

OFFICIAL MINUTES

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Monday, June 3, 2024, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were Tanner Aiken, Scot Leddy, Debra Spear, Roger Solum, Kyle Jamison, Jacob Limmer, and Richard Smith. Also present was Community Development Director Michael Struck. Nick Schmeichel and Jacob Mills were not present. Also present were Jeanine Emmett, Tim Veldkamp, Jane Payfer, Alan Mack, Zach Ries, Neil Eichstadt, Brooke Burlage, Hermela Aboye, Cassi Wright, Mike McClemons, Shawn Storhaug, Dave Lorang, Tracy Bandemer and Todd Voss.

Item #1 – Roll Call

Item #2 – Approval of Agenda

(Solum/Spear) Motion to approve the agenda. All present voted aye. **MOTION CARRIED.**

Item #3 – Approval of Minutes

(Solum/Smith) Motion to approve the May 6, 2024 minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – Convene as Board of Adjustment

Item #4a – Jeanine Emmett made a request for a variance on Lot 1 in Block 1 of Hunters Ridge Addition, also known as 403 Hunters Ridge Road. The request was for an 8-foot driveway expansion, for a total of 30-feet in width, within the minimum front yard setback area.

(Smith/Spear) Motion to approve the variance subject to staff recommendations of no secondary access on Mockingbird Lane. All present voted aye. **MOTION CARRIED.**

Item #4b – Tim Veldkamp made a request for variances on Lot 19 in Parsley Way Addition, also known as 505 Wicklow Lane. The first request was for a reduced front yard setback of 26-feet. The second request was for a 14-foot sidewall height for an accessory building located in front of a dwelling. The third request is for an overall height of 22-feet 8-inches for an accessory building located in front of a dwelling. The fourth request is for a 38-foot-wide driveway.

(Smith/Solum) Motion to approve the variance subject to staff recommendations.

(Solum/Smith) moved to table all 4 variance requests to the July 2, 2024 Planning Commission. All present voted aye. **MOTION CARRIED.**

Item #4c – Zach Ries has made a request for a variance on Lot 1 in Block 1 of Bluegill Third Addition, also known as 2004 23rd Street. The request is for a reduced front yard setback for a six-foot fence.

(Limmer/Solum) Motion to approve the variance request. All present voted aye. **MOTION CARRIED.**

Item #5 – Reconvene as the Planning Commission.

Item #6 – Other Business

Item #6a – Brookings Health System submitted a petition to rezone the East 221.4-feet of Outlot B in Section 30, Township 110, Range 49 and the West 39-feet of Block 5 Mayland Addition, also known as 2311 Yorkshire Drive, from a Residence R-3 apartment district to a Business B-2A office district.

(Solum/Jamison) Motion to approve the rezone. All present voted aye. **MOTION CARRIED.**

Item #6b – KH Contracting LLC submitted an amendment to a Final Development Plan within a Planned Development District located at Lot 1 in Block 3B in Prairie Hills Addition, also known as 2021 Tall Grass Parkway for an addition exceeding 10% of the dimensions of the existing structure.

(Smith/Limmer) Motion to approve the amended final development plan. All present voted aye. **MOTION CARRIED.**

Item #6c – Realmark Investments, Inc and TB Partnership LLC submitted a Final Development Plan within a Planned Development District on the south 40-feet of Lot 4, all of Lot 5 and the north 15-feet of Lot 6 in Block 1 of Sanderson's Addition, and Lots 13 – 16 in Block 2 of Sanderson's Addition, also known as 615, 618, 622, 626 and 628 Campanile Avenue and 1310 7th Street.

Jamison disclosed that he is employed by the company doing the design but personally did not work on the project so there would not be a conflict.

(Smith/Solum) Motion to approve the final development plan subject to the approval of the exceptions. Spear voted no. All others present voted aye. **MOTION CARRIED.**

Item #6d – Interstate Telecommunications Cooperative submitted an application for approval of a Commercial Corridor Design Review Overlay District site plan on Outlots 1 & 2 of the NW ¼ of the NW ¼ of Section 30, Township 110, Range 49 and Lot 1D of Lot 1 of Block 1 in Maylands First Addition, also known as 534 22nd Avenue.

(Limmer/Solum) Motion to approve commercial corridor design including staff recommendations. All present voted aye. **MOTION CARRIED.**

Item #6e – Todd Voss requested an amendment to the 2040 Comprehensive Plan for the City of Brookings pertaining to the future land use map on Outlots C – J of the NW ¼ of the SE ¼ of Section 11, Township 109, Range 50 and Blocks 1 & 2 of Voss-Kneip First Addition.

(Solum/Spear) Motion to approve the amendment to the 2040 Comprehensive Plan. All present voted aye. **MOTION CARRIED.**

Item #7a – Adjourn

The meeting adjourned at 7:15 p.m.

Mike Struck

Tanner Aiken, Chairperson

OFFICIAL SUMMARY

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Monday, June 3, 2024, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were Tanner Aiken, Scot Leddy, Debra Spear, Roger Solum, Kyle Jamison, Jacob Limmer, and Richard Smith. Also present was Community Development Director Michael Struck. Nick Schmeichel and Jacob Mills were not present. Also present were Jeanine Emmett, Tim Veldkamp, Jane Payfer, Alan Mack, Zach Ries, Neil Eichstadt, Brooke Burlage, Hermela Aboye, Cassi Wright, Mike McClemons, Shawn Storhaug, Dave Lorang, Tracy Bandemer and Todd Voss.

(Following is a summary of the meeting and not a word for word dictation. Please see the City's website to view the meeting video for full details. <https://cityofbrookings.legistar.com/calendar.aspx>)

Item #4a – Emmett made a request for a variance on Lot 1 in Block 1 of Hunters Ridge Addition, also known as 403 Hunters Ridge Road. The request was for an 8-foot driveway expansion, for a total of 30-feet in width, within the minimum front yard setback area.

Struck noted staff recommendations of no additional access on Mockingbird Lane that were on the agenda but not the slide. Aiken clarified that Emmett was not seeking access from Mockingbird Lane.

Item #4b – Veldkamp made a request for variances on Lot 19 in Parsley Way Addition, also known as 505 Wicklow Lane. The first request was for a reduced front yard setback of 26-feet. The second request was for a 14-foot sidewall height for an accessory building located in front of a dwelling. The third request is for an overall height of 22-feet 8-inches for an accessory building located in front of a dwelling. An accessory building located in front of a dwelling shall have a sidewall height no greater than 8-feet and the highest point of the roof no higher than 15-feet. The fourth request is for a 38-foot-wide driveway. The width of driveway may be up to 24-feet in width.

Veldkamp stated that he looked for the best option for a bigger garage for a camper and basketball for kids. Payfer presented a neighborly way powerpoint that stated that aesthetics of the neighborhood did not match the presented plans. She gave examples of several homes in the development with pole barns to the rear or side of the home and proposed moving the shed to behind the house like others in their community, enlarging the existing garage similar to another neighbor or purchasing the lot next to his to build a shed. Mack, neighbor to the west of Veldkamp, stated that he was concerned about the large building causing drifting of the road that is not city maintained. He also mentioned that the looks were a concern. Limmer asked if he supported the presented alternatives. Mack supported the existing garage being extended with the same roof line. Veldkamp apologized for lack of communication with neighbors and asked to table his current request while he looked at other options.

Aiken suggested tabling the request. Struck agreed and said that he could present an amended request at the July 2, 2024 meeting if everything was submitted by June 15, 2024. Veldkamp said that tabling the variances would be fine and discussed what variances would be needed in different situations.

Item #4c – Zach Ries has made a request for a variance on Lot 1 in Block 1 of Bluegill Third Addition, also known as 2004 23rd Street. The request is for a reduced front yard setback for a six-foot fence.

Reis stated they wanted to capture the extra part of the yard and thought it would be more aesthetically pleasing to keep the fence at 6' all around instead of stepped. It would be a white vinyl fence.

Item #5 – Reconvene as the Planning Commission.

Item #6 – Other Business

Item #6a – Brookings Health System submitted a petition to rezone the East 221.4-feet of Outlot B in Section 30, Township 110, Range 49 and the West 39-feet of Block 5 in Mayland Addition, also known as 2311 Yorkshire Drive, from a Residence R-3 apartment district to a Business B-2A office district. Originally the property was not rezoned to fit its use.

Eichstadt, Banner Engineer, explained that they are rebuilding to a medical office building and would like to rezone at this time to more accurately fit the property use. Aiken stated that it fits the area well.

Item #6b – KH Contracting LLC submitted an amendment to a Final Development Plan within a Planned Development District located at Lot 1 in Block 3B in Prairie Hills Addition, also known as 2021 Tall Grass Parkway to allow for an addition exceeding 10% of the existing structure.

Burlage, owner of Madison Ave Dance Studio, was available for questions and stated that the addition would have the same finishes as the existing structure.

Item #6c – Realmark Investments, Inc and TB Partnership LLC submitted a Final Development Plan within a Planned Development District on the south 40-feet of Lot 4, all of Lot 5 and the north 15-feet of Lot 6 in Block 1 of Sanderson's Addition, and Lots 13 – 16 in Block 2 of Sanderson's Addition, also known as 615, 618, 622, 626 and 628 Campanile Avenue and 1310 7th Street. On May 6, 2024 the Planning Commission approved variances for a reduction of required parking, to allow parking on a lot across Campanile Avenue, reduce required landscaped area, reduce required bufferyard and a 6-foot front yard encroachment of balconies.

Aboye, Banner Project Manager, stated that they believed that high density was the direction Brookings was going and the requested variances would make that financially feasible. Wright, resident of Campanile Ave, reiterated that parking would be an issue because students will have more than 1 student in a 1-bedroom apartment and that they do not move their cars. She also felt that the design showed the alley being impeded and that drainage and snow removal were not addressed. McClemans, thought the parking lot would alter setbacks for the existing property owners and that it would take away opportunity for future development on the block. He was also concerned that drainage would run off onto his property because he didn't see a water detention plan. Smith asked if McClemans had suggestions for a better parking lot location. McClemans stated yes but that he would not ask a developer to incur that expense when they already own the property across the road. Smith asked if this project would adversely affect the other property owners being able to do what they want on their property. McClemans restated his argument about future development on the block. Jamison asked for clarification of the changes between the 2 times this was seen by the Planning Commission. Storhaug, stated that they would not impede on the alley and planned to use a portion of their property to maintain the alley. He also thought the project would need to undergo a full drainage review and intended to hire a civil engineer to handle drainage. Aiken asked if the parking lot would have fencing on all sides of the lot to prevent headlights going into people's houses. Aboye said that while speaking with DRT the plan was to only fence 2 sides and provided shrubs on the 3rd side. They did not have a problem installing a fence if preferred. Limmer asked staff about setback concerns around parking lot.

Struck clarified that the setbacks would change on the parking lot side, not the adjacent property side. Jamison brought up the parking concerns and stated that the goal of this type of development was to reduce the need for multiple vehicles per household. Spear recognized that 1-bedroom units would have multiple tenants, increasing the amount of people. Leddy asked if the proposed street parking on 7th Street was still on the table. Struck explained that it was not up to the Planning Commission and would need to be approved by the Public Works Department. Struck noted a national trend of parking only on 1 side of street in area and reduced parking requirements in larger communities with more emphasis on public transit. High density housing in close proximity to campus and shopping centers would cause less need for parking. Aiken asked about alley access. Struck stated that the southern portion of the alley was platted but the rest would need to be replatted to make it an official alley.

Item #6d – Interstate Telecommunications Cooperative submitted an application for approval of a Commercial Corridor Design Review Overlay District site plan on Outlots 1 & 2 of the NW ¼ of the NW ¼ of Section 30, Township 110, Range 49 and Lot 1D of Lot 1 of Block 1 in Maylands First Addition, also known as 534 22nd Avenue. They requested a reduction of required 20% windows on first floor facades, reduction of required landscaped area and decreased front and side yard setbacks.

Struck pointed out the barrier in place of landscaping on the west side was placed due to the expansion of 22nd Avenue causing differing elevations and to protect the building.

Lorang, Banner Architect, tried to make the structure more aesthetically pleasing by offering more green space and using different types of brick but more windows were not an option due to the equipment inside of the structure. Bandemer, ITC CEO, stated that the building was in a good location for their needs but they did not want the structure to be welcoming because it is not intended to serve customers at the door expecting to get helped. Aiken commented that the proposed green space would be a nice improvement. Jamison inquired if the window requirement only needed to be met on the new portion of the structure. Struck responded, when doing an expansion, they typically bring the entire structure into compliance and worked with DRT to improve the site plan despite not being able to bring it to ordinance. Jamison liked the variation in textures used to offset the lack of windows.

Item #6e – Todd Voss requested an amendment to the 2040 Comprehensive Plan for the City of Brookings pertaining to the future land use map on Outlots C – J of the NW ¼ of the SE ¼ of Section 11, Township 109, Range 50 and Blocks 1 & 2 of Voss-Kneip First Addition. The property was currently classified as Urban Low Density and Voss proposed to change it to Urban Medium Density which would support a rezoning request for various commercial services.

Voss stated that when he purchased the property it was a mobile home park that he has since cleared. He wanted to do an affordable residential development but could not due to water supply issues. His solution was to rezone so he could develop the property for commercial use such as storage buildings that did not have the same water requirements. Aiken, asked if this would be seen by county since this is located in the joint jurisdiction. Struck stated that the future land use amendment would not be seen but the Joint Planning Commission but it would be seen by City Council. The rezone would be seen by the Joint Planning Commission and their recommendation would be forwarded to the City Council.

The meeting adjourned at 7:15 p.m.