

OFFICIAL MINUTES

Chairperson Greg Fargen called the regular meeting of the City Planning Commission to order on Tuesday, July 3, 2018, at 5:30 PM in the Chambers Room #310 on the third floor of the City & County Government Center. Members present were James Drew, Gregg Jorgenson, Charles Siver, Alan Johnson, Lee Ann Pierce, Kristi Tornquist, Eric Rasmussen, and Fargen. Absent was Tanner Aiken. Also present were City Planner Staci Bungard, Community Development Director Mike Struck, and others.

Item #1 – Roll Call

Item #2 – (Tornquist/Jorgenson) Motion to approve the agenda. All present voted aye. **MOTION CARRIED**

Item #3 – (Rasmussen/Tornquist) Motion to approve the July 3, 2018 Planning Commission minutes. All present voted aye. **MOTION CARRIED.**

Item #4a – Bluegill Inc has submitted a final plat of Lot 13, 14, 15, 16, and 18, Block 4, Bluegill 2nd Addition.

(Pierce/Siver) Motion to approve the final plat. All present voted aye. **MOTION CARRIED.**

Item #4b – Brookings Health Systems has submitted a final plat for Lot 105, Mayland's First Addition.

(Pierce/Johnson) Motion to approve the final plat contingent upon the staff recommendation that a vacation statement shall be noted on the plat. All present voted aye. **MOTION CARRIED.**

Item #5a – P.E.M. Affordable Housing LLC is requesting approval of the creation of Tax Increment District #8.

(Pierce/Rasmussen) Motion to approve the creation of Tax Increment District #8. All present voted aye. **MOTION CARRIED.**

Item #5b – P.E.M. Affordable Housing LLC is requesting approval of the Tax Increment District #8 Project Plan.

(Pierce/Johnson) Motion to adopt the Tax Increment District #8 Project Plan. All present voted aye. **MOTION CARRIED.**

The meeting was adjourned at 6:33.

Staci Bungard
City Planner

Greg Fargen, Chairperson

OFFICIAL SUMMARY

Chairperson Greg Fargen called the regular meeting of the City Planning Commission to order on Tuesday, July 3, 2018, at 5:30 PM in the Chambers Room #310 on the third floor of the City & County Government Center. Members present were James Drew, Gregg Jorgenson, Charles Siver, Alan Johnson, Lee Ann Pierce, Kristi Tornquist, Eric Rasmussen, and Fargen. Absent was Tanner Aiken. Also present were City Planner Staci Bungard, Community Development Director Mike Struck, and others.

Item #4a – This is a final plat of 5 new lots for future residential development. The preliminary plat was approved by the City Council back in 2016 which was prior to the secondary access requirement. The lots are intended for single family residential development.

Item #4b – This is a final plat of one lot to construct an ambulance service building. A Conditional Use Permit was approved in February of 2018 to allow for a mixed use building. This plat will clean up the land records and establish the property corners. This plat will need to indicate a vacation statement prior to filing.

Item #5a– Struck explained that this step of the Tax Increment process is to establish the boundaries of the district. This land is currently zoned as Agricultural. This would be to provide an area on the western portion of the property for 42 affordable residential lots. The private improvements are for Brighton Road, a portion of Summit Pass, two cul-de-sacs, as well as water, sewer, paving, storm sewer, curb and gutter and drainage improvements along a portion of Steamboat Trail. There will be a significant amount of cutting on the east side of Brighton Road and fill on the west side of Brighton Road. The City is looking at partnering with the developer to complete some public improvements on West 16th Avenue and paving what is currently a township road. BMU is asking/requiring the developer to extend water lines to this area. The portion of Summit Pass that is east of Brighton Road is not part of this TIF Project Plan. The City Council approved the pre-application at the July 10th City Council meeting and since then the full application has been submitted.

Struck noted that there will be a Development Agreement between the City and the Developer that will give the specifics of the details. This is a pay as you go TIF, whereas the developer will front all the costs for the private improvements and the City will front the costs for the improvements on West 16th Avenue. The respective parties will then be reimbursed through the increment for the improvements that are eligible expenses under the TIF.

Fargen asked who is responsible for the sale of these lots? Struck stated that the developer has been working with ICAP to provide these affordable lots.

Pierce asked if West 16th Avenue is a township road. Struck stated that half of it is township and half of it is in city limits. Pierce wondered if the township received notification of the TIF plan? Struck stated no because it is not a requirement to notify anybody other than the taxing entities. Johnson asked if the city will be responsible for maintaining this road? Struck stated that the City will complete the maintenance and he feels the Township would be willing to give up the maintenance requirement to the city. Drew asked if the improvements to West 16th Avenue South should be included in the TIF? Struck stated that the portion within City limits can be included in the District.

Siver asked if all the streets in this area were included in the TIF? Struck stated no, only the streets on the west side that are being developed in the area where the 42 affordable housing lots will be located.

Tornquist is wondering if this area that will be built is in the floodplain? Struck explained that a portion is in the floodplain area, a drainage plan will be required for this development, fill will need to be brought in but they will also use the natural topography in this area. Tornquist thought that the city was trying to get away from building in the floodplain. Tornquist questioned why there are only 33 lots showing? Struck explained that an updated plan has been submitted, 10 additional lots have been added during recent discussions with the developer. Tornquist appreciates the thought of providing affordable housing, but then we are having them build in a floodplain. Fargen explained that through the LOMR process, this area will no longer be in the floodplain and fill will be brought in to eliminate this.

Pierce is concerned about the fact that cul-de-sacs are being utilized and during the comp plan process, they had decided that cul-de-sacs needed to be replaced.

Item #5b- The next step in the TIF process is to create a project plan and how the increment will be utilized explaining the project expenses and meeting certain eligibility requirements. The State has made some revisions, the past few years, in how they classify TIF Districts. This project has 80 acres of undeveloped land currently classified as agricultural status which is the lowest tax base. As the project starts to develop and the land becomes owner occupied, the tax base will change. The City and the developer will front the funds for the improvements and the reimbursements will come from tax increments. The public improvements will be water, sanitary sewer, storm sewer mains, streets, associated drainage improvements and site grading. This is for public improvements, so therefore the city is in favor of this increment. The City isn't out anything with a project like this, because if the city doesn't receive the increment, then the developer doesn't get paid. The City will utilized the 2nd Penny Sales Tax to cover the city expenses, which would include the street construction and associated drainage improvements.

Tornquist questioned page 9. Have the master plan, map, building codes and City Ordinances been changed like this document says? Struck explained that when this area was preliminary platted, they were following the old comp plan so the language is stating that these items have been changed since the preliminary platting stage. She also questioned page 19 that states that there are safety concerns, what are these concerns? Struck explained that there currently is not sufficient fire safety in this area.

The meeting was adjourned at 6:33 p.m.

Staci Bungard, City Planner

Greg Fargen, Chairperson