

BROOKINGS PLANNING COMMISSION MINUTES

February 1, 2022

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:01 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Commissioners Present: Cody Coons, Skip Hunter (by phone), Clayton Malmberg, Skip Watwood, Chair Gerald Wulkowicz

Commissioners Absent: Anthony Bond, Bill Hamilton

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

Audience - 10

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None

PUBLIC HEARINGS

4.1 In the matter of File No. CUP-2-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 386 Tanbark Road

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 was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:10 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Coons to approve File No. CUP-2-22, a request for a Conditional Use Permit to operate a short term rental at 386 Tanbark Road based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-2-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.

4.2 In the matter of File No. CUP-3-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 734 First Street

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 7:12 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative, Holly Hatch, Paragon Property Management was present to answer any 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 discussed and deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. CUP-3-22, a request for a Conditional Use Permit to operate a short term rental at 734 First Street based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-3-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.

4.3 In the matter of File No. CUP-4-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 1228 Hub Street

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 7:18 pm. PWDS Director Tony Baron reviewed the staff report. Neighbors written concerns were entered into the public record.

The applicant, Daryn Farmer, was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:22 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. CUP-4-22, a request for a Conditional Use Permit to operate a short term rental at 1228 Hub Street based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-4-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.

4.4 In the matter of File No. CUP-5-22, a request for approval of a Conditional Use Permit (CUP) to operate a Short Term Rental facility at 309 Memory Lane

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 7:26 pm. PWDS Director Tony Baron reviewed the staff report. Neighbors written concerns and applicants written response were entered into the public record.

The applicant, Ben Anderson, was present to answer any questions.

Dave Shough, 227 Memory Lane, Brookings spoke in regards to the letter submitted by neighbors requesting limited lighting and advised he thought the driveway did need lighting for safety.

No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:32 pm.

The Commission discussed and deliberated on the matter. Believe applicant addressed signage and lighting in his written response, no additional conditions of approval recommended. **Motion made by Commissioner Coons to approve File No. CUP-5-22, a request for a Conditional Use Permit to operate a short term rental at 309 Memory Lane based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.**

Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-5-22, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried.

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of January 4, 2022

Motion made by Chair Wulkowicz to approve the Planning Commission minutes of January 4, 2022; motion seconded, with no further discussion by a 5-0 vote the motion carried.

UNSCHEDULED PUBLIC APPEARANCES – None

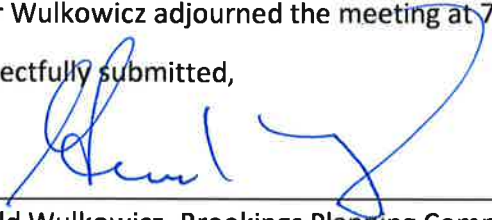
REPORT FROM THE PLANNING STAFF – PWDS Director Tony Baron provided information on complaints that have been received by the Police Department on Short Term Rentals advising that between 2016 and 2021 four complaints were received for loud disturbances, one for removal of the recycle bin and one by the property manager to remove a tenant.

COMMISSION FINAL COMMENTS – Commissioner Watwood questioned if there were any safety inspections required for short term rentals. PWDS Director Tony Baron advised they are required to have working smoke detectors, but no building safety inspections are required. Planning Commission requested he research if other municipalities require building safety inspections.

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:44 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commission
Approved at the March 1, 2022 meeting