

## BROOKINGS PLANNING COMMISSION MINUTES

June 1, 2021

### 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: Anthony Bond, Cody Coons, Skip Hunter (telephone), Clayton Malmberg, Skip Watwood, Chair Gerald Wulkowicz

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

Audience - One

### PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS – None

### PUBLIC HEARINGS

4.1 In the matter of File No. CUP-4-21, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 1408 View Court.

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 7:05 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant was not present. 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 deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. CUP-4-21, a request for a Conditional Use Permit to operate a short term rental at 1408 View Court 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 6-0 vote the motion carried.**

**Motion made Chair Wulkowicz to approve the Final Order regarding file CUP-4-21, 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 6-0 vote the motion carried.**

4.2 In the matter of File No. M3-2-21, a request for a partition to divide a .28 acre parcel into two (2) parcels; located in the 600 block of Meadow 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 7:14 pm. PWDS Director Tony Baron reviewed the staff report noting that the draft Final Order was corrected to show no DIA was necessary as street improvements were already in place at. The plat map with proposed lot dimensions and identified public utility easements signed by a registered surveyor was provided to the Commissioners for review and for the record.

The applicant was not present. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:23 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. M3-2-21, a request for a partition to divide a .28 acre parcel into two (2) parcels; located in the 600 block of Meadow Lane, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval with the stipulation that the plat map with the dimensions be included in the record; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made Chair Wulkowicz to approve the Final Order regarding file M3-2-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval with the stipulation that the plat map with the dimensions be included in the record; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of May 4, 2021.

**Motion made by Commissioner Coons to approve the Planning Commission minutes of May 4, 2021; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES - None**

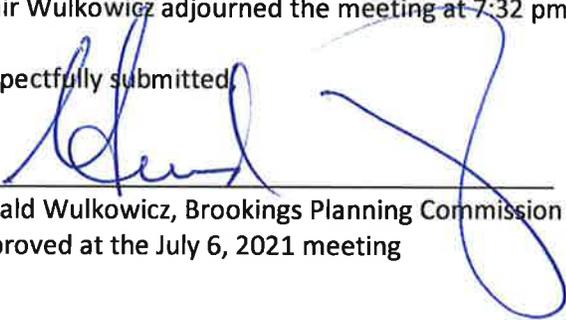
**REPORT FROM THE PLANNING STAFF** – PWDS Director Baron advised the upcoming July meeting agenda has public hearings for Short Term Rentals CUP applications. Chair Wulkowicz requested information on the current number of CUP’s for short term rentals which staff will research and provide Commissioners.

**COMMISSION FINAL COMMENTS - None**

**ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 7:32 pm.

Respectfully submitted,



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Gerald Wulkowicz, Brookings Planning Commission  
Approved at the July 6, 2021 meeting