

Planning Commission Agenda Item Memo

From: Ryan Miller, City Planner

Meeting: June 3, 2025

Subject: Amendments to Chapter 94 pertaining to the expiration of a conditional use permit for the purpose of administration of the Zoning Ordinance.

Presenter: Ryan Miller, City Planner

Summary and Recommended Action:

The City of Brookings is proposing amendments to Chapter 94 Zoning pertaining to the expiration of a conditional use permit for the purpose of administration of the Zoning Ordinance. Staff recommends approval.

Item Details:

Conditional Use Permits are defined in the Zoning ordinance as a use which, because of its unique or varying characteristics, cannot be properly classified as a permitted use in a particular district. After due consideration, as provided in zoning ordinance, of the impact of such use upon neighboring land and of the public need for the particular use at a particular location, such conditional use may or may not be granted (see "Conditional use permit").

The Conditional Use Permit is further described in Article V of Chapter 94 which includes the review and approval process, permit application, expiration and revocation etc, and standards for approval. Currently, a Conditional Use Permit expires after one year from the date upon which it becomes effective if no significant work has commenced. Staff is recommending to amend the expiration date from one to two years.

A previously approved Conditional Use Permit for townhomes in a residential district set off the proposal. In this particular case, a Conditional Use Permit was approved for the townhomes, which required extensive infrastructure such as streets, water and sewer prior to permitting the dwellings. The infrastructure work took over one year and no building permit was sought for the residential dwellings, therefore the Conditional Use Permit expired. This forced the developer to renew the Conditional Use Permit when no substantial changes were made to the proposed project.

Supporting Documentation:

Hearing Notice – Planning Commission
Ordinance - Clean
Ordinance – Marked