

OFFICIAL MINUTES

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday, April 2, 2024, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were Kyle Jamison, Scot Leddy, Jacob Limmer, Jacob Mills, Roger Solum, Nick Schmeichel via telephone, Debra Spear and Aiken. Absent was Richard Smith. Also present were City Planner Ryan Miller, Brad Schmidt, Doug Austreim, Pastor Mark Johnson, RaeAnn Thompson, Pam Larson and Russ Atkins.

Item #1 – Roll Call

Item #2 - (Mills/Solum) Motion to approve the agenda. All present voted aye. **MOTION CARRIED.**

Item #3 – (Solum/Mills) Motion to approve the March 5, 2024 minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – Convene as Board of Adjustment

Leddy arrived at 5:34.

Item #4a – Brad Schmidt made a request for variances on Lot 27, of Fishback Subdivision also known as 1007 Circle Drive. The first request is for a zero-foot setback for an accessory structure. An accessory structure located on a double frontage lot shall meet the required front yard setback of twenty-five feet. The second request is for a zero-foot setback for a six-foot fence. Fences up to six feet in height may be placed in the front yard opposite the street address if the fence meets the required front yard setback of twenty-five feet.

(Mills/Jamison) Motion to approve the first request for a zero-foot setback for an accessory structure with the staff recommendation to be at a five-foot setback off of the Main Avenue right-of-way. All present voted aye. **MOTION CARRIED.**

(Mills/Jamison) Motion to approve the second request for a zero-foot setback for a six-foot fence with staff recommendation to be at a five-foot setback off of the Main Avenue right-of-way. All present voted aye. **MOTION CARRIED.**

Item #4b – Doug Austreim made a request for a variance on the South Half of Outlot 4 excluding the West 330 Feet, in the SW ¼ of the NW ¼ in Section 23, Township 110, Range 50, also known as 1222 Western Avenue. The request is for a twelve-foot side yard setback. The minimum required side yard setback in the Industrial I-1 light district is 20-feet.

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

Item #4c – Brookings United Church of Christ made a request for a variance on Block 2 of Pleasant Nest Addition, also known as 828 8th Street South. The request is for a second freestanding sign. For institutional uses in a residential district, one freestanding sign is permitted on each street frontage.

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

Item #4d – Windrose Homes made a request for a variance on Lot 5A in Block 2 of Americana Addition, also known as 1513 Franklin Avenue. The request is for a reduced front yard setback for a six-foot fence. Fences shall not exceed 48 inches in height when located between the front lot line and the principal building. For corner lots, a fence up to six-feet in height may be placed in the front yard opposite the street address if the fence meets the minimum required setback.

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

Item #5 – Reconvene as the Planning Commission.

Item #6a – TH Companies LLC submitted a petition to rezone the Northeast Quarter of the Northwest Quarter, Excluding Outlot A in Section Three, Township 109, Range 50, Brookings County, South Dakota, also known as 1115 West 20th Street South from Agricultural A District to Residence R-3 Apartment District.

(Solum/Mills) Motion to remove from the table. All present voted aye. **MOTION CARRIED**

(Smith/Jamison) Motion to approve the rezone request at the March 5, 2024 Meeting. All present voted aye. **MOTION CARRIED.**

Item #7a – TH Companies LLC submitted a preliminary plat of Block 1-3 in Prairie Sunset Addition

(Mills/Solum)) Motion to approve the preliminary plat. Aiken voted no. All others voted aye. **MOTION CARRIED.**

Item #7b – Advantage Investment Group LLC submitted a revised preliminary plat of Lots 11-15B of Block 2, Lots 7A-18B of Block 4, Lots 1A-6B of Block 5, and Block 6 all in Fox Run Addition.

(Mills/Solum) Motion to approve the revised preliminary plat. All present voted aye. **MOTION CARRIED.**

Item #8a – The City of Brookings submitted amendments to the 2040 Comprehensive Plan for the City of Brookings pertaining to the major streets plan.

(Limmer/Mills) Motion to approve the amendments.

(Mills/Solum) Amendment to the motion to approve the amendments to the Master Street Plan including to extend the 26th Street South Collector Street going west to Brighton Road and extend a proposed Collector Street from Main Avenue South to Western Avenue South on a future road south of University Estates. All present voted aye. **MOTION CARRIED.**

Motion as amended was voted on. All present voted aye. **MOTION CARRIED.**

The meeting adjourned at 7:16 p.m.

Ryan Miller, City Planner

Tanner Aiken, Chairperson

OFFICIAL SUMMARY

Chairperson Tanner Aiken called the meeting of the City Planning Commission to order on Tuesday, April 2, 2024, at 5:30 PM in the Council Chambers Room #310 on the third floor of the City & County Government Center. Members present were Kyle Jamison, Scot Leddy, Jacob Limmer, Jacob Mills, Roger Solum, Nick Schmeichel via telephone, Debra Spear and Aiken. Absent was Richard Smith. Also present were City Planner Ryan Miller, Brad Schmidt, Doug Austreim, Pastor Mark Johnson, RaeAnn Thompson, Pam Larson and Russ Atkins.

(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 – This request is for a zero-foot setback for an accessory structure and a zero-foot setback for a fence. A minimum front yard is 25 feet in an R-1C District. An accessory structure on a residential lot shall not be within five feet of any side or rear lot line. Fences and walls up to six feet in height may be placed in a front yard opposite the street address, the applicant is requesting a six-foot setback. Staff recommends a minimum five-foot setback from the Main Avenue right-of-way for the garage and the fence.

Schmidt explained that they would like to have a larger back yard and they would like safety for their kids. There are a few other neighbors that have fences like the one they are requesting.

Mills feels that since they have two front yards, it makes sense to follow the staff recommendation with the five-foot setback.

Item #4b – This request is for a side yard setback. Ordinance requires a twenty-foot sideyard setback. The applicant is requesting a twelve-foot setback.

Austreim explained that their lot is only 99 feet wide so it is hard to build any structure. The size of building they need would be best with the smaller setback.

Aiken agrees that the layout of the lot is a hardship and he doesn't feel that this request is excessive.

Item #4c – This property is zoned R-1B and is occupied by a church. One free standing sign is permitted for each frontage, the applicant is looking to place a new sign on the 8th Street frontage. Staff has explained the site triangle to the applicant and they have agreed to place the sign outside of the site triangle.

Johnson explained that the church recently built a daycare center. They would like to install a sign to advertise for the daycare. The current sign that they have is not able to be changed to allow for the additional advertising.

Larson was curious to the size or type of sign that is being planned for. Johnson explained that they could have a sign of 5 feet tall by 6 feet wide but no larger because City zoning wouldn't allow for anything larger. They also will not be investing in a digital sign; it will be a wooden structure similar to the other sign they have.

Spear wondered if the sign will be outside of the site triangle with the 5-foot setback. Miller explained the city ordinance for the site triangle and the sign needs to be 25 feet setback from the right-of-way. Mills asked for clarification in the staff report regarding the sign being 24 square feet. Miller explained that they are allowed up to 56 square feet total for signage. Johnson explained that the sign will be the size allowed by city ordinance.

Item #4d – The variance is on a lot with a single-family dwelling, for a setback variance for a fence. The lot does have three frontages. The applicant would like to place a 6-foot fence to the north and east. Fences shall not exceed 48 inches.

Thompson explained that the applicants are looking for a fence to be installed at the same distance as the neighbors. The fence will be angled to meet the site triangle requirements and this is a rod iron fence so will meet the transparency requirements.

Item #6a – This rezone request was tabled at the March Planning Commission meeting. The property in this rezone was recently annexed into the City of Brookings. Currently the property is zoned ag and is surrounded by Ag and Joint Jurisdiction R-1A districts. The Medium Density Residential future land use category recommends residential density of 4-12 units per acre.

Atkins, representing the applicant, explained that a previous recommendation was to remove the cul-de-sacs. They decided to continue speaking with city staff and have come up with a multi-family plan. For the March Planning Commission, they requested the tabling of this item to allow them additional time to redesign their plan and bring forward. Mills asked for clarification if they were going to continue with the Large-Scale Residential district. Atkins stated yes.

Item #7a – This is a proposed Preliminary Plat and Large-Scale Residential plan for property along West 20th Street South. The new plat consists of 3 Blocks with 26 two-unit single-family attached dwellings (52 single family units), 14 apartment buildings consisting of 186 units, one tract for drainage detention, and one tract for an open recreation area. Previously the plan was for 3 cul-de-sacs and now will have 1 cul-de-sac. A shared access easement would provide secondary access for both Tract 1 and Block 2 and 3. A Traffic Impact Study will be required since the developments is greater than 150 units.

Atkins explained that this development will qualify for workforce housing.

Mills explained that he spoke with Brookings Municipal Utilities regarding the sewer concerns that surrounding property owners brought up. Mills was reassured that the issue with the sewer from past events with these neighbors, has been resolved. He feels that the drainage concerns have been handled also. Other concern of the neighbors was the density, and he is concerned about the density also. He wants to be sure this development is the best fit for this area.

Aiken inquired about a traffic impact study and if the study includes pedestrian traffic. Miller believes the study would focus on vehicular traffic. He is also concerned about the density.

Mills asked if this would be included in the Corridor Review Plan. Miller doesn't believe that would qualify for this review. Mills also questioned the parking to allow for parking in front of the structures. Miller explained that because this has been presented as a LSRD, the applicant has conceptually shown the lots and density. But the applicant will be required to provide final plans for parking at the building permit phase.

#7b – The development is along Fox Run Trail in the Fox Run Addition. The area consists of R-1D, R-2 and R-3 Apartment districts. The proposed Preliminary Plat will consist of single, two-unit single-family attached, three-unit single-family attached and a multi-family residential area along with a cul-de-sac to create Fox Run Court.

Jamison inquired about an access to the south. This development is close to the school on 26th Street South but there is not an access to the school. The will need to exit the Fox Run Addition to the north and east and drive around to the school.

Aiken appreciates the elimination of two cul-de-sacs.

Item #8a – Struck explained that updated traffic counts through the city and the South Dakota Department of Transportation and the future land uses and their densities caused staff to review the Major Street Plan and they felt that changes were needed to be made to some of the streets and their classifications. He explained the recommended changes, removals and additions to each classification.

Mills asked if the new development that is extending Brighton Road will be required to build Brighton Road to the requirements of a collector street if these amendments get approved. Struck explained that the road may need to be classified as a collector, but it may not be necessary to build the road, the entire length, to the width requirement.

Aiken asked for clarification of the different classification. Struck explained these with examples of streets within each classification. Speed limits are typically set for the different classifications.

Spear asked if any of the road classifications require sidewalks? Struck explained that sidewalks are required to be built at the time a home is built and also for many commercial building projects. The city also has the ability to require a developer to install sidewalks if their development is more than 70% complete. Sidewalks are irrelevant to street classifications or street construction.

Jamison asked if walkability was considered in the reclassifications. Struck stated that vehicular traffic only was taken into effect.

Amendment to the motion approve the amendments to the Master Street Plan including to add a Collector Street, 26th Street South going west to Brighton Road and add a proposed Collector Street from Main Avenue South to Western Avenue South between 32nd Street South and 44th Street South.

Mills would like to see 26th Street Collector classification to be extended further to the west. In addition, he would like to see the proposed collector street at approximately 38th Street S be extended all the way west to Western Avenue.

The meeting adjourned at 7:16 p.m.

Ryan Miller, City Planner

Tanner Aiken, Chairperson