

## **OFFICIAL MINUTES**

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, November 4, 2025, 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, Emily Braun, Kyle Jamison, Scot Leddy, Jacob Limmer, Nick Schmeichel, Roger Solum and Debra Spear. Billie Jo Hinrichs was absent. Also present were Community Development Director Michael Struck, Associate Planner Bailey Maca, Public Works Director John Thompson, Deputy Fire Chief Jeremy Scott and Deputy City Manager Johnny Mayes. Also present was Andrew Austreim, Doug Austreim, Kevin Grunewaldt, Kristi Tornquist, Sterling Pfenning, Stuart Apland, Travis Haarsma, Chad Borchard, from the public.

### **Item #1** – Roll Call

### **Item #2** – Approval of Agenda

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

### **Item #3** – Approval of Minutes

(Schmeichel/Aiken) Motion to approve the October 7, 2025 Minutes. All present voted aye. **MOTION CARRIED.**

### **Item #4** – Open Forum

### **Item #5** – Convene as the Board of Adjustment

**Item #5a** – Andrew Austreim has made a request for two variances on the West 330' of the South half of Outlot 4 in the SW ¼ of the NW ¼ of Section 23-110-50, also known as 1214 Western Avenue. The first request is to extend an accessory building beyond the allowable square footage. The second request is to build an accessory building 3.5-feet from the rear lot line. Staff recommends denial.

(Limmer/Schmeichel) Motion to approve the accessory building size and rear yard setback variances. All present voted aye. **MOTION CARRIED.**

**Item #5b** – Kevin Grunewaldt has made a request for a variance on Lot 4 Block 3 of Oyloes Addition and Lot 13 Block 2 of Henrys Addition, also known as 208 8th Street. The request is for a two-family dwelling on a 64-foot lot. Staff recommends approval.

(Aiken/Solum) Motion to approve the lot width variance. All present voted aye. **MOTION CARRIED.**

**Item #5c** – Sterling Pfenning has made a request for a variance on Lot 60 of River Ridge Addition, also known as 236 Heather Lane West, to expand the driveway to 41-feet. Staff recommends approval.

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

**Item #5d** – Mary E. & Thomas M. Fishback have made a request for a variance on Lot 3C of Block 2 in the Americana Addition, also known as 2101 Freedom Street. The request is for a six-foot-high ornamental iron fence in the front yard setback. Staff recommends approval.

(Solum/Aiken) Motion to approve the fence variance. Schmeichel voted nay. All others present voted aye. **MOTION CARRIED.**

**Item #5e** – The City of Brookings has made a request for variances on Lots 1, 1A, 2 and 3 in Block 4 of the Original Plat Addition, also known as 203 Front Street. The first request is for a reduced front yard setback to 2nd Avenue. The second request is for a reduced front yard setback to Front Street. The third request is for a 100-foot driveway. The fourth request is for a fence located within a required landscape area. Staff recommends approval.

(Schmeichel/Limmer) Motion to approve the reduced front yard setback to 2<sup>nd</sup> Avenue, reduced front yard setback to Front Street, driveway width and fence variances. All present voted aye. **MOTION CARRIED.**

**Item #6** – Reconvene as the Planning Commission

**Item #6a** – TH Companies LLC has submitted a petition to rezone the NE ¼ NW ¼ excluding Outlot A in Section 3-109-50, also known as 1115 W 20th Street South, from a Residential R-3 Apartment District to a Residential R-1A Single Family District. Staff recommends approval.

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

**Item #6b** – The City of Brookings has submitted a petition to rezone Lot 3 of Block 2 of Telkamp Industrial Addition from Industrial I-1R Restricted District to an Industrial I-1 Light District. Staff recommends approval.

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

**Item #6c** – Chad and Kelsey Borchard have applied for a Conditional Use Permit to operate an office in the Residential R-2 district at 709 Main Avenue. Staff recommends approval conditional on the property being limited to three office suites and the conditional use is non-transferable.

(Solum/Limmer) Motion to approve the conditional use permit including staff recommendations. All present voted aye. **MOTION CARRIED.**

**Item #6d** – Nominating Committee

**Item #7** – Adjourn

(Solum/Limmer) Motion to adjourn. All present voted aye. **MOTION CARRIED**

The meeting adjourned at 6:54 p.m.

Mike Struck  
Mike Struck, Community Development Director

Scot Leddy  
Scot Leddy, Chairperson

**OFFICIAL SUMMARY**

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, November 4, 2025, 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, Emily Braun, Kyle Jamison, Scot Leddy, Jacob Limmer, Nick Schmeichel, Roger Solum and Debra Spear. Billie Jo Hinrichs was absent. Also present were Community Development Director Michael Struck, Associate Planner Bailey Maca, Public Works Director John Thompson, Deputy Fire Chief Jeremy Scott and Deputy City Manager Johnny Mayes. Also present was Andrew Austreim, Doug Austreim, Kevin Grunewaldt, Kristi Tornquist, Sterling Pfenning, Stuart Apland, Travis Haarsma, Chad Borchard, from the public.

**Item #1** – Roll Call

**Item #2** – Approval of Agenda

**Item #3** – Approval of Minutes

**Item #4** – Open Forum

**Item #5** – Convene as the Board of Adjustment

**Item #5a** – Andrew Austreim has made a request for two variances on the West 330' of the South half of Outlot 4 in the SW ¼ of the NW ¼ of Section 23-110-50, also known as 1214 Western Avenue, located within the Residential R-1A Single Family district. The first request is to extend an accessory building beyond the allowable square footage. In this district, the total square footage of all accessory buildings on a residential lot must not exceed either 25% of the rear yard area or 1,000 square feet—whichever is less per Section 94-365(a)(6). The property currently contains a 2,800 square-foot accessory building, and the applicant is proposing to expand it by an additional 940 square feet. The second request is to build an accessory building 3.5-feet from the rear lot line. The existing accessory building is situated directly on the side yard property line and approximately 3.5-feet from the rear property line, which does not comply with the required five-foot setbacks for both side and rear yards per Section 94-394(a). The proposed extension would further encroach upon the rear yard setback.

Andrew Austreim, the property owner, explained that due to the dimensions of the property it is not a standard residential property. He added that there is only one residence to the south which also has a conditional use permit for a contractor shop. The other adjacent properties are all industrial so, in his opinion, if any property does not fit the area uses it is his house. Doug Austreim, owner of the adjacent property, spoke in favor of the addition. He went on to detail the industrial history of the property and ventured that nobody would be able to see the addition due to the depth of the lot and fence locations.

Schmeichel asked the reasoning staff recommended denial. Struck explained that the recommendation was to remain consistent with City Ordinance. Aiken inquired if the existing structure was built with a variance. Struck stated that the structure was already in place when the ordinance was updated to include a 5-foot setback. Aiken also asked if staff had calculated the percentage of the lot that would be covered. Struck noted that staff did not due to the addition exceeding the 1000-foot limitation.

Schmeichel asked if any area buildings required variances. Struck recalled a variance on a nearby property due to the floodplain and explained that ordinances vary by zoning. He also acknowledged that there are many non-conforming structures in the area. Jamison asked if the property owner could connect the structures to the dwelling to avoid the accessory structure size limitation ordinances. Struck stated that yes, they can, but that would open building code questions. Aiken asked what the zoning of adjacent properties was. Struck referenced the zoning map which showed a mix of Residential 1-A, Industrial I-1, Business B-3, Industrial and Residential R-3A.

**Item #5b** – Kevin Grunewaldt has made a request for a variance on Lot 4 Block 3 of Oyloes Addition and Lot 13 Block 2 of Henrys Addition, also known as 208 8th Street. The request is for a two-family dwelling on a 64-foot lot. The property is a single-family residence located in the R-2 Residential District. According to Section 94-126, in the R-2 district, a two-family unit must have a minimum lot width of 65-feet. The applicant is requesting a variance to have a two-family dwelling on a 64-foot lot. The lot exceeds the minimum required square footage for a two-family residence in the R-2 district and the site plan provides sufficient space for parking. The surrounding neighborhood consists of a mix of small single-family lots and several larger parcels that could support two-family dwellings. Notably, there is at least one existing two-family dwelling on a 50-foot-wide lot within the area.

Grunewaldt, property owner, purchased this as a condemned dwelling and has replaced the foundation. He is looking to remodel the home with the intention of converting it into a duplex to offset the cost of the renovation. He also noted that multiple properties in the area are duplexes. Tornquist inquired how the parking pad would lay out. Struck stated that there is not currently a parking pad and explained that it would be more of a driveway leading to a garage than a pad. Aiken clarified that they are approving the duplex status on the lot width and not the shown site plan. Struck confirmed that they are only reviewing the request to have a duplex on a 64-foot wide lot.

**Item #5c** – Sterling Pfenning has made a request for a variance on Lot 60 of River Ridge Addition, also known as 236 Heather Lane West. The request is for a variance to expand the driveway to 41-feet to accommodate access to a new garage addition. Per Section 94-343(b)(4)(a), the driveway width may be proportionally expanded to match a garage width between 24 and 36 feet. The applicant is requesting five feet beyond the maximum allowable driveway width. Homes in the River Ridge addition were constructed prior to the updated Joint Jurisdiction Ordinance of 2022. Prior to 2022, driveways in the joint jurisdiction area were only regulated from the street to the property line. The proposed driveway complies with all setback requirements. Additionally, several properties in the surrounding area feature driveways wider than 36 feet. A variance was approved in 2023 for a 46-foot-wide driveway at 217 Hickory Street, in addition to others, within the same neighborhood.

Pfenning explained that the driveway is being requested to access a future garage. Schmeichel asked if the parking extension could be approved pending approval of the garage. Struck stated that once the variance is approved it could be constructed. He explained that the property owner could build the expansion as proposed but would not have paved access to the garage without approval of the variance.

**Item #5d** – Mary E. & Thomas M. Fishback have made a request for a variance on Lot 3C of Block 2 in the Americana Addition, also known as 2101 Freedom Street. The property is a single-family residence located at the corner of Freedom Street and Franklin Avenue. As a corner lot, the property has two front yards. The applicant is proposing to install a six-foot-high ornamental iron fence within the front yard setback on Franklin Avenue to provide a safe play area. Per Section 94-398(a)(1) privacy fencing shall not exceed 48 inches in height when located between the front lot line and the principal building. The building setback ranges from 37.7-feet to 50-feet from the angled property line.

The fence would have a setback ranging from 8.5' (at the closest point) to 12.5-feet (at the furthest point) from the property line along Franklin Avenue. The proposed fence does not impact any site triangles and is 75% transparent. Similar fences exist in the surrounding neighborhood and a previous variance was granted for a six-foot-high fence within the front yard setback on Franklin Avenue.

Schmeichel asked what the hardship was. Struck stated that it was originally 2 lots replatted as one and has 2 front yards. He went on to say that the applicant's concern was primarily security. Jamison asked for clarification of the fencing type being installed and the need for the variance. Struck said it was a 6-foot wrought-iron fence in the front yard for security, not a privacy fence. Schmeichel asked if similar requests have been denied. Struck said he can only recall privacy fences that had been denied. Limmer asked what would be required to not need the variance. Struck said they could either reduce the height to 4-feet or move the fence back. Aiken asked if interior lots would have required a variance. Struck confirmed that an interior lot would not have required a variance.

**Item #5e** – The City of Brookings has made a request for variances on Lots 1, 1A, 2 and 3 in Block 4 of the Original Plat Addition, also known as 203 Front Street. The property is a city owned parcel that currently includes a parking lot and garage. The lot was purchased by the city in 1994 and is zoned Business B-2 District. The Brookings Fire Department plans to move its central fire station to the lot from the existing location across the alleyway at the corner of 3rd Street and 3rd Avenue. The roughly half-acre lot is a corner lot with frontage along Front Street to the south and 2nd Avenue to the west along with an alleyway running along the east property line. The Fire Department would like to site the future fire station with the driveway facing Front Street, similar in orientation to the existing station. A number of variances are required to make the proposed site plan work. The first request is for a reduced front yard setback to 2nd Avenue. According to Section 94-132(f), the minimum front yard setback in the Business B-2 District is 25-feet. The proposed fire station will have an 8' – 8" front setback along 2nd Avenue. The second request is for a reduced front yard setback to Front Street. The station will have slightly less than the required 25-foot front setback along Front Street near the intersection with 2nd Avenue. The third request is for a 100-foot driveway. According to Section 94-343(a)(3)(c)(5), the maximum allowable width for a driveway is 40-feet. The station requires individual access for each of the five apparatus bays. The driveway on the existing stations is roughly 86-feet in width. The fourth request is for a fence located within a required landscape area. Per Section 94-398(C), fences shall not be erected between a lot line and any areas required to be landscaped. Because properties to the north of the proposed station are zoned residential, a bufferyard is required on the north side of the parcel. The required bufferyard must be landscaped and therefore a fence could not be placed on the property per ordinance. The proposed privacy fence will screen the generator and patio area from adjacent properties. A similar variance was requested and granted for the Ivy Center which had numerous mechanical units within the bufferyard area.

Scott, Deputy Fire Chief, explained that they are requesting to replace the existing fire station and old city hall while still being able to adequately protect the downtown area and northwest part of town. The proposal is the same number of bays as the existing structure being replaced. The new facility will also offer a decontamination area so the firefighters are not bringing those contaminants to their families. The upstairs will be left unfinished at this time to allow for future growth. Aplan, 313 2<sup>nd</sup> Ave, asked if the structure would affect drainage and if street parking across from the boulevard parking would still be available. Schmeichel asked if the proposal was similar to the Ivy Center. Struck confirmed that it was similar. He also clarified that the boulevard parking on the west side of the site plan would need to be approved via a separate request. Struck asked the members of the board if they would like to vote on all four variances together. Schmeichel stated his intent was to vote on all four

requests together. Spear asked if drainage would affect the neighbors. Struck explained that it would be contained inside of the building via floor drains.

**Item #6** – Reconvene as the Planning Commission

**Item #6a** – TH Companies LLC has submitted a petition to rezone the NE ¼ NW ¼ excluding Outlot A in Section 3-109-50, also known as 1115 W 20th Street South. The property is a 30.46-acre parcel that is currently zoned Residential R-3 Apartment District and located within a Medium Density Residential future land use class which supports the R-1A Single Family District request. Adjacent property is zoned Agriculture to the south and west, Residential R-1A Single Family District to the north and Residential R-3 Apartment District to the east. The property was rezoned from Agriculture to Residential R-3 in January 2025. The rezone included a Large-Scale Residential Plan (LSRD) that included 58 lots all with two-family dwelling units for a total of 116 dwelling units. The rezone to R-1A would no longer support two-family dwellings. A revised preliminary plat will be required due to the minimum lot area of 15,000 square feet and minimum lot width of 100-feet in the R-1A district. The LSRD included a preliminary plat with lots varying from 9,750 to over 25,000 square feet and with lot widths as small as 75-feet. The future land use map supports the rezone of the parcel. No portion of the rezone area is located within a floodplain.

Haarsma, property owner, was available for questions. Aiken stated that he appreciated the lower density of the current proposal.

**Item #6b** – The City of Brookings has submitted a petition to rezone Lot 3 of Block 2 of Telkamp Industrial Addition. The property is a 5.57-acre parcel of land. The parcel is currently zoned Industrial I-1R Restricted District and located within a General Industrial future land use class which supports the Industrial I-1 Light District rezone request. Adjacent property is zoned Industrial I-1 Light District to the north, east, and south and Industrial I-1R Restricted District to the west. The Industrial I-1R Restricted District is intended to provide for aesthetically designed industrial areas primarily near and adjacent to major arterials. Additional design standards, a lot coverage maximum, and stricter set backs are included in the I-1R District. The adjacent parcel to the north was rezoned from Industrial I-1R Restricted to I-1 Light Industrial in March 2021. The future land use map supports the rezone.

**Item #6c** – Chad and Kelsey Borchard recently purchased the building located at 709 Main Avenue and intends to provide up to three office suites for the following professions: Licensed Professional Counselor (LPC), Licensed Clinical Social Workers (LSCW) and Licensed Marriage & Family Counselors (LMFT). The property is located in the Residential R-2 district, where an office use is permitted subject to the approval of a Conditional Use Permit.

Borchard was available to represent Kelsey Borchard, the lead councilor at The Growth Collective. He explained that many of the sessions are completed either virtually or off-site causing less traffic than a rental dwelling potentially would in his opinion. Kelsey started the practice aimed at professionals that require flexibility to provide quality care while also being able to maintain their other responsibilities. Tornquist, 727 Main Ave, inquired on the signage plans, where they anticipated most clients to park and if the conditional use would allow for mixed use within the structure. Struck stated that the entire structure would be covered under the conditional use permit and a mixed use was not requested. Borchard stated that they intend to conform to existing sign allowances and do not plan to stipulate where people park. However, the standard is for staff to park in the alley and clients in the front with the exception of the ADA parking. He does not anticipate all staff being in the office at the same time so staff and clients would utilize a mix of the parking options. Limmer asked if the building could

support more than 3 suites. Borchard stated that it could but in an effort to protect their client's privacy they do not intend to request more. Struck stated that on a residential lot, a total of 16 sq ft of signage is allowable total but no individual sign can exceed 8 sq ft.

**Item #6d** – Jamison, Hinrichs and Braun volunteered to participate in the Nominating Committee.

**Item #7** – Adjourn

The meeting adjourned at 6:54 p.m.

Mike Struck  
Mike Struck, Community Development Director

Scot Leddy  
Scot Leddy, Chairperson