

City Council Agenda Item Memo

From: Ryan Miller, City Planner

Council Meeting: July 14, 2026

Subject: Initial Development Plan: Block 2, Northern Plains Addition

Presenter: Ryan Miller, City Planner

Summary and Recommended Action:

Northern Plains Properties, LLC, has submitted an Initial Development Plan to a Planned Development District for Block 2 of Northern Plains Addition. The Planned Development District rezoned the Block from a Business B-2A Office District to a Planned Development District with a Business B-2A Underlying District with the addition limited retail as an allowable use. Staff recommends approval. The Planning Commission voted 8-0 to recommend approval.

Item Details:

Block 2 of Northern Plains Addition was rezoned to a Planned Development District in order to allow for limited retail as an allowable use. The retail would be restricted by the following:

- Businesses keep regular business hours (7:00 am to 7:00 pm)
- Prohibited Uses:
 - Businesses that serve alcohol or cannabis (or cannabis-derived products)
 - Tobacco, vape, or nicotine sales
 - Convenience stores
 - Drive-thru

The Initial Development Plan proposes three potential buildings utilizing shared parking. Access to the development would be located along Cloverfield Place and Mayfield Drive. No direct access to Main Avenue is proposed.

The three proposed buildings are 3,300 square feet, 2,500 square feet and 4,000 square feet respectively. The proposed maximum height for the district is set at 60-feet; however, the three buildings are likely to be significantly shorter. The density is consistent with the future land use map and the existing and proposed office zoning districts. The proposed uses will be compatible with the remainder of the Northern Plains Addition development which includes a large dental office and multiple townhomes. The restrictions placed on the proposed retail uses are intended to enhance compatibility with surrounding residential neighborhoods by reducing the potential traffic volumes associated with higher intensity retail uses. Setbacks will follow the Business B-2A regulations. The Final Development Plan will need to meet the requirements of the Commercial Corridor.

Legal Consideration: None.

Strategic Plan Consideration:

Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Financial Consideration: None.

Supporting Documentation:

Hearing Notice – City Council
Hearing Notice – Planning Commission
Planning Commission Minutes
Initial Development Plan
Location Map
Zoning Map
Future Land Use Map