



# City of Brookings

**PUBLIC WORKS/DEVELOPMENT SERVICES DEPARTMENT**

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April 14, 2023

St. Timothy's Episcopal Church  
C/O Bernie Lindley  
401 Fir Street  
Brookings OR 97415

Re: Operating a Benevolent Meal Service without a Conditional Use Permit

Dear Mr. Lindley,

The City of Brookings is providing this letter to inform you that St. Timothy's Church, located at 401 Fir Street, Brookings, OR 97415, is operating a Benevolent Meal Service without a conditional use permit in addition to a variety of other social services, including an outreach clinic, a day program and an advocacy program in violation of 17.01.040 Compliance with code provisions in the Brookings Municipal Code (BMC). To avoid enforcement and potential civil penalties, St. Timothy's Church must cease the operation of social services that are not allowed in an R-1-6 zone, and the operation of a Benevolent Meal Service without a conditional use permit.

St. Timothy's Church operates in the R-1-6 Single-Family Residential District under a de facto conditional use permit. The BMC allows religious institutions in the Single-Family Residential District to operate a Benevolent Meal Service with a conditional use permit per BMC 17.124.050. The BMC does not allow the operation of social services in an R-1-6 Single-Family Residential District either outright or with a conditional use permit.

BMC 17.160.020 designates any violations of the Land Development Code as public nuisances that may be abated and removed under BMC 8.15.090. Failure to correct the violation could result in civil penalties of up to \$720.00 per day that the violation exists, per BMC 1.05.010.

If St. Timothy's Church does not correct the violations described above within 10 days, the City may initiate enforcement proceedings under BMC 17.160.020 and 8.15.090. To correct the violation, St. Timothy's Church must cease the operation of social services that are not allowed in an R-1-6 zone, and apply for a conditional use permit to operate a Benevolent Meal Service per BMC 17.124.050.

Please feel free to reach out if you'd like to discuss St. Timothy's options for achieving compliance with the BMC.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anthony Baron", is written over a horizontal line.

Anthony Baron  
Public Works & Development Services Director

CC: Janell Howard – City Manager, City of Brookings