

City Council Agenda Item Memo

From: Bailey Maca, Associate Planner

City Council Meeting(s): October 28, 2025 / November 18, 2025

Subject: Ordinance 25-035: Conditional Use Permit – Office – 717 & 719 Main Avenue

Presenter: Mike Struck, Community Development Director

Summary and Recommended Action:

Bo McCloud has applied for a Conditional Use Permit to operate an office in the Residential R-2 district. The Development Review Team recommends approval with the following conditions:

- The Conditional Use Permit is nontransferable.

The Planning Commission voted 8-0 to recommend approval with the noted conditions.

Item Details:

The applicant recently purchased the buildings located at 717 and 719 Main Avenue and intends to provide office spaces for small businesses including their rental business. The property is located in the Residential R-2 district, where office use is permitted subject to the approval of a Conditional Use Permit. Additionally, the following conditions must be met:

- The uses must be located on a collector or arterial street.
- The architecture shall be compatible with surrounding residential properties.
- Consideration shall be given to the traffic generated by such use, the type of sign, the hours of operation and the character of the use.
- Parking shall be screened from any adjacent residential area.

The 717 and 719 Main Avenue locations were previously used as a dental office; however, the use has been discontinued for more than a year. As the site has not had an active office use in over a year, the applicant is required to obtain a Conditional Use Permit to reestablish the use.

The property is located along a collector street and includes sufficient parking for the office use with access to Main Avenue and rear alleyway. Parking will be screened by a 6-foot-tall fence on the north and south side. The architecture will not change and is generally compatible with the surrounding neighborhood. The uses will generally maintain office hours and traffic generation will likely be minimal.

Legal Consideration:

None.

Strategic Plan Consideration:

Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Financial Consideration:

None.

Supporting Documentation:

Ordinance

Hearing Notice – City Council

Hearing Notice – Planning Commission

Planning Commission Minutes

Application

Letter

Location Map

Site Plan