

**OFFICIAL MINUTES**

Chairperson Greg Fargen called the meeting of the City Planning Commission to order on Tuesday, November 1, 2022, 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, Kyle Jamison, Gregg Jorgenson, Jacob Mills, Lee Ann Pierce, Roger Solum, and Fargen. Absent were James Drew and Nick Schmiechel. Also present were City Planner Ryan Miller, Community Development Director Mike Struck, Angie Boersma, and Lane Worzeka with HME.

**Item #1** – Roll Call

**Item #2** - (Pierce/Solum) Motion to approve the agenda with the addition of item #7 – Nominating Committee. All present voted aye. **MOTION CARRIED.**

**Item #3a** – (Mills/Aiken) Motion to approve the October 4, 2022 minutes. All present voted aye. **MOTION CARRIED.**

**Item #4** – **Convene as Board of Adjustment.**

**Item #4a** – Robert Jones made a request for a variance on Lot 5B in Block 13 of Pheasant Nest Addition. The request is to locate an access drive forty feet from the intersection of a collector street. Access drives shall be no closer than sixty feet from a corner for a major collector street and forty feet for a minor collector street.

(Jorgenson/Pierce) Motion to approve the variance request to locate an access drive closer to a corner than allowed. All present voted aye. **MOTION CARRIED.**

**Item #5** – **Reconvene as Planning Commission**

**Item #6a** – Brookings Municipal Utilities submitted a petition for annexation of a portion of Tract 1 of BMU WTP Addition in the NW1/4 and the SW1/4 of Section 20, Township 110 North, Range 49 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota.

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

**Mills recused himself.**

**Item #6b** – Amendment to the Future Land Use Map.

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

**Item #6c** – HME Management submitted an Initial Development Plan within a Planned Development District on Block 3B of Prairie Hills Addition

(Aiken/Jorgenson) Motion to approve the amended Initial Development Plan with the following conditions and exceptions: 1.) Allowing assisted living, memory care and apartments as allowable uses., 2.) An exception granted for including eight detached garage stalls towards the required off-street parking

minimum., 3.) A condition that the western portion of the front parking lot be moved to an alternate location, such as to the south of the memory care units.

(Pierce/Solum) Amendment to the motion to keep the parking at the front of the building (as originally proposed by the applicant) and to increase/improve the landscaping between the parking lot and the street with a double row of trees. Amendment was voted on. All present voted aye. **MOTION CARRIED.**

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

**Mills returned to the Commission.**

**Item #6d** – The City of Brookings submitted amendments to Chapter 94, Article IV, Division 2 related to the maximum allowable heights in the B-1, B-2, B-2A, B-3, B-4, B-5, I-1, I-1R and I-2 Districts.

(Solum/Mills) Motion to approve the amendments. Pierce voted no. All others voted aye. **MOTION CARRIED.**

**Item #6e** – Discussion only.

**Item #7** – Nominating Committee – Fargen, Mills and Aiken volunteered.

The meeting adjourned at 6:57 p.m.

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Ryan Miller, City Planner

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Greg Fargen, Chairperson

Planning Commission  
Brookings, South Dakota  
November 1, 2022

**OFFICIAL SUMMARY**

Chairperson Greg Fargen called the meeting of the City Planning Commission to order on Tuesday, November 1, 2022, 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, Kyle Jamison, Gregg Jorgenson, Jacob Mills, Lee Ann Pierce, Roger Solum, and Fargen. Absent were James Drew and Nick Schmiechel. Also present were City Planner Ryan Miller, Community Development Director Mike Struck, Angie Boersma, and Lane Worzeka with HME.

**Item #4a** – This variance request will allow for an access drive to a new building and the access drive would be closer to the intersection than allowed by ordinance. The access drive that is too close to the intersection is on 12<sup>th</sup> Street South and will be 40' from the intersection and 60' is required. The location of this access drive will help with traffic flow onto this lot and to this building.

Boersma, representing the applicant, explained that they want to be able to utilize this lot to its maximum and to locate the access drive appropriately to allow for truck traffic. Truck traffic entering only utilizing the access on 12<sup>th</sup> Street South and they will exit to the controlled intersection at 7<sup>th</sup> Avenue and 12<sup>th</sup> Street South.

**Item #6a** – This annexation is to bring 18.84 acres of Tract 1 of BMU WTP Addition, along 34<sup>th</sup> Avenue, into the City of Brookings. The Comprehensive Plan does show this tract of land in Phase One of the annexation priority area.

**Item #6b** – This amendment is for an area along 20<sup>th</sup> Street South in the Prairie Hills Addition. Currently this land is zoned PDD with a B-2 underlying uses. The applicant is requesting the revision to the future land use map from Urban Low Intensity to High Density Residential on this parcel.

Worzeka explained that they are proposing independent living, memory care and assisted living proposed for this site.

Pierce questioned what would happen to this property if the commission approves this request and then they decide to build apartments instead. Miller explained that since this property is in a PDD with an underlying B-2, apartments would not be allowed. Because of the PDD, the applicants are still restricted as to what they can do.

**Item #6c** – This parcel is currently zoned as PPD with B-2 underlying. The applicant is requesting to add assisted living, memory care and apartments to the allowed uses under this PDD. The applicant is requesting an exception to the minimum parking requirements to allow eight detached parking garage stalls to count towards the required parking. The plan is for an access drive to the north and a shared access drive at the north west corner of the lot. The site plan shows conformance with landscaping and access drive standards. Staff recommends approval with conditions and exceptions.

Worzeka explained more of the business plan and the purpose for the layout of the buildings as is. They would like to leave the parking plan as presented originally to help with employee entrance and delivery services.

Jorgenson inquired as to why staff is recommending that they move the parking on the west side. Miller explained that they would like to reduce the amount of parking that would be viewed from the Commercial Corridor. They would like to see the buildings front the road, in the Commercial Corridor District, so this is their intent. Pierce feels that the parking should be left as the applicants requested. Fargen agrees with Pierce and also thinks they should beef up their landscaping rather than rearrange the functioning of the building. Aiken agrees with leaving the parking as proposed by the applicant.

**Item #6d** – This amendment pertains to the maximum height allowed. Previously the Planning Commission had amended the height restrictions in the residential districts. These amendments would increase the maximum height allowed in the B-1, B-2, B-2A and B-3 zoning districts to 60' which would match what is allowed in the R-3 and R-3A Districts. These amendments would eliminate the height maximum in the B-4, B-5, I-1, I-2 and I-1R districts as they would be required to follow the bufferyard requirements being proposed.

Pierce is not in favor of these amendments for the downtown area. Miller explained that the downtown area is zoned B-1 but they would still need to complete the historic review process and be approved. Pierce feels that these amendments could affect the historic nature of downtown.

Aiken asked how the required number of trees and shrubs in the landscape requirements would be calculated and would these requirements increase the required number. Miller explained that each district has different bufferyard requirements. The number stated in the requirements would not be increasing the requirements in the district.

**Item #6e** – Struck presented photos of different parking lots which Commissioner Mills provided. Struck also provided examples showing where the parking spot counts would be in different scenarios.

Aiken feels that staff moving towards one spot per bedroom plus a small additional percentage is the route to go. Jorgenson agrees with Aiken. Jamison feels that they could relax the requirements down even more that what was presented. Mills feels that we are a little on the high side with numbers and he would like to see the numbers getting lowered.

The meeting adjourned at 6:57 p.m.

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Ryan Miller, City Planner

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Greg Fargen, Chairperson