



SUBDIVISIONS

What is a Subdivision

A subdivision is the division of land (parent parcel) that includes creating a new street or any division creating four or more lots. A subdivision may require the extension of water and sewer mains and storm water facilities depending on the design and location of the project. Decisions on subdivision applications are made by the Planning Commission.

Obtaining Preliminary Approval for a Subdivision

The first step you should take is to visit the Planning Department and discuss your project with a City Planner. The City Planner will advise you of the minimum lot size, lot width, and street frontage, and answer any questions you may have.

If you decide to proceed you can obtain a land use application packet from the Planning Department. The packet consists of two pages - the application itself and a page that contains a list of materials that may need to be submitted with your application. The following is a brief description of each page and how it is used.

Land Use Application

The first page of the packet provides the Planning Staff with basic information about you, your project, and the property where your project will be located. The final section of this page requires a signature of the property owner to assure the Planning Staff the owner is aware of the proposed subdivision request. You will review the second page of the application packet, titled Land Use Application Submittal requirements with Staff to determine which materials need to be submitted with your application. Brookings Municipal Code (BMC) 17.172.070, Subdivisions, outlines these requirements.

THE REVIEW PROCESS

Subdivision Committee

When the preliminary plat is ready, the correct number of copies must be submitted to the Planning Department. Staff will schedule a Subdivision Committee meeting to determine compliance with objectives, standards, and criteria of the Land Development Code. The Subdivision Committee consists of the City Manager, Planning Staff, City Engineer, Building Official, Public Works Director, representatives of all affected utilities, Curry County Surveyor, and any other affected agencies. You and/or your representatives will be invited to attend and participate.

Following the discussion, a report will be prepared by the Subdivision Committee advising of any deficiencies or missing information. When these materials are ready, they will be submitted with the required supplemental materials identified in code to the Planning Department.

Site Plan Committee

The City's Site Plan Committee, which consists of the City Manager, Public Works Staff, Building Official, Fire Chief, and Planning Staff, will review your application within ten working days of your submission. This Committee reviews each application for completeness. The Site Plan Committee may also recommend conditions to be applied to your subdivision should the Planning Commission approve your project.

Once the Site Plan Committee has reviewed and cleared your application for hearing, the Planning Staff will prepare a staff report analyzing your application for the Planning Commission. A copy of this staff report and a hearing agenda will be mailed to you a week prior to the hearing date.

Hearing Notice

State law requires that the City publish a hearing notice in the local newspaper and mail a hearing notice to all property owners within 250 feet of the boundaries of the subject property. This mailing provides notice to the public that you are requesting approval to subdivide your property and informs them that they may review your application and the staff report at the Planning Department and may participate in the public hearing held for your application. You will also receive a copy of the hearing notice which serves to inform you of when and where the hearing on your application is to be held. You or your representative will need to be present at the hearing to answer any questions the Planning Commission members may have regarding your application. Without answers, the Planning Commission may deny your application.

THE HEARING PROCESS

The hearing notice and the staff report have been distributed. The next step is the public hearing. The City Planning Commission meets on the first Tuesday (and the third Tuesday if needed) of each month at Brookings City Hall, Council Chambers, at 7:00 PM. Your application will fall under the Public Hearings section of the agenda and each case will generally be heard in the order in which they appear on the agenda. An information sheet available near the Council Chamber doors, tells you how the hearings will be conducted and what part you and the general public can play in the process. The Chairperson will also review this hearing procedure prior to the opening of the hearing.

Once your agenda case is announced the public hearing will proceed as follows:

- The Planning Staff will give a presentation describing the desired activity, enter into the record any written public comments received prior to the hearing, state the criteria that the Planning Commission must consider to decide the request, and give a staff recommendation to approve, approve with conditions, or deny the application. The Planning Commission members may ask questions of the Planning Staff.
- You or your representative will be given an opportunity to present your case and explain how it meets the necessary criteria. The Planning Commission members may ask you questions about your application.
- All of the public, that is present at the hearing, who are in favor of your project will be

given an opportunity to speak and may be asked questions by the Planning Commission members.

- All of the public, that is present at the hearing, who are in opposition to your application will be given an opportunity to speak and may be asked questions by the Planning Commission members.
- All other interested parties that wish to comment on the application will be given an opportunity to speak and may be asked questions by the Planning Commission members.
- You or your representative will be given an opportunity to rebut the statements of those that spoke in opposition.
- The Chairperson will ask the Planning Staff if there are any further comments.
- At this point, if no party has requested the record be left open for additional testimony to be submitted, the Chairperson will close the public hearing portion of the meeting and deliberation among the Planning Commission members will begin. If a request to leave the hearing open is received, the Chairperson will announce the date and time the hearing will reconvene.
- Once the deliberation has ended, the Chairperson will ask for a motion and one of the Planning Commission members will make a motion to approve, approve with conditions, or deny the application and a vote is taken.
- Staff will generally have a final order prepared, that with possible minor alterations, the Planning Commissioners may move and vote to approve.

At this point the Planning Commission has made their decision regarding your application. If your application is approved, upon expiration of a 15 day appeal period, you may proceed to satisfy any conditions prior to submitting for final approval. If your application is denied or you disagree with the conditions of approval, you may appeal to the City Council within 15 days.

APPEAL PROCESS

The Planning Commission's decision is final unless it is appealed to City Council. You, as the applicant, or any person that participated either orally or in writing in the Planning Commission hearing, can file an appeal of the Planning Commission's decision within fifteen days of that decision. If an appeal is filed, Staff will schedule a public hearing before the City Council at the next regular Council meeting that allows for the required notices to be given. In the City of Brookings, all appeals to the City Council are held "de novo" which means that it is a new hearing and allows new evidence to be submitted by all parties. The City Council hearing will be conducted in much the same manner as the Planning Commission's hearing. Decisions made by the City Council may be appealed to the Oregon Land Use Board of Appeals (LUBA). Appeals to LUBA must be filed within 21 days of the City Council's decision. Hearings held at LUBA are "on the record" which means that only evidence submitted at the Planning Commission and City Council hearings can be submitted- no new evidence can be submitted.