaining).**
- 8.2 Election: Chair and Vice Chair. **Commissioner Hunter nominated Vice Chair Wulkowicz as chair for 2019; seconded by Commissioner Malmberg. By a 5-0 vote the motion carried. Commissioner Hartzell volunteered as Vice Chair for 2019; seconded by Commissioner Wulkowicz. By a 5-0 vote the motion carried.**

**COMMISSION FINAL COMMENTS** - None

**ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 7:22 pm.

Respectfully submitted,

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Gerald Wulkowicz, Brookings Planning Commissioner  
Approved at the February 5, 2019 meeting