

Planning Commission Agenda
September 5, 2017, 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 File No. CP-1-15,
approval of the Transportation System Plan Update and revisions to Goal 12
Transportation to reflect the Transportation System Plan and U.S. 101 Corridor
Plan as supporting documents of the Brookings Comprehensive Plan. City
initiated. The criteria used to decide this matter are found in Chapter 17.140
Amendments, of the Brookings Municipal Code (BMC). This is a legislative
hearing and the Planning Commission will make a recommendation to the City
Council on this matter.

Documents:

[CP-1-15_PC STAFF REPORT.PDF](#)

- 5.II. In The Matter Of File No. LDC-1-17,
revision of Brookings Municipal Code (BMC) Section 17.170 Street Standards,
Transportation System Plan updates and standards for driveway approaches that were
inadvertently omitted when Title 18 of the Brookings Municipal Code (BMC)
Engineering Requirements and Standard Specifications for Public Works Construction
document was updated. City initiated. The criteria used to decide this matter are
found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and
the Planning Commission will make a recommendation to City Council on the matter.

Documents:

[LDC-1-17_PC STAFF REPORT.PDF](#)

6. Minutes For Approval

- 6.I. Minutes Of Regular Planning Commission Meeting June 6, 2017 And August 1, 2017

Documents:

[6-6-17_PC MINUTES.PDF](#)

[8-1-17_PC MINUTES.PDF](#)

7. Unscheduled Public Appearances
8. Report From The Planning Staff
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 REPORT

SUBJECT: Comprehensive Plan Amendment
FILE NO: CP-1-15
HEARING DATE: September 5, 2017

REPORT DATE: August 28, 2017
ITEM NO: 5.1

GENERAL INFORMATION

APPLICANT: City Initiated.
REPRESENTATIVE: City Staff.
REQUEST: Approval of the Transportation System Plan (TSP) Update and revisions to Goal 12 Transportation to reflect the Transportation System Plan and U.S. 101 Corridor Plan as supporting documents of the Brookings Comprehensive Plan. City initiated.

PUBLIC NOTICE: Published in local newspaper.

BACKGROUND INFORMATION

In 2002, the City of Brookings adopted their TSP as the Transportation Element of the City's Comprehensive Plan. The 2002 TSP established a plan for transportation facilities and services to meet local, regional, and state needs and provided direction for allocation of resources to various types of transportation projects. The update to the City of Brookings TSP is an important long-range planning tool for Brookings as it prepares for future growth in the community and region.

The City of Brookings, in conjunction with the Oregon Department of Transportation (ODOT), initiated an update of the City's Transportation System Plan in 2013. The TSP guides the management and implementation of the transportation facilities, policies, and programs within the City of Brookings Urban Growth Boundary (UGB) over the next 20 years.

The purpose of the TSP is to provide guidance for the following:

- A blueprint for transportation investment;
- A coordination tool with regional agencies and local jurisdictions;
- An important component of prudent and effective land use choices; and
- Answers to existing and future transportation needs related to bicycles, pedestrians, transit, vehicles, freight, and rail.

Revisions have been made to the Transportation System Plan and Goal 12 – Transportation of the Brookings Comprehensive Plan to reflect the information from the TSP. All documents will be presented to Council for adoption after recommendation of the Planning Commission.

RECOMMENDATION

After careful consideration, and any input the public may provide, Staff supports a Planning Commission recommendation of approval of file CP-1-15, Transportation System Plan Update, and revisions to the Transportation System Plan and Goal 12 of the Brookings Comprehensive Plan, to the City Council.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF REPORT

SUBJECT: Land Development Code Amendment
FILE NO: LDC-1-17
HEARING DATE: September 5, 2017

REPORT DATE: August 28, 2017
ITEM NO: 5.2

GENERAL INFORMATION

APPLICANT: City Initiated.
REPRESENTATIVE: City Staff.
REQUEST: Revision of Brookings Municipal Code (BMC) Section 17.170 Street Standards, Transportation System Plan updates and standards for driveway approaches that were inadvertently omitted when Title 18 of the Brookings Municipal Code (BMC) Engineering Requirements and Standard Specifications for Public Works Construction document was updated. City initiated. The criteria used to decide this matter are found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on the matter.

PUBLIC NOTICE: Published in local newspaper.

BACKGROUND INFORMATION

The Transportation System Plan (TSP) update requires adoption of several changes to the Land Development Code (LDC) including changes to definitions, code section numbering, and street standards. With the proposed adoption of these updates, the Land Development Code will more accurately reflect the Transportation System Plan Updates.

In addition, the City Standard Specifications defines the parameters for workmanship and construction materials for all construction in the City owned right-of-way. The Brookings City Council reviewed all changes to the specifications and details at a workshop meeting. On April 10, 2017 the Brookings City Council approved Resolution 17-R-1102, adopting the current Standards Specifications for Public Works Infrastructure.

After the resolution was adopted by the Brookings City Council, staff noted that the standards for driveway approaches had been omitted from the Engineering Requirements and Standard Specifications for Public Works Infrastructure document. The proposed Land Development Code Amendment will update the code to reflect the proposed changes.

RECOMMENDATION

Staff supports a Planning Commission recommendation of approval of file LDC-1-17, revisions to BMC Section 17.170 Street Standards, Transportation System Plan updates and standards for driveway approaches that were inadvertently omitted when Title 18 of the Brookings Municipal Code (BMC) Engineering Requirements and Standard Specifications for Public Works Construction document was updated.

MINUTES
BROOKINGS PLANNING COMMISSION
June 6, 2017

The regular meeting of the Brookings Planning Commission was called to order by Vice-Chair Gerald Wulkowicz at 7:00 P.M. 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

Staff Present: Community Planner – Mark Schexnayder; Administrator - Lauri Ziemer; Parks & Planning Manager – Tony Baron

Others Present: 3 audience members

PUBLIC HEARINGS

Public hearing procedures were addressed by Vice-Chair Gerald Wulkowicz.

- Vice-Chair Wulkowicz opened the quasi-judicial hearing regarding File No. CUP-3-17.

File Description: In the matter of the File No. **CUP-3-17**, a request for approval of a Conditional Use Permit to operate a Short-term Rental facility at 1585 Beach Avenue, a 0.25 acre parcel located on Assessor's Map No. 41-13-01AA; tax lot 201. The Applicant is Mark Vollmer/Owner is William J. Hoppe. The criteria used to decide this matter are 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 P.M. Community Planner Schexnayder reviewed the staff report.

Mark Vollmer, 716 West 31st, San Pedro, CA stated he was the applicant, briefly described the property, and was there to answer any questions.

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 7:15 P.M.

The Commission deliberated on the matter. By a 5-0 vote (Motion: Wulkowicz, 2nd Hunter) the Planning Commission approved File No. CUP-3-17 with a change to add to proposed condition No. 8 adding to the condition that “oversized or towable vehicles are not permitted.”

Vice-Chair Wulkowicz made a motion to approve the final order with the revision to condition No. 8, which was seconded by Commissioner Hunter. The final order was approved by unanimous vote.

APPROVAL of MINUTES

By a 5-0 vote (motion: McMahan, 2nd Hartzell) the Planning Commission approved the minutes of the April 4, 2017 Planning Commission meeting with the name change.

STAFF REPORT

None.

ADJOURNMENT

Meeting adjourned at 7:23 pm.

Respectfully submitted,

Bryan Tilling, Chair of the Brookings Planning Commission
(Approved at the 09/05/2017 meeting)

MINUTES
BROOKINGS PLANNING COMMISSION
August 1, 2017

The regular meeting of the Brookings Planning Commission was called to order by Commissioner Cheryl McMahan at 7:10 P.M. 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, Skip Hunter, Hedda Markham

Staff Present: Community Planner – Mark Schexnayder; Administrator - Lauri Ziemer

Others Present: 3 audience members

PUBLIC HEARINGS

Public hearing procedures were addressed by Commissioner Cheryl McMahan.

- Commissioner McMahan opened the quasi-judicial hearing regarding File No. M3-2-17.

File Description: In the matter of File No. M3-2-17, a request for preliminary approval of a two parcel partition at Lundeen Road, a 6.01 acre parcel located on Assessor's Map No. 41-13-05B; Tax Lot 1200. Applicant / Owner Theodore Freeman. 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 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 7:14 P.M. Community Planner Schexnayder reviewed the staff report.

Theodore Freeman, 357 Gardner Ridge Road, Brookings, OR stated he was the applicant, briefly described the property, and was there to answer any questions.

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 7:26 P.M.

The Commission deliberated on the matter. By a 4-0 vote (Motion: Markham, 2nd Rings) the Planning Commission approved File No. M3-2-17 as presented.

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

- Commissioner McMahan opened the quasi-judicial hearing regarding File No. CP-1-15.

File Description: In the matter of File No. **CP-1-15**, approval of the Transportation System Plan Update and revisions to Goal 12 Transportation to reflect the Transportation System Plan as supporting documents of the Brookings Comprehensive Plan. City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the Brookings Municipal Code (BMC). This is a legislative hearing and the Planning Commission will make a recommendation to City Council on this 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 7:29 P.M. Community Planner Schexnayder reviewed the staff report.

Thomas Guevara, 3500 NW Stuart Parkway, Roseburg, OR stated he was there as the project manager, briefly described the project, and was there to support the adoption of the plan and answer any questions.

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 7:35 P.M.

The Commission discussed the matter and decided to refer the item to the next regularly scheduled planning commission meeting.

APPROVAL of MINUTES

The Commission discussed the matter and decided to refer the item to the next regularly scheduled planning commission meeting.

STAFF REPORT

None.

ADJOURNMENT

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Bryan Tilling, Chair of the Brookings Planning Commission
(Approved at the 09/05/2017 meeting)