

## **BROOKINGS PLANNING COMMISSION MINUTES**

**August 7, 2018**

The regular meeting of the Brookings Planning Commission was called to order by Chair Tillung at 7:02 pm in the Council Chambers at Brookings City Hall.

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

Commissioners Absent: Tim Hartzell

Staff Present: PWDS Director Tony Baron, City Recorder Teri Davis, remotely by phone: LCOG

Representative Jacob Callister

Others Present: 5 audience members

### **PUBLIC HEARINGS**

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

In the matter of the File No. **SUB-18-1**, a request for approval of a 15 lot subdivision located adjacent to 4<sup>th</sup> Street in between Easy Street and Ransom Avenue in Brookings, on a 3.11 acre parcel located on Assessor's Map No. 41-13-06-AB; Tax Lot 1200. The applicant/owner is Kurt Kessler of Alderwood Lane LLC. The criteria used to decide this matter are found in Section 17.172.070 – Subdivisions, Chapter 17.168 - Public Facilities Improvement Standards and Criteria for Utilities, Chapter 17.170 – Street Standards, and Chapter 17.100 Hazardous Building Site Protection Hillside Development of the Brookings Municipal Code (BMC). This is a Quasi-judicial hearing and the Planning Commission will make a decision on the matter.

A hearing was previously held for File No. SUB-18-1 on July 10, 2018. The hearing was closed that evening. The Planning Commission did not complete its deliberations, nor provide a decision on the matter at the July 10 meeting. The record for File No. SUB-18-1 has closed; no new evidence or testimony is permitted.

LCOG representative Jacob Callister provided a review of the previous Planning Commission hearing and of the subdivision file proposal. Clarified the file criteria and Conditions of Approval that would be required. Discussed the Planning Commissions role for subdivision approval, which is not to approve homes, driveways, structures – but to satisfy planning criteria/requirements, create buildable lots and to anticipate impact on neighbors. Staff is satisfied that the criteria with the Conditions of Approval can be met.

There was no ex parte contact, personal bias or conflict of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. Commissioners Wulkowicz and McMahan were in attendance at the previous meeting, Commissioner Tillung advised he had reviewed the previous meeting video and Commissioner Hunter advised that he had reviewed the meeting minutes. All members felt informed and able to proceed with deliberations to make a decision on the matter.

**Motion made by Commissioner Wulkowicz to approve File No. SUB-1-18, to authorize approval of a 15 lot subdivision located adjacent to 4<sup>th</sup> Street in between Easy Street and Ransom Avenue in Brookings, on a 3.11 acre parcel located on Assessor's Map No. 41-13-06-AB; Tax Lot 1200 based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded by Commissioner McMahan. By a 4-0 vote the motion carried.**

**Motion made by Chair Tillung to approve the Final Order regarding file SUB-1-18, 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 4-0 vote the motion carried.**

### PLANNING STAFF REPORTS

Tony Baron advised that a Joint Planning Commission and City Council workshop will be held Monday, September 17, 2018 at 5 pm in the EOC to discuss the Riparian Ordinance. LCOG representative, Jake Callister to attend the workshop remotely by phone.

No regular Planning Commission meeting is scheduled for September.

### APPROVAL OF MINUTES

By a 3-0 vote (Motion: Wulkowicz, 2<sup>nd</sup> McMahan, with Chair Tillung abstaining) the Planning Commission approved the minutes of the June 5, 2018 Planning Commission meeting as presented.

Suggested by Commissioner Wulkowicz to amend the minutes of July 10, 2018 meeting to include the wording "(Subsequently established as August 7, 2018)." as the last sentence under Adjournment. Motion by Commissioner Wulkowicz to approve the minutes of July 10, 2018 with the amendments suggested; seconded by Commissioner McMahan. By a 2-0 vote (Motion: Wulkowicz, 2<sup>nd</sup> McMahan, with Chair Tillung and Commissioner Hunter abstaining), the motion fails.

Motion made by Commissioner Wulkowicz to postpone the approval of the July 10, 2018 minutes to the next scheduled Planning Commission meeting, motion seconded by Chair Tillung. By a 4-0 vote the motion carried.

### AUDIENCE QUESTION

Citizen questioned how to find out more information on the Alderwood subdivision plan when it is submitted. Advised to contact the Planning Department.

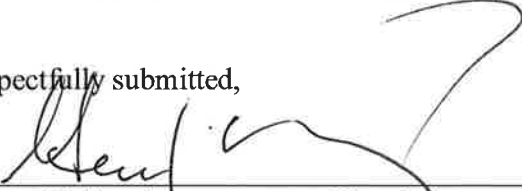
### COMMISSIONERS REQUEST

Commissioner Wulkowicz requested new commission members be better orientated to the functions and responsibilities of the Planning Commission. Tony agreed to provide more orientation details.

### ADJOURNMENT

Chair Tillung adjourned the meeting at 7:42 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commissioner  
Approved at the Nov. 6, 2018 meeting