

OFFICIAL MINUTES

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, March 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, Billie Jo Hinrichs, Kyle Jamison, Scot Leddy, Jacob Limmer, Nick Schmeichel, Roger Solum and Debra Spear. Also present were Community Development Director Michael Struck and City Planner Ryan Miller. Also present were Jason Harms, Sandra Callies and Matthew Weiss.

Item #1 – Roll Call

Item #2 – Approval of Agenda

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

Item #3 – Approval of Minutes

(Solum/Spear) Motion to approve the February 4, 2025 minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – New Business

Item #4a – NE Hansen LLC applied to annex the W ½ of NE ¼, Excluding Platted Areas in 20-110-49 in Brookings County, South Dakota, Excluding Land North of US Hwy 14.

(Schmeichel/Hinrichs) Motion to approve Annexation. All present voted aye. **MOTION CARRIED.**

Item #4b – Staff explored areas along 6th Street for future land use map revisions. The areas include the NE corner of 6th St / 6th Ave, 600 block of 6th Ave – west side, 600 block of 6th Ave – east side, SE corner of 6th St / 7th Ave, NE corner of 6th St / 9th Ave and SW corner of 6th St / 9th Ave.

Item #5 – Other Business

Item #5a – Annual Report

(Limmer/Jamison) Motion to approve with addition of developer liaison appointment, how to attract & retain members, onboarding training and TIF training. All present voted aye. **MOTION CARRIED.**

Item #5b – Tax Increment Finance Training

Item #6 – Adjourn

The meeting adjourned at 8:00 p.m.

Ryan Miller

Scot Leddy, Chairperson

OFFICIAL SUMMARY

Chairperson Scot Leddy called the meeting of the Planning Commission to order on Tuesday, March 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, Billie Jo Hinrichs, Kyle Jamison, Scot Leddy, Jacob Limmer, Nick Schmeichel, Roger Solum and Debra Spear. Also present were Community Development Director Michael Struck and City Planner Ryan Miller. Also present were Jason Harms, Sandra Callies and Matthew Weiss.

Item #1 – Roll Call

Item #2 – Approval of Agenda

Item #3 – Approval of Minutes

Item #4 – New Business

Item #4a – NE Hansen LLC applied to annex the W ½ of the NE ¼, Excluding Platted Areas in Section 20, Township 110, Range 49 in Brookings County, South Dakota, Excluding Land North of US Hwy 14. Also known as 1501 US Hwy 14.

Harms, member of NE Hansen, was available for inquiries. Schmeichel asked if the overall plan was to rezone the property. Harms stated that they plan to rezone and slowly develop the property. Miller expanded that the Future Land Use Map was previously amended to allow for the rezone.

Item #4b – Staff explored areas along 6th Street for future land use map (FLUM) designation revisions to Residential Scale Preservation (RSP).

Limmer asked how Residential Scale Preservation would affect future commercial projects. Miller stated that the designation preserves the current density and uses of the area. Struck expanded that new construction would need to comply with the form and scale of what is existing in the neighborhood. Weiss and Callies were present to represent the request made by the Brookings Historic Preservation Commission (BHPC). Callies explained the idea behind the request for Residential Scale Preservation is to imprint the historic district in a similar manner to that of cities abroad. She also highlighted the areas where demolition of historic homes has taken place or is planned. Weiss' primary concerns were affordable housing, neighborhood safety & walkability, historic preservation for community aesthetics and potential liability to maintain the historic districts. Miller explained that properties in historic districts are required to undergo a State Historic Preservation 11.1 review prior to demolition. Hinrichs inquired if there was risk of losing the historic district designation and why some properties are not contributing. Weiss stated that there are minimum requirements to maintain historic district designation. Miller went on to say that some renovations or additions have been completed without undergoing an 11.1 review causing the property to no longer qualify as contributing. Hinrichs asked what changed in the area when 6th Street was widened. Weiss stated that it resulted in the loss of mature trees and addition of a shared use path but the street, in his opinion, does not seem more travelable. Limmer asked if BHPC has documented the economic impact of the historic district on the community. Weiss stated that they have not but national data is available. Callies expanded that there are several studies

based on the economic impact of the historic district as well as the mature trees through property values. She did not feel that the City or DOT fully explored alternative plans for 6th Street to preserve the trees. Schmeichel inquired if the City has a review process prior to demolition. Miller explained the process of filing an 11.1 review with State Historic Preservation Office. If a demolition permit is denied, the applicant can appeal the decision. If the appeal is also denied, the demolition permit cannot be issued. Jamison asked what conditions can allow for demolition. Miller stated that demolition by neglect does happen. Schmeichel asked if there was an alley between two properties, would it have to remain. Miller explained that the developer would have to request to vacate the alleyway prior to building across it. Hinrichs requested that the historic maps be updated to better align with each other. Weiss stated that this may open a conversation to have the districts re-evaluated and redistricted. Jamison mentioned that the City has GIS maps available with a field that can be filled with contributing/non-contributing and requested the ability to overlay the different maps. Hinrichs asked the differences between FLUM designations and how that plays into zoning. Miller explained that the FLUM is a vision for the future and each designation can be supportive of specific zoning. Schmeichel asked what criteria must be met and who sets it for new construction in historic districts. Miller stated that there is a federal guideline and a state administrative review for new construction in an historic district. These reviews can be run simultaneously. Miller asked if Planning Commission was supportive of advancing the FLUM amendment proposed by BHPC. Multiple members expressed support.

Item #5 – Other Business

Item #5a – Annual Report

(Limmer/Jamison) Motion to approve with addition of developer liaison appointment, how to attract & retain members, onboarding training and TIF training. All present voted aye. **MOTION CARRIED.**

Schmeichel asked what is being done to fill the board vacancies. Struck stated that the City Clerk's office puts out a call for applications and keeps them on record for six months. When there is a vacancy, individuals are selected from those applications to serve. When there are no applications, the City Clerk puts a call into various groups in the community. The City prefers members that are not in the development field. Schmeichel requested that the board include a developer even if it they abstain from certain votes. Hinrichs would like to troubleshoot the onboarding process, add intake training and TIF training. Miller said that if there are modifications to the Annual Report suggested, they can be added via vote for further discussion. Aiken pointed out that developers may have a perspective that others are unaware of even though there may be a public perception of a conflict. Jamison asked if it was possible to have a developer liaison that is a non-voting member. Miller said the bylaws do not currently allow that and would require an amendment to the bylaws. Struck stated that would be a great discussion at the City Council retreat.

Item #5b – Struck gave an overview on Tax Increment Financing to the Planning Commission Members as further training.

Item #6 – Adjourn

The meeting adjourned at 8:00 p.m.

Ryan Miller

Scot Leddy, Chairperson